

**Johannesburg-Lewiston High School  
2018-2019 Student Handbook**



**JLHS MISSION STATEMENT**

The board of education, teachers, administrators, and support staff of Johannesburg-Lewiston High School in partnership with students, parents, and the community, shall provide high quality educational programs which enable all students to acquire knowledge, achieve self-fulfillment and self reliance, pursue their individual goals, and become contributing members of society.

**10854 M-32  
Johannesburg, Michigan 49751  
Telephone: 989-731-4420**

**[www.jlas.org](http://www.jlas.org)**

**Principal – Mr. Curt Chrencik**

***“A DRUG FREE INSTITUTION”***

**This Planner Belongs To:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

## PARENTS AND STUDENTS

The rules and policies of Johannesburg-Lewiston High School apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school regardless of location, date, or time.

This student planner/handbook is provided to students to promote a good understanding of the rules and expectations at JLHS. They are provided to the students at no cost. Students are expected to take good care of their planner and use it to their advantage. **If a student destroys, defaces, or decorates it so that it is offensive, the planner will be confiscated and the student will have to pay \$10 to receive another planner.** Students are required to have their planner with them at all times, as the planners will be used as passes throughout the year. We encourage you to take advantage of all the opportunities that are available at JLHS. Please read over the entire handbook and contact the school if you have any questions.

**Keys to Student Success** – All students will be successful at JLHS if parents and students adhere to the following guidelines:

- Be organized and write your assignments down in your planner.
- Pay attention, take notes in class, and turn all your assignments in on time.
- Ask questions or seek help from your teacher if you do not understand something.
- If you are absent, see your teachers when you return to turn in homework that was due and to get the work that was assigned while you were gone.
- Parents are encouraged to check their student's grades on the district's website ([www.jlas.org](http://www.jlas.org)) on a regular basis to monitor the performance of their student.
- Parents should not allow their student to miss school unless they are truly ill.

**Academic Achievement Awards** – Student awards will be given annually for academic achievement. Senior awards will be based on cumulative GPA through the 1<sup>st</sup> semester of the senior year. Final class rank will be based on cumulative GPA through the 2<sup>nd</sup> semester of the senior year and may be different than class rank based on 1<sup>st</sup> semester grades.

**Academic** – A student must obtain a grade point average between 3.00-3.40 in three out of four marking periods for the year.

**Scholastic** – A student must obtain a grade point average of 3.41 or higher in three out of the four marking periods for the year.

**Honor Graduates** – Awarded to seniors with a cumulative GPA of 3.0 or higher during high school with at least one year in attendance at JLHS.

**Salutatorian** – Awarded to the senior with the second highest cumulative GPA during high school with at least two years in attendance at JLHS.

**Valedictorian** – Awarded to the senior with the highest cumulative GPA during high school with at least two years in attendance at JLHS.

**Activity Buses** – Activity buses are provided for those in extra-curricular activities. As a means of encouraging students to participate in extra-curricular activities and sports, a late afternoon activity bus runs from the high school to the Lewiston School. The schedule for this bus varies according to the seasons and activities. As with all school-sponsored activities, students are governed by school policies and rules, especially the bus rules, when they ride activity buses.

**After School Hours** – Students are not allowed in the school building after normal school hours unless they are participating in a school function and are under approved adult supervision.

**Attendance** – The Michigan School Code requires that student attendance at school be "continuous and consecutive", and absences are only permissible with "valid excuses". There are two very important aspects to attendance: presence and promptness. Prospective employers value attendance at school as important as academic grades. Studies have shown that there is a direct correlation between a student's consistent attendance and success at school. Excessive absences have a negative impact on student performance in school as well as developing habits for life after school. Johannesburg-Lewiston High School has established the following policies pertaining to attendance:

1. "Absent" shall mean that the student was not present physically at the place or places designated for the class period. If a student misses 20 minutes of first hour or 10 minutes of any hour once a student is present at school, they will be counted as absent.
2. Parents must call the school (731-4420) on the day of the absence and notify the office of their student's absence. This will change an unexcused absence (UA) to an excused absence (EA). If a call is impossible, a note signed by the parent must be turned in to the office upon the student's return to school. If a call or note is not received upon the student's return, the absence will be considered unexcused (UA).
3. Written documentation for doctor's appointments must be turned in to the office within five (5) school days after returning to school from the doctor's appointment. Documentation turned in after five (5) school days will be marked as an excused absence (EA).
4. Skipping or confirmed unexcused absences will result in administrative intervention and may include In School Suspension.

The following codes are used on a student's attendance report.

CA	court absence	DE	dual enrollment
DR	documented doctor appt.	EA	excused absence
FL	documented funeral leave	IA	in school absence
IS	in school suspension	RT	released time
SA	suspension absence	SB	school business
TD	tardy	UA	unexcused absence

**Bus Transportation** – In order to guarantee that children riding our school buses will have the safe transportation they deserve, the following discipline plan will be followed:

Students are governed by all the school rules listed in the Johannesburg-Lewiston High School Student Handbook while riding school buses and/or being involved in any school sponsored event. Students who violate school rules on buses will be disciplined according to both the school bus policy and the student conduct code listed in this handbook.

**Bus Passes** – Students are required to ride on their assigned bus unless the transportation department issues a bus pass for a student to ride a different bus. In order for a bus pass to be issued, a parent note or call (voice mail messages are not allowed) must be received by the transportation department prior to 12:00 noon and must include the following information – name, address, and phone number of the drop-off location. Bus passes will not be approved if notification is received after 12:00 noon or if the bus is at capacity.

**Bus Rules –**

1. The driver will be on the bus whenever students are boarding or leaving the bus.
2. Students will board and leave the bus in an orderly manner.
3. Drivers may assign seats if they so desire.
4. Students are to follow the directions of the driver.
5. Students are to stay in their seats while the bus is moving.
6. Students are to keep all parts of their body inside the bus.
7. No objects will be thrown on the bus or out the window.
8. Students will not use profanity.
9. The use of radios, phones, audio players and other personal audio devices by students will be allowed. Students must have personal headphones to play these devices. These devices are the responsibility of the owner, who assumes all the risk of bringing these devices to school. If problems occur, the driver will take the devices away from the students. The driver may have a bus radio installed, which is controlled by the driver. The use of personal video devices is not permitted.
10. Eating or drinking on the bus is at the discretion of the bus driver during regular bus runs. During bus trips for extra-curricular activities, eating or drinking is permitted. Students must keep the bus clean at all times.

**Discipline for Students Who Choose To Break a Bus Rule –**

**1st Incident** – The "first" note is only a **warning** that an infraction has taken place. (This note must be signed by a parent and returned to the driver in order for the student to ride the bus.)

**2nd Incident** – The "second" note will bring **disciplinary action** and suspension of bus riding privileges from 1 to 5 days. Parents must contact the bus driver, the child's principal or the transportation supervisor to see if a solution to the problem can be reached. The student will not be allowed to ride the bus until a solution is agreed upon.

**3rd Incident** – The "third" note may bring up to a thirty-day **suspension** from riding the bus. (A parent or guardian must meet with the bus driver, the transportation supervisor, and principal if the student is to be allowed to ride the bus after the suspension period - and then - only if proper corrective measures have been worked out.)

**4th Incident** – The "fourth" incident will bring an **indefinite suspension** of bus privileges until proper corrective measures have been taken.

**Severe Disruption** – The following inappropriate behavior will result in automatic suspension of bus transportation privileges until the matter is resolved to the satisfaction of the principal:

1. Physical harm to a student.
2. Physical harm or threat of physical harm to the driver.
3. Failure to give correct name.
4. Refusal to obey driver's direct request.
5. Bringing a weapon or any controlled substances on the bus.
6. Bringing water filled devices on the bus.
7. The use of tobacco products of any kind.
8. Use of profanity or profane gestures.

