

JOHANNESBURG - LEWISTON K-8
Student Handbook

Telephones: Johannesburg 731-1773

Lewiston 786-2253

ADMINISTRATION

Superintendent - James Hilgendorf

High School Principal – William Kearney

Johannesburg Elementary Principal - Thomas Hausbeck

Lewiston Elementary Principal - Rick Holt

BOARD OF EDUCATION

Patricia Johnston, President

Michael Vogt, Vice President Judy Green, Trustee

Dorothy Shepherd, Secretary Kenneth Sides, Trustee

Donald Sklarczyk, Treasurer John Makranyi, Trustee

MISSION STATEMENTS

JOHANNESBURG MIDDLE SCHOOL MISSION STATEMENT

The entire staff of the Johannesburg Middle School recognizes that each middle school student is a unique individual in a transitional period of life. We commit ourselves to providing a supportive environment and quality instruction so that each student may develop academically, socially, emotionally, and physically to his/her full potential. We aim to instill in our students positive attitudes towards self, others and learning.

JOHANNESBURG ELEMENTARY SCHOOL MISSION STATEMENT

The Johannesburg Elementary School staff is dedicated to providing our students with a well-rounded education enabling them to recognize life's challenges and opportunities. We will model and foster positive self-esteem, responsibility and respect towards others. We are committed to helping students set personal and academic goals, which will assist them in becoming contributing members of society with a love and joy of life-long learning.

LEWISTON SCHOOL MISSION STATEMENT

The Lewiston School community will provide a framework of experiences, skills and knowledge for life-long learning. We will create a positive environment to develop social skills necessary for success and to enhance self-esteem.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Rights of Students

The Constitution of the United States and the Michigan State Constitution, along with their amendments, give all citizens certain rights. These rights are further defined by court decisions, administrative policy and the policies of the Johannesburg-Lewiston Area School Board. Foremost, you have the right to pursue, through study and self-application, a quality education at public expense. You have the right to be free from unlawful discrimination. You have the right of free speech and expression, as well as the right to be secure in your persons and privacy. And you have the right to be treated as the unique and special human being you are! You should also remember that your rights end the minute you begin to violate the rights of others.

Responsibilities of Students

Responsibility refers mainly to the students' obligations to others within the school community. In order for students to preserve their rights, they must take upon themselves a sense of responsibility toward the preservation of the rights of others. Each student then becomes responsible to a certain extent for the educational rights of all students.

You have the responsibility to attend classes and comply with all school policies and