**Property Damage** – The student or students will lose bus transportation privileges until the total cost of the damage is paid for and the matter is resolved to the satisfaction of the principal.

**Cafeteria** – All students are expected to behave appropriately and clean up after themselves in the cafeteria. A computerized system is used in the cafeteria to monitor the meals and purchases of each student. All students must use their lunch code when they go through the line. Breakfast is provided free of charge to all students. Parents can pay in advance on a weekly, monthly, semester, or annual basis to cover their student's lunch costs. If a student's lunch account accumulates more than four lunch charges, he/she may not purchase a normal menu item for the day, unless they have money for that day. Instead, an alternate lunch will be offered. There will be no charging of seconds and/or extras of Ala' Carte items. There will be absolutely no charging after the second Friday in May. If you have unusual circumstances or would like more information, please feel free to call Cathy Kierczynski, Food Service Director at JLAS at (989) 732-1773 ext. 224.

**Cell Phones** - Cell phones and other electronic communication devices are to be turned off and out of sight during the school day with the exception of lunch time. Students who use a cell phone, have their cell phone turned on, or have their cell phone out during the school day will have their cell phone confiscated by staff. Cell phones that are confiscated will only be returned to a parent/guardian of the student. Repeat violations will result in the loss of all cell phone privileges at school.

**Cheating** – It is the policy of the Johannesburg-Lewiston Area Schools that "cheating" or dishonest actions associated with testing and other related matter of curriculum and instruction is not acceptable. Appropriate consequences will be issued based on the severity of the incident. Students caught cheating will receive a 0 and meet with teachers and administrator for further follow up.

**Class Rank** – The class rank that is computed at the end of the first semester of the senior year will be used for academic awards. Final class rank will be determined at the end of second semester of the senior year. Class rank is computed on the basis of semester marks earned in grades 9-12. Credit from other educational institutions or programs will not be applied toward graduation requirements at Johannesburg-Lewiston High School unless the principal has given written approval at the time the student enrolls. Dual enrollment classes that are taken for high school credit will count toward a student's GPA and graduation requirements.

**Class Schedule** – Classes will meet for 50 minutes every day, except on half-days.

<b>Full Day Schedule</b>		<b>Half-Day Schedule – A &amp; B</b>	
8:20 – 9:11	Period 1	8:20 – 9:11	Period 1 & 5
9:15 – 10:06	Period 2	9:15 – 10:06	Period 2 & 6
10:10 – 11:01	Period 3	10:10 – 11:01	Period 3 & 7
11:05 – 11:55	Period 4	11:05 – 11:35	Period 4 & 4
11:55 – 12:25	Lunch	11:35 – 12:00	Lunch
12:29 – 1:19	Period 5		
1:23 – 2:13	Period 6		
2:17 – 3:07	Period 7		

**College Days** – Students in grades 10-12 are permitted to take up to 3 college days per school year. This gives the student an opportunity to visit a college and meet with admissions personnel. Students wishing to take a college day must complete and return a college visitation form (available from the guidance office) prior to the visit. Absences for college days are recorded as school business (SB) and do not count towards the student's attendance. Seniors entering the military are also permitted to use these days to go to Lansing with their recruiter.

**Computer Use** – Students are not allowed to:

1. Bring in outside programs and use them on any computer in the school.
2. Alter any file or program on any computer in the school.
3. Load outside programs or files on any computer in the school.
4. Drop to DOS (this includes DOS on the C, H, or any other file server drive.)
5. Show or help anyone else do any of the above listed items.
6. Students must have a signed internet agreement on file. Students are not allowed to share log-ins and passwords with other students. Students can only access school computers by using their own name and password.

Students will be held responsible for any damage caused by previous or future activities of using DOS or Windows on the JLHS file servers or disregarding any of the above rules. Students are to get specific permission from the technology coordinator or principal before altering, loading, or using any computer software other than what is on the system.

Furthermore, students are not permitted to use the school Internet to access chat rooms, instant messenger programs, or social network sites. Students are only permitted to play games and check their e-mail before school or during lunch. Any violation of the computer use rules will result in the student's loss of computer privileges.

**Conduct of Students** – Student behavior should not endanger the freedom of others, should not endanger the personal safety of others, should not set a poor example to younger children, should not stimulate, create or add to chaotic conditions in the school. In summary, students shall not act in any way to threaten the health, safety, freedom or educational rights of others in the school or at any school sponsored function.

Responsibility for regulating conduct within a school is given to the principal, but the Board wishes to express itself by declaring certain actions as detrimental to school operations and subject to discipline. Those actions include but are not limited to the following:

1. Bullying, harassing, disrespectful, or threatening behavior toward students or staff will not be tolerated. Students who behave in such a manner will be removed from school until school personnel can be assured that the student is not a threat to students, staff, or property, and that this behavior will not continue. This includes behavior that occurs outside of school if it creates a substantial disruption to the learning environment at school, or creates an unsafe learning atmosphere for students or staff.
2. Yelling or causing other loud noises.
3. Gambling.
4. The only appropriate display of affection is handholding.
5. Running in the halls.
6. Profanity of any type will not be allowed.
7. Theft will not be allowed.

8. No students are to be in the halls without a pass. It is the student's responsibility to get a pass from their teachers.
9. No personal audio or video devices, including personal headphones, are to be used by a student during the school day (8:20 to 3:07) without official approval from the principal. On occasion, teachers may approve the use of these devices ONLY in their classroom on a limited basis. Students are permitted to listen to personal audio devices during lunch time
10. Food and beverages other than water may only be consumed in the cafeteria unless approval is received from the principal and a staff member supervises the students.
11. Giving false and/or misleading information to school personnel, forgery and/or altering school records, forms and official school communications of any and all kinds is strictly forbidden
12. **Insubordination:** Students who refuse to follow the directives of the principal, teachers, and all other school personnel are guilty of insubordination and will be sternly disciplined.
13. Any other behavior, which violates Federal, State or Local laws.
14. Any apparel, signs or other displays making reference to tobacco, alcohol, drugs, sex, gangs, racial/ethnic insults, or other offensive material will not be allowed.
15. Laser Pointers, fireworks, lighters and matches will not be allowed.

**Controlled Substances** – Michigan law prohibits the possession, use or delivery of controlled substances including alcohol. A controlled substance can generally be defined as a non-prescription drug or narcotic, such as marijuana, LSD, amphetamines, barbiturates, cocaine, heroin, and Quaaludes. Teachers and school administrators who uncover or come into contact with suspected controlled substances will seize and turn over such substances to law enforcement officials. Students are also prohibited from possessing, using or distributing prescription drugs not specifically prescribed for their use by a certified medical practitioner. The Board of Education declares that student use, possession or transfer of controlled substances is prohibited at school or any school approved activity on or off the school property. This applies to all students regardless of age.

The Board of Education also considers so-called "look-a-like" and/or synthetic drugs to be just as harmful as any of the commonly recognized controlled substances. Therefore, the same procedures and penalties apply to the possession, use, transfer and/or sale of "look-a-like" and/or synthetic substances as apply to controlled substances. Furthermore, students who provide any substances, or chemicals of any kind, to other students for the purpose of producing mood altering changes will also be subject to the procedures and penalties that apply to the possession, use, transfer, or sale of controlled substances. Any student who is found in possession, using or under the influence, distributing, or selling a controlled substance, illegal prescription drug or alcohol will be reported to law enforcement officials immediately and subject to discipline. The discipline issued will be based upon the circumstances of the illegal activity and will include suspension and/or possible recommendation for expulsion.

Students associating with individuals, who are in possession of, or under the influence of a controlled substance at school, or at school functions, are expected to leave that student immediately. Those associating with students breaking these rules may face the same penalties.

**Corporal Punishment** – Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to removal of the student from the classroom or school through suspension or expulsion procedures.

Professional staff as well as support staff may, within the scope of their employment, use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property

**Counseling and Guidance** – Many times during a student's high school years he/she may feel a need to talk with someone about school problems, future goals or perhaps some personal difficulty. It is our sincere hope that any student with a problem will take any one of the teachers into their confidence and ask for help. Special assistance can be found through the guidance counselor or the principal.

**Course Retake Policy** – Any course may be retaken to improve a grade. Only the higher grade will be calculated into the student's GPA. **All courses taken by the student and the grade received in each course will appear on the student's transcript.** If a course was retaken for a better grade, it will be noted on the student's transcript. Only one credit will be given for any course, unless it is a qualifying course. Qualifying courses may be retaken for additional credit and grade. Consult the guidance counselor for a list of qualifying classes. Students may also receive an additional credit and grade for courses that are repeated at the teacher's request for mastery of the subject matter with prior administrative approval. Only a change in the course description will allow a student to receive additional credit and grades calculated into a student's GPA.

**Dances** – Students may bring one guest to a school-sponsored dance if they sign up their guest in the high school office and receive approval from the principal. Students with prior disciplinary records will not be allowed to attend. Approved guests must bring proper identification to the dance. Students are responsible for the behavior of their guest. If a student decides to leave the dance early, their guest must leave with them. Students and/or guests who leave the dance early are not permitted to return. For the Homecoming and the Junior/Senior prom, guests can be no older than 20 years old. For all other dances, **ONLY JLHS** students may attend. Middle school students are not permitted to attend any high school dances. No exceptions will be made to these age limitations.

**Detention/ISS Room Rules** –

1. All students who are sent to ISS must report directly to the office.
2. Students will be in the high school office for ISS unless otherwise told. Students must remain in their assigned area while in ISS.
3. Students must arrive for lunch detention prior to the detention bell, and are expected to have schoolwork. Students who are not scheduled for a detention are not permitted to enter or otherwise disrupt the detention area during detention.
4. Students serving lunch detention will be released at the Schoolwork First lunch bell to get their lunch and report immediately to the high school office.
5. While a student is in the ISS room, there is to be no communication with anyone. Students must follow directions the first time they are given. If a student needs to talk to the supervisor, the student must raise their hand until the supervisor recognizes the student.
6. If a student is disruptive or sleeping in ISS, they will be warned one time. If a student is disruptive or sleeping a second time, they will be assigned an additional ISS. At this time, students will be required to call home to be picked up by their parents.
7. If a student needs to leave ISS to go to their locker or a classroom, a staff member will escort them.
8. Bathroom breaks will be given appropriately by the office staff. Students are only permitted to drink water at other times.
9. Electronic listening devices, music, etc. is not permitted in ISS.
10. Students will be allowed to participate in extra-curricular activities on days when they are in ISS.
11. Students who fail to comply with these rules will be subject to further discipline.
12. Students who are assigned all day ISS will be isolated from other students and will be expected to complete **AND TURN IN** schoolwork provided them.
13. Students who are removed from a single class will be sent to ISS for the remainder of the period. These students will be expected to do schoolwork while in the room.

**Discipline Procedures** – The following discipline procedures will be followed at Johannesburg-Lewiston High School. Students and parents are encouraged to read them carefully. If a student's behavior warrants a discipline referral and the staff member recommends a detention, the following will take place:

1. The student will be assigned a lunch detention on the next available detention day. Parents will be notified by the teacher and will receive a copy of the write up and date/time of disciplinary action by mail.
2. If the student is in school and they do not attend or arrive late to a detention, the student will be assigned an additional detention leaving two detentions to be served. Students who skip a second or third assigned detention will be assigned an In School Suspension (ISS). Students who skip three assigned detentions will be assigned an ISS for all future discipline write-ups.

3. After receiving 5 detentions in a semester, students will receive a day of ISS instead of detentions. From that point the student will receive ISS instead of detentions for discipline. After 3 in school suspensions, the student will receive an indefinite Home Suspension until the parents and student meet with school personnel to make a plan for the student to re-enter school.

Severe or Consistent Disruptions and Infractions – When there is a severe or consistent disruption, or infraction of the rules; the principal is placed in the situation of making the decision on discipline matters. The principal will be as fair and consistent as possible in making those decisions.

Exclusion from Classes – In-school suspensions, out of school suspensions and expulsion will be used when deemed necessary by the principal or Board of Education.

Make-up Work during Suspension – Make-up work for credit, including tests and quizzes, will be allowed for days missed because of suspensions.

**Dress and Grooming** – Students, in their choice of dress and grooming, shall not infringe upon the health and/or safety of themselves or others. Students shall present themselves in a manner that is determined by school officials to have a positive influence on the educational environment. Dress code rules apply to all school-sponsored events and on the bus before and after school. The following are guidelines concerning proper dress:

1. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments. Garments that are “see through,” low cut, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. The shoulders must be covered completely. Off the shoulder garments that expose a tank top or other inappropriate garment are not permitted.
2. Students will not wear pants that sag below the waist. All pants must be properly fastened. Students are not permitted to have any exposed undergarments.
3. Shorts can be worn throughout the school year. All shorts must be neat in appearance and be no shorter than four inches from the knee.
4. Skirts and dresses must be no shorter than four inches from the knee. All skirts and dresses must be neat in appearance.
5. Leggings, tights, and other tight-fitting or spandex garments can only be worn underneath shorts, skirts, dresses or other garments that are no shorter than four inches from the knee. Leggings, tights, or other tight-fitting garments cannot be worn alone.
6. Hats and/or hoods are not to be worn by students during the school day. Hats may only be worn before and after school and during lunch. On special occasions hats may be worn with the permission from the principal. Hats should be left in lockers at all other times.
7. Pajamas and slippers are not to be worn in school. During spirit week, an exception may be made to this rule if approved by the principal.
8. Any apparel making reference to tobacco, alcohol, drugs, sex, gangs, racial/ethnic insults, or other offensive material will not be allowed. Any clothing that displays a ‘double-meaning’ is also not appropriate for school.
9. Profanity will not be allowed on any apparel.
10. Clothing with holes, rips, or tears above the knee that exposes the skin or underwear is not allowed. Clothing with holes, rips, or tears in the seat, crotch, or other inappropriate location is not allowed at any time.
11. Apparel with chains or spikes attached will not be allowed.
12. Coats will not be allowed in the classroom, unless permitted by the classroom teacher.
13. All other inappropriate or offensive displays of dress and grooming will not be allowed.

Depending upon the circumstances, students who are dressed or groomed in an inappropriate manner will be required to change before going to class, will be sent home, or will be required to make necessary adjustments in their dress or grooming. Students will be sent to ISS if they do not make the necessary adjustments. Parents are asked to encourage their student(s) to dress in a responsible and appropriate manner.



**Dual Enrollment** – Students must have qualifying test scores to take dual enrollment (DE) courses. Students must indicate when they register whether the course is for high school credit, post-secondary credit, or both. This designation cannot be changed after the course begins. Courses taken for high school credit will count toward the student's GPA and graduation requirements. Students who wish to drop a DE course must pay attention to the college's academic calendar to avoid any non-refundable fees. If a student fails or chooses to drop a DE class, the student/parent is required to reimburse the district for any non-refundable fees charged by the college. JLHS criteria for DE qualifications for 2016-2017 school year:

1. Be on track for graduation;
2. Be passing all current classes and not have any failing grades on transcript;
3. Have fewer than eight (8) absences per semester;
4. Demonstrate responsibility, work ethic and good behavior - (i.e. two (2) or fewer missing assignments, two (2) or fewer disciplinary write-ups per semester; and
5. Have qualifying college readiness scores as outlined by MDE, or have qualifying "on track for college readiness" **and** a GPA of at least a 3.0.

*\*Exceptions to the above criteria can be appealed for review to the building principal.*

**Extra-Curricular Activities** – In order to help students develop hobbies and interests as well as to increase interpersonal skills by functioning in groups, the following clubs and organizations are offered whenever funds and approved sponsors are available: Archery, Cross Country, NHS, Robotics Club, Sports, Student Government and Golf Team.

**Those students involved in extra-curricular activities must be in attendance at school by the start of 4<sup>th</sup> period in order to participate in either practice or an event.** Any variances from this rule must receive prior approval from the Principal or the Athletic Director. If a student leaves school without prior permission from the principal or athletic director, that student will not be eligible for either practice or an event. Students participating in extra-curricular activities must meet the same eligibility standards as those students participating in athletics.

**Fees and Fines –**

1. J-L Area Schools may charge fees for extra-curricular activities when students are not graded or evaluated and academic credit is not given, or for any activity in which participation is not required for obtaining a diploma.
2. J-L Area Schools may charge for damages or loss of school property when such property has been provided without charge.
3. J-L Area Schools may require fees for clothing and food, which are offered during the regular school program.

**Grade Level Classification** – Students are assigned a grade level prior to the start of school in September, based on the credits that they have earned. Six (6) credits are required for sophomore status, and twelve (12) credits are required for junior status. Students who had junior status and took the Michigan standardized test the previous school year will be granted senior status.

**Grading** – Factors, which in part determine the quality of the student's work include: preparation of daily assignments, attendance and participation in class, test results, and classroom conduct.

Grade reports are issued two (2) times each semester. The second report of the semester also indicates the final grade for the semester.

Students are encouraged to discuss their progress with their teachers on a regular basis. Parents are urged to contact their student's counselor or teachers anytime they have a question or concern about their student's progress in school.

The grading scale used for marking period/semester grades is as follows:

A	100-93	B+	89-87	C+	79-77	D+	69-67	F	59-0
A-	92-90	B	86-83	C	76-73	D	66-63		
		B-	82-80	C-	72-70	D-	62-60		

The following grading scale is used to determine a student's grade point average (GPA). GPA is calculated on the student's semester grades. Credit is issued for classes that are taken on a credit/no credit basis, but these credits are not used to calculate grade point averages or class rank:

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67	D-	0.67		

Credit is issued at the end of the semester based on the semester grade. The formula for determining semester grades is based on 40% of each marking period grade and 20% of the semester exam grade. Marking period and semester grades will be rounded to the nearest whole percent. For example, 72.50% will be rounded up to 73%, and 72.49% will be rounded down to 72%. No credit will be given for failed or dropped classes. If a marking period or semester's class work is incomplete because of an absence, it must be made up under reasonable time limits per established attendance procedures. The grade issued by a college for dual enrollment courses will be transferred as the semester grade for credit and GPA calculation.

**Grading Procedures** – Students are expected to turn in assignments when they are due.

Assignments, which are not turned in by the due date are considered late. Assignments which are turned in late, will be graded based on teacher grading policy.

The following conditions apply if a student is absent:

- If a student is absent when an assignment is due, the student is to turn the assignment in before or at the beginning of the next class period in order for it to be considered on time.
- If a student is absent when an assignment is given, it is the student's responsibility to get the missing assignment and due date from the teacher no later than the next class period. Failure by the student to get their missing assignments during the next class period will not extend the due date of the missing assignment.
- It is the student's responsibility to make arrangements with the teacher regarding any missed tests, quizzes or labs. Failure to make up any missed tests, quizzes or labs within 5 class periods will result in a grade reduction.

Exceptions to this policy may be made with approval from the classroom teacher and the principal.

#### **Graduation Requirements –**

1. Each student must earn a minimum number of credits in order to graduate from JLHS. Students must complete a minimum of 24 credits and meet the requirements set forth by the MMC and JLAS Board of Education. All classes carry ½ credit per semester.
2. The following designated credits must be included in his/her credits as required by the State of Michigan:
  - 4 credits in English
  - 4 credits in Math (Algebra 1, Geometry, Algebra 2, and 1 additional math credit, a math course is required in the senior year)
  - 3 credits in Science (including 1 credit in Biology, 1 credit in either Chemistry or Physics, and one additional science credit)
  - 3 credits in Social Studies (½ credit in Civics, ½ credit in Economics and 1 credit in American History, and 1 credit in World History)
  - ½ credit in Physical Education and ½ credit in Health
  - 1 credit in Integrated Computer Applications (ICAs- includes online learning experience)
  - 1 credit in visual, performing, or applied arts
  - 2 credits in the same World Language
3. The parent or legal guardian of a student may request a personal curriculum for their student that modifies certain requirements of the Michigan Merit Curriculum. All personal curricula must meet the guidelines set forth by the State of Michigan in order for the student to be eligible to earn a diploma. For more information about personal curriculums and the guidelines set forth by the State of Michigan, please refer to the curriculum guide.
4. As a requirement for graduation, JLHS students must complete all components of the M-Step during the 11<sup>th</sup> grade year. In the event that a student does not receive a valid score in one or

- more subject areas, the student is required to take the M-Step during their senior year.
- Students are required to discuss their course requests with their parents. Students must return their course request sheet, signed by their parent/guardian, before they will be allowed to enter the final scheduling process.

Class load and semesters required are as follows:

- Students are required to attend high school for a minimum of eight semesters. Students may only graduate with fewer than eight semesters of attendance if they have been granted special permission by the administration and the board of education. The request to graduate early must be submitted one semester in advance.
  - Students in grades 9-12 are normally enrolled in a 7 period schedule. Requests for a shortened schedule must be approved by the high school principal.
- Students are required to gain approval from the high school counselor and principal before enrolling in any course outside of Johannesburg-Lewiston High School, if the course is to be used to meet the graduation requirements. Students who qualify are encouraged to consider dual enrollment opportunities. See the counselor for details.
  - Students are assigned a grade level once a year prior to the start of school in September. Please refer to the "GRADE LEVEL CLASSIFICATION" section.

**Bullying, harassing, Disrespectful or Threatening Behavior** – Bullying and/or harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors, and volunteers. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

**Bullying** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly. Bullying can be physical, verbal, psychological, or a combination of all three.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This includes such activities as stalking, name-calling, taunting, and other disruptive behaviors.

Bullying and/or harassment through any means, including electronically transmitted methods is subject to disciplinary action by the district. If the investigation finds bullying and/or harassment occurred, it will result in prompt and appropriate remedial action. This may include up to: expulsion of students, discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for board members and a referral to legal authorities.

Further information regarding the school's policy on bullying can be found in the Johannesburg-Lewiston Area Schools Board Policy number 5517.01, which is available at [www.jlas.org](http://www.jlas.org).

**Homework** – Students who complete their homework, on time, in all classes for an entire marking period will be rewarded with Schoolwork First privileges. Incoming freshmen will be eligible for Schoolwork First bell starting with the second marking period. Detention may be given for not turning in homework. Detentions for not doing homework will not count toward in-school suspensions for excessive write-ups.

**Larceny** – Students involved in a larceny/theft on school property or at a school function will be subject to criminal charges and disciplinary action ranging from administrative intervention to expulsion.

**Lockers and Locks** – Each student is assigned a hall locker. Students are not allowed to share lockers or change lockers without prior approval from the high school office. Physical education students and athletes will be issued a lock to secure their belongings in the locker rooms. Students will be assessed a fee for lost or damaged locks.

Personal locks are not permitted on the hall lockers. The lockers remain the property of the Johannesburg-Lewiston Area Schools and are provided to the students for their convenience.

School officials retain the right to enter a locker at any time for reasons they deem necessary. Students are forbidden to keep anything in lockers that poses a threat to the health, safety, education and well-being of others. Students may decorate the inside of their lockers but they may not use scotch tape on lockers, may not write on the lockers and/or otherwise deface them. Student may not decorate lockers with offensive materials. Lockers are to be kept neat, clean and respectable. Locker doors may not be left open. **Students may not store open containers of food and pop in their lockers.**

Periodic, random locker inspections will take place throughout the school year. Fees will be assessed, up to the cost and installation of a new locker, for those students who misuse their locker.

**The school is not responsible for lost or stolen items. It is important that students keep their lockers locked. Security of property cannot be maintained if lockers are left unlocked. If a student has trouble with the lock on their locker, a note should be given to the high school office. If the locker cannot be fixed, a new one will be assigned.**

**Medication** – No over the counter (OTC) medications are provided by the school. All medications and prescriptions must be turned in to the high school office. All medications must be in their original containers, along with a note from parent indicating time to dispense medication. Medication will not be dispensed without the proper documentation. This note is good for only one school year. Parents must pick up leftover medication within 1 week from the end of the school year. Any remaining medication will be discarded after this time.

**Money and Valuables** – Students are cautioned to keep all money, jewelry, valuables, etc. on their person at all times. The school cannot assume any responsibility for these items when lost or stolen. When using gym locker rooms, students are cautioned to lock their valuables and equipment according to directions given by their physical education instructor. All reports of stealing are to be made to the office immediately. The "lost and found" department is in the high school office. It is strongly recommended that students refrain from bringing valuable items and/or large amounts of money to school.

**Planners and Student Handbook** – Students will be given one planner that includes the student handbook at the beginning of the year. Students are required to have their planner with them at all times, as the planner is used for all passes during the school year. Students will not be allowed to leave the classroom without the proper permission noted in their planner. Students are expected to take good care of this planner, and put their name in the planner so it can be identified. Students will not be allowed to use other students' planners. If they do, the planner will be confiscated, and both students will face consequences. Students who lose their planner must purchase a new one for \$10.00. If a student defaces, rips, mutilates, decorates in an offensive manner, or in any other way destroys their planner, the planner will be confiscated and the student must purchase a new one for \$10.00.

**Schedule Changes** – Students and parents should understand that classes are planned and teacher schedules developed on the basis of classes selected by the students during class registration. The classes selected by the student and approved by the parents will comprise the student's schedule for the following school year. If for some special reason a student requires a change in schedule, the student should see the counselor for advice. Reasons for changing a schedule include such things as a lack of class pre-requisite, scheduling error or a problem in meeting graduation requirements.

**There will be a drop/add period during the first week of each semester.** After the first week, students may not withdraw from a course without the consent of the principal. Students who withdraw, or who are dismissed from a class may or may not be assigned to another class. Students will carry the grade they are currently receiving to any newly assigned class.

**School Closing Procedures Due To Inclement Weather** – When weather conditions become such that the administration and Board feel it unsafe to have students transported by school bus, school

will be closed. Students should listen to WKHQ, WMJZ, and WTCM on the radio and channels 9/10 and 7/4 on TV. You may sign up to receive a text when school is cancelled or delayed by signing up at <http://my.textcaster.com/asa/Default.aspx?ID=ad720556-d973-46eb-9085-e261d552cff6>. This site is free and is sponsored by the Phone Guide.

**Sexual Harassment** – Sexual harassment of students, employees or applicants for employment by other students, employees, board members, volunteers or independent contractors of the school district is unlawful under both Michigan and Federal law and is contrary to the commitment of this school district to provide an effective learning environment. The school district will not tolerate sexually harassing behavior as defined by law and/or by district policy, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints.

All supervisors are responsible for eliminating any and all forms of sexual harassment and intimidation of which they are, or reasonably should be, aware.

The school district does not discriminate on the basis of sex in the educational programs or activities, which it operates and is required by Title IX of the Education Amendments of the 1972 and implementing regulations (as well as other applicable statutes) not to discriminate in such a manner.

A complete copy of the Board's policy on sexual harassment is available at the high school office as well as the superintendent's office.

**Sickness and First Aid** – All students who are sick or those students requiring minor first aid are to first report to their teachers. If the students are too sick to attend classes, their teachers will give them a pass to the office. A health room is available on a limited basis to students. Students needing to use the health room will be required to call home for parental permission. Only one student at a time can occupy the health room and only for the period of time that it takes to arrange for parents to come for them. Students may not have visitors in the health room. Under no circumstances are students to go to the health room without approval from the office. Students in the health room will be marked absent with an in-school (IA) absence.

**Sign-Out Procedures** – Students are only permitted to enter and leave the building through the high school doors. High School students are not permitted to use the elementary/middle school doors. Students leaving the school building must have permission from parents and the high school office. All students must sign-out in the high school office. Once students are at school, they cannot leave school without permission. Students arriving to school late must sign-in in the high school office. Students with age of majority are required to write a note regarding their absence or tardy.

**Student Directory Information** – The school is required under federal law to provide access to the high school campus and to student directory information by various not for profit entities such as armed forces recruiters, educational institutions, and organizations offering scholarships. Directory information is information that would not generally be considered harmful or an invasion of privacy if released. Examples include student's name, address, telephone number, email address, photograph, date/place of birth, grade level, dates of attendance, participation in activities/sports, height/weight of athletic team members, awards/honors, and most recent district attended. This information may be in written, audio, or video form. If a student or parent/guardian does not want a student's directory information provided to these entities, they must submit a signed written request to the high school office that this information be withheld from these organizations. Written requests to withhold student directory information must be renewed annually with the school.

**Student Parking –**

**Parking Permits** – Students who will be driving to school are required to get a parking permit from the high school office. Students who do not turn their permits in to the office at the end of the school year will be charged \$3.00. Students will be required to park in the student parking area, which is in the back of the school. ONLY seniors are permitted to park in a designated area in the front of the school. Students must park in established parking areas and not by fences or sidewalks. The first six parking spots on the north end of the lot (closest to the bus drop off) are reserved for teachers. Once a student is on campus, they are the responsibility of the school and will not be permitted to leave campus without parent permission. Students with age of majority must check in with the

principal before leaving campus.

**Parking Lot Rules** – There is a 5 mph speed limit on school property. Once the school buses begin to move, students must wait for all buses to depart before they move their vehicle. Students are not permitted to cut between buses. Students who drive recklessly or otherwise fail to follow the rules will lose their parking privileges.

**Elementary Students** – If an elementary student is riding to school with a high school student, the elementary student will wait at the elementary office for the high school student to pick them up and escort the elementary student to the parking lot.

**Lewiston Parking** – Students who will be parking at the Lewiston School and riding the bus will be required to register their car with the high school office. All rules applicable to driving at the high school will apply at the Lewiston School.

**Loss of Parking Privileges** – Students who lose parking privileges will not be allowed to drive to, or bring their car to school.

**Snowmobiles/Dirt Bikes** – Students may drive snowmobiles/dirt bikes to school after the high school office has approved a completed snowmobile/dirt bike parking permit application. Students must present the proper driver's license or a proper safety certificate with the application. In addition to the rules listed above, the following rules apply to snowmobiles/dirt bikes –

- Snowmobiles/dirt bikes must be parked in the area by the sign in front of the school.
- Snowmobiles/dirt bikes cannot be parked in any parking lot.
- Snowmobiles/dirt bikes are to be used only for transportation to and from school. Snowmobile/dirt bike riding on or around school property is prohibited.

**Surveillance Cameras** – Video surveillance cameras are operated to maintain a safe and secure environment in schools and on school district property. Personal information and activities are recorded and collected, and may be disclosed to law enforcement purposes. Recordings obtained through the use of video surveillance may be used as evidence in any disciplinary or administrative proceedings.

**Tardiness To Class** – Students must be in the room before the bell rings or they are tardy for class.

- Students will receive a lunch detention when they accumulate 3 tardies per marking period in any given class.
- In the event a student is tardy more than 10 minutes of the class period, he/she will be marked absent (20 minutes for first hour).
- A student will receive an additional detention for each additional tardy after the third tardy in a marking period in any given class.
- Additional consequences will result for those students who are repeatedly tardy to their classes.

**Telephones Messages** – Students will not be called from classes for telephone messages except in cases of emergency. Messages will be taken in the office and conveyed to the student as soon as possible. Students may be permitted to use the school phone if parental contact is required, after obtaining permission from the appropriate staff member.

**Testing** – All students will be required to take Michigan standardized tests during their freshman and sophomore years as directed by administration. Students who are repeating a grade level are still required to take the assigned test. During testing, students are required to comply with the directives of all test proctors. See graduation requirements for other testing requirements.

**Testing Out Procedure** – Students can receive credit in a course that is a required component of the Michigan Merit Curriculum by testing out of the course. These tests are extensive and comprehensive, covering all aspects of the high school content expectations. Students must submit the necessary paperwork a minimum of 10 days before the class begins. A test date will be established and the students will be expected to test on that date. Any expectations to these procedures must be approved by the high school principal. To obtain the testing out paperwork, see the guidance counselor. A student must achieve a minimum "cut score" in order to demonstrate mastery of the high school content expectations (HSCE's) for the course in which they wish to test out. The established "cut scores" are as follows:

- A student who has taken a course and failed must score at least a 60% on the secondary credit assessment approved by the administration.

- A student who wishes to demonstrate mastery in a particular required course without enrolling in the course must score at least a 75% on the secondary credit assessment approved by the administration.
- A student who has an approved personal curriculum may receive credit in a particular course by achieving an alternative cut score as specified in the student's personal curriculum documents.

**Tobacco** – Students who possess/use any nicotine/tobacco based product, including e-cigarettes or other smoke able devices, will be given the opportunity to participate in a "Smoke Stoppers" program or an alternative program approved by the administration. The purpose of the "Smoke Stoppers" program is to educate students, as well as to provide them with assistance so they will not violate the school rules concerning the use and possession of tobacco. Participation in "Smoke Stoppers" may reduce 1<sup>st</sup> offense suspension based on circumstances.

**1st Offense** – The student will be suspended from school for a minimum of 3 days to expulsion.

**2nd Offense** – The student will be suspended from school for a minimum of 5 days to expulsion.

**3rd Offense** – The student will be suspended from school for a minimum of 10 days to expulsion.

Students, who associate with individuals who are using tobacco, vapers or other smoking devices at school or at school functions, are expected to leave that student immediately. Those associating with students breaking these rules may face the same penalties.

**Visitor Policy** – All visitors to the school are required to register in the high school office immediately upon their arrival. Unauthorized visitors will be asked to leave. Assistance from law enforcement will be requested whenever an unauthorized visitor refuses to leave the building and/or parking lot. Generally, visitors will not be allowed to attend class, unless prior approval is obtained from the principal and the teachers of the classes to be visited. Any visitor in the hallways will be politely asked if they need assistance, and will be directed to the high school office. No student visitors will be allowed during normal school hours. **If any visitor disrupts the school or refuses to follow directives from those in authority, law enforcement will be called and a complaint will be filed.**

**Weapon Free School Zone** – The Board of Education of Johannesburg-Lewiston Area Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of the Johannesburg-Lewiston Area Schools (or the superintendent, a principal or other district official as may be designated by the Board) shall permanently expel a pupil from attending school in the school district, if the pupil possesses a weapon in a Weapon Free School Zone.

A complete copy of the Board's policy pertaining to the Weapon Free School Zone is available at the high school office as well as the superintendent's office.

**Work Permits** – Work permits are required by the State of Michigan for all minors under the age of 18 who hold jobs. Information and the work permits may be obtained from the high school office.

**Public Notification of Career and Technical Education (CTE) Opportunities**

Johannesburg-Lewiston Area Schools offers Career and Technical Education programs at the high school. These programs are designed to prepare students for a broad range of employment and training services and are offered under the guidance of certified teachers. The following is a list of programs that are currently offered and the criteria for admission.

<u>Program</u>	<u>Admission Criteria</u>
Business Admin Mgmt & Operations	No prerequisite

Integrated Computer Applications

No prerequisite

All career and technical education programs follow the district's policies of nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status in all programs, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

For general information about these programs, contact:

Mr. Curt Chrencik Principal  
Johannesburg-Lewiston High School  
10854 M-32 East  
Johannesburg, MI 49751  
(989) 731-4420 ext. 2106

Inquiries regarding nondiscrimination policies should be directed to:

Superintendent  
Johannesburg-Lewiston Area Schools  
10854 M-32 East  
Johannesburg, MI 49751  
(989) 732-1773 ext. 2100

#### **STATEMENT OF NONDISCRIMINATION**

It is the policy of the Johannesburg-Lewiston Area Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, marital status or any other legally protected characteristic be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

Johannesburg-Lewiston Area Schools Board of Education Statement of Assurance of Compliance with State and Federal Laws. The following information is provided for the protection of your civil rights. The Johannesburg-Lewiston Area Schools Board of Education complies with all State and Federal Laws and Regulations prohibiting discrimination and with all requirements and regulations of the Michigan and U.S. Departments of Education. It is the policy of the Johannesburg-Lewiston Area Schools Board of Education to provide equal membership/employment/service opportunities to all eligible persons without regard to and not to discriminate on the basis of race, color, national origin, religion, citizenship, age, sex, marital status, parental status, handicap, membership in any labor organization, political affiliation, and for employment only, height, weight, and record of arrest without conviction, in its educational programs, activities, or employment as required by Title VI of the Civil Rights Act of 1964.

#### **Title VI**

No person(s) shall, on the basis of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination.

#### **Title IX**

No person(s) shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity for which Johannesburg-Lewiston Area Schools is responsible.

Inquiries regarding the above should be addressed to:

Coordinator/Grievance Officer:  
Superintendent  
10854 M-32 East  
Johannesburg, MI 49751  
(989) 732-1773 ext. 2100



**Section 504**

No otherwise qualified handicapped person(s) shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which Johannesburg-Lewiston Area Schools is responsible.

Coordinator/Grievance Officer:  
Mrs. Nancy Odren  
Elementary/Middle School Principal  
Special Education Coordinator  
10854 M-32 East  
Johannesburg, MI 49751  
(989) 731-2040 ext. 2110

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

**Section I**

Any person believing that the Johannesburg-Lewiston Area School District 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 Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, or (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint within thirty (30) calendar days of the alleged infraction, which shall be referred to as a grievance to:

Civil Rights Coordinator  
Johannesburg-Lewiston Area Schools  
10854 M-32 East  
Johannesburg, MI 49751  
(989) 732-1773

**Section II**

\*\*\* (See Below)

The person who believes that a factual basis for a grievance exists of sex and disability discrimination, including harassment by students, staff and third parties shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator or his/her designee, who shall in turn investigate the complaint and reply with an answer within twenty-one (21) calendar days. (This informal grievance procedure is not a prerequisite to filing a formal grievance with the district). In cases where harassment is found, the District will take steps to prevent recurrence of the harassment and to remedy its discriminatory effects. If the complainant feels the grievance is not satisfactorily resolved, they 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 local Civil Rights Coordinator or his/her designee within seven (7) calendar days of receipt of answers to the informal complaint. The coordinator or his/her designee shall further investigate the matters of the grievance and provide a thorough and impartial investigation of the complaint, including the opportunity to present evidence and identify witnesses and reply in writing to the complainant within twenty-one (21) calendar days.

**Step 2**

A complainant wishing to appeal the decision of the local Civil Rights Coordinator may

submit a signed statement of appeal to the Superintendent of Schools within seven (7) calendar days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within fourteen (14) calendar days.

### **Step 3**

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within seven (7) calendar 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) calendar 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 fourteen (14) calendar days of this meeting.

Anyone at any time may file a complaint with the Office of Civil Rights without utilizing the District's informal or formal resolution process. To do so, contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at 216-522-4970. If the grievance has not been satisfactorily settled, a complaint may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202. The local Coordinator, on request, will provide the complainant with 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 Civil Rights Coordinator's office.

The Office for Civil Rights, Department of Education, Cleveland Ohio is not part of the Johannesburg-Lewiston Area Schools' appeal process.

Section 504, Title II, title VI and Title IX prohibit retaliation against anyone who has opposed discrimination or filed a complaint or participated in an investigation

\*\*\*Section II is optional and not required as a prerequisite to filing a formal grievance with the Department of Education, Office for Civil Rights, 600 Superior Avenue East Bank One Center Suite 750, Cleveland, OH 44114-2611).

***“SAY NO TO DRUGS”***

# Johannesburg-Lewiston Area Schools Athletic Handbook (Updated June 2017)

## General Information

**Athletic Classification - C**

**Colors - Red & White**

**Nickname - Cardinals**

**League Affiliation - Ski Valley**

**Varsity/JV Sports Offered**

Football

Boys & Girls Basketball

Girls Volleyball

Boys & Girls Track

Boys Baseball

Girls Softball

**Middle School Sports Offered**

Girls' Basketball

Boys' Basketball

Track

**Ski Valley Conference**

Bellaire – Central Lake – Forest Area – Gaylord St. Mary – Inland Lakes – Johannesburg-Lewiston – Mancelona – Onaway – Pellston

**Northern Michigan Football Conference, South Division**

Central Lake – East Jordan – Gaylord St. Mary – Harbor Springs – Inland Lakes – Johannesburg-Lewiston Schools – St. Ignace

**Philosophy of Athletics** – Interscholastic competitive athletics are an integral part of the Johannesburg-Lewiston program. While it is conceded that the fundamental purpose of the school is to provide academic education for students, it is equally accepted that sound interscholastic athletic programs are vital to the effort by the school to provide comprehensive educational experiences for all students. To this end, community support for the schools should include support for all facets of the school program, including athletics. Other goals of the program are:

1. To provide the stimulus for student athletes to develop academically, socially, emotionally and physically. In fact, recent studies show students competing athletically also improve socially and academically.
2. To provide opportunities that will allow the program to serve as an environment where student-athletes may cope with problems, deal with success and failure, and in general, handle situations similar to those they will encounter in everyday life.
3. To provide healthy and safe competition for our student-athletes.
4. To encourage students to participate in the athletic program.
5. To teach fundamentals and skills that applies to each sport.
6. To develop respect for the rules of the game.
7. To accept discipline, accept the authority of the coach, and play the game for enjoyment.
8. To develop a positive attitude in each athlete toward his fellow teammates.
9. To establish a winning attitude.
10. To develop positive school spirit, unity and good sportsmanship in the student body and in the community in general.

In order to achieve these purposes, The Johannesburg-Lewiston athletic program shall be organized in a manner most consistent with the needs, interests, maturity, and abilities of students and shall be structured as educational activities with competent leadership, established objectives and standards of behavior. The program shall be viewed as the means through which optimal physical, mental,

emotional, and social growth of the participants is fostered. The welfare of students shall be given precedent over pressure to win. Success of a team shall be given precedent over pressure to win. Success of a team shall be judged by the conduct of coaches, athletes, and spectators and by the giving of one's self for the benefit of others rather than by the number of contests won or lost.

**Code for Athletics –**

1. Know and adhere to the athletic code of the school.
2. Adhere to attendance and academic requirements necessary for participation in the athletic program.
3. Demonstrate understanding and commitment to the philosophy of Johannesburg-Lewiston Area Schools sponsored athletics.
4. Observe completely all policies regarding conduct, doing so as a duty to school, team, and self.
5. Counsel with the athletic director over questions of eligibility.
6. Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
7. Accept favorable and unfavorable decisions as well as victory and defeats with equal grace.
8. Demonstrate respect for opponents and officials before, during, and after contests.
9. Conduct detrimental to the school and/or community will be grounds for disciplinary action.
10. Unauthorized possession or misuse of athletic equipment belonging to Johannesburg-Lewiston Area Schools can be grounds for disciplinary action.
11. No substance abuse in any form.

**Athletic Eligibility Rules –** Coaches have training regulations, which must be rigidly kept in order to participate in inter-scholastic athletics. Athletes must do satisfactory work in 66% of their classes to meet High School Athletic Association scholastic requirements. The Michigan High School Athletic Association (MHSAA) makes the rules for age, limit of semesters, transfers, awards, coaching, accident benefit plans and many other areas related to athletics. In agreeing to participate in MHSAA, the Board, all school personnel, and all athletes agree to abide by all of its rules and policy decisions.

All students who compete in athletics must establish eligibility according to the regulations of MHSAA. Briefly, they are:

1. They must not have reached their 19th birthday unless it occurs on or after September 1st in which case they will be eligible for the balance of that school year.
2. They must have a physical examination record on file in the Athletic Director's office before they begin the season.
3. They must not have been enrolled for more than 8 semesters in grades 9-12. They must not have graduated from any high school.
4. They must currently be passing 66% of the credit load potential for a full-time student. For JLHS students, this translates to passing 5 out of 7 classes at all times. Students who have a reduced schedule due to released time or dual enrollment must also be passing a minimum of 5 H.S. classes at all times.
5. They must not have accepted money or merchandise awards for athletic performance but they may accept trophies, medals, letters, etc., of a value not to exceed fifteen dollars.
6. They must not have participated in any outside competition in a sport during the season after they represented our school in that sport, nor participated in any outside basketball competition after February 15th, if they represented our school after that date; nor have participated in any all-state or exhibition football or basketball games.
7. They should provide their own hospitalization insurance prior to participation in any competitive sport program.

**Johannesburg-Lewiston Area School Further States:**

1. Johannesburg-Lewiston Schools encourage all students to pass all classes. Athletic eligibility will be based on the ineligibility list, which is distributed every two weeks. Students who are eligible on Monday will be eligible for the entire week.
  - A report of failing students will be run every two weeks after 11:30 a.m. on Friday (or the last day of school for that week).
  - Students who are not passing 66% of the credit load potential for a full-time student will become ineligible the following Monday. This translates to passing 5 out of 7 classes (or failing 3 or more classes). Students will remain ineligible for the remainder of the week. An ineligibility check will be conducted every Friday to determine weekly eligibility. The student will remain ineligible until they are passing a minimum of 5 classes. Once a student is passing 66% of the credit load potential, or 5 out of 7 classes, they will become eligible the following Monday. Continued eligibility will be determined by the ineligibility list that is distributed every two weeks.
  - Ineligible students are not permitted to dress for competition. Students may be required to attend events as per coaches' decision.
2. Appeals of this policy can be taken to the Appeals Committee for consideration. The Appeals Committee will consider the following:
  - Extenuating circumstances - Example: prolonged illness.
  - Demonstrated Academic improvement.
  - Recommendation from staff and faculty.
  - Discipline and/or attendance.
3. All students are eligible at the beginning of the school year if they passed 66% of the credit load potential for a full-time student during the second semester of the previous school year. Students who did not pass 66% of the credit load potential during the previous semester are not eligible to participate until the 61<sup>st</sup> scheduled school day of the current school year, provided they have been doing passing work cumulatively for the previous 60 days. Incoming freshmen are immediately eligible for participation. Transfer students are eligible in accordance with all MHSAA eligibility standards. Ineligibility lists will begin to be distributed after the second week of school.

**The Following Rules Apply to Athletes -**

1. Prohibited use of obscene or profane language.
2. If the student was under doctor's care or if absence was prolonged, a doctor's permit may be required.
3. Athletes must be in attendance at school by 12:25 to participate in either practice or a game. Any variances from this rule must receive prior approval from the Athletic Director. If an athlete leaves school without permission, the athlete will not be eligible for either practice or a game.
4. The personal appearance of all players should be such as to be a credit to the school. The school reserves the right to restrict their playing if students fail to meet the requirements.
5. Students who participate in athletic activities are to refrain from the use of tobacco, vapors or other smoking devises, alcohol, and drugs, other than those prescribed by a licensed physician. Violation of the above will be handled as follows:
  - **1st offense - Suspension for 25% of the season and undergo a substance abuse assessment and abide by the substance abuse recommendation for treatment. Failure to complete a substance abuse assessment will result in a suspension for the remainder of the season.**
  - **2nd offense and each offense thereafter - Removal from all athletic activities for a period of one calendar year.**
6. All criminal offenses will be handled in the following manner:
  - **If an athlete commits a misdemeanor, this will result in a suspension of 25% of the season. For the second offense and each offense thereafter, the athlete will be removed from all athletic activities for a period of one calendar year.**
  - **If an athlete commits a felony, he/she will be removed from all athletic activities for a period of one calendar year.**
7. If the violation occurs near the end of a particular season or semester, the suspension or expulsion will be applied to the next sport season or the next semester.

8. **Self-Admittance:** If a student voluntarily seeks or requests help for substance abuse on his/her own and not in response to a suspected violation of our athletic code; he/she may be exempt from the suspension provisions of this policy provided that he/she undergoes a substance abuse assessment and abides by the substance abuse recommendation for treatment. The self-disclosure will be made to the coach, athletic director, principal or superintendent. Furthermore, as we acknowledge concepts such as honesty and integrity as ultimate reflections of good character, we encourage student-athletes to self-admit to violations of the athletic code. Student-athletes who self-admit to violations may be considered for a one-half reduction in suspension one time and one time only providing the self-admit happens the first time he/she is asked by the head coach, athletic director or an administrator. In any situation where an athlete has, as a result of self-admittance, received a reduced penalty under the provisions of this section, a failure to comply with the required program will terminate the reduced penalty status. The penalty for the original violation shall be the same as though there had been no self-admittance. This provision shall apply only once to any student-athlete during his/her years at Johannesburg-Lewiston Schools (grades 9-12).
9. Any coach may expand on the rules or have additional rules for his/her particular activity, but only under the following conditions:
  - Requirements are to be approved by the Athletic Director and the principal and are to be on file in the Athletic Director's office prior to the activity.
  - Participants must be notified of the rules and the requirement.

**Removal From Participation –** Removal from participation may include but is not limited to the following:

1. 10 discipline write-ups in a semester as a result of violating the rules of the Johannesburg-Lewiston Schools student handbook.
2. Repeated violation of school, athletic, or team policies.
3. Personal misconduct that involves breaking the law.
4. Verbal or physical attack on a team member, opponent, contest officials, coach, or any other personnel.
5. Continued acts of unsportsmanlike conduct.
6. Excessive weekly ineligibility as stated by the athletic director and coach.
7. Not participating in athletic practices or contest.

Students who are removed from participation for any of the reasons listed above may appeal the decision to the Athletic Appeals Committee.

**Miscellaneous Rules and Regulations –**

1. **Quitting a sport:** Any athlete who quits a sport or is removed from a team must follow the proper procedures.
  - If the athlete quits he/she must set up an appointment with the coach and athletic director to state his/her reasons for quitting. Furthermore all equipment must be turned in and all financial obligations be taken care of. In the event the proper procedure is not followed, the athlete will not be allowed to participate in any other sport for the remainder of the school year. If this happens at the end of a school year, this will carry over to the next season of the following school year.
  - In the event an athlete is removed from the team, the athlete is required to return all equipment and take care of all financial obligations. Furthermore the athlete will have to appear before an athletic appeals committee to review the reason for dismissal from the team before he/she can participate in athletics for the remainder of time at Johannesburg-Lewiston High School.
2. Students who continually are tardy the day of games or are assigned detentions on a regular basis will be subject to the following rules:
  - Arriving late to school more than five times on game days, suspension from the next athletic event (single game, doubleheader or match).
  - If this problem continues, the student-athlete must meet with the athletic committee. Until the time of this meeting, the athlete can practice and play. The athletic committee will determine the punishment, which could include removal from the team.
3. Students suspended out of school for disciplinary reasons are not allowed to participate in any athletics event.

**Athletic Appeals Committee** – Any athlete or team member suspended or removed from a team under this section will have the opportunity to appeal the decision to an athletic appeals committee. The athletic appeals committee will be comprised of 3 varsity coaches not affiliated with the sport in question, the athletic director, and the principal.

**Transportation To And From Events** –The Following rules apply for away athletic events:

1. Players and managers are expected to ride the bus to and home from away athletic events.
2. If the player does not ride the bus to the event, he/she will not be allowed to compete in the Event.
3. After an away event, parents must be present and provide written approval to the coach in order to take their child home.
4. The player and parent must obtain permission prior to leaving the event from the coach in charge. The coach should consult with the athletic director, if possible, before agreeing to other arrangements.

Approval for other transportation may be granted by Athletic Director if request is in writing ahead of time.

**Harassing, Disrespectful or Threatening Behavior** – Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors, and volunteers. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This includes such activities as stalking, name-calling, taunting, and other disruptive behaviors. Harassment through any means, including electronically transmitted methods is subject to disciplinary action by the district. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to: expulsion of students, discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for board members.

**Awards** – The athletic award is given by Johannesburg-Lewiston Area Schools in special recognition of athletic performance. To qualify for this honor, a student must meet the established qualifications of the school or be recommended by the coach of the sport in which he/she participated:

1. Award winners should set an example of the highest standards at all times, which includes adherence to the items in the Athletic Code.
2. Any player who quits a sport and is not allowed back on the team, or does not finish the season in good standing, will not receive a letter for the sport for that particular season.
3. The student is awarded a chenille JL for their varsity award. They are awarded metal emblems for their letter for each varsity letter won thereafter.



**JLHS Fight Song –**

J-L High School hats off to thee.  
To our High School we will ever be  
Firm and strong; united are we.  
Rah, rah, rah, rah, rah, rah, rah, rah  
Rah for J-L High.

J-L High School we will be fair  
Here, there, and everywhere.  
Let us call for a victory;  
Let's hear our cry.  
Rah, rah, rah, rah, rah, rah, rah, rah  
Rah for J-L High.

Red and White Fight Fight  
Red and White Fight  
Fight fight with all your might  
Red and White Fight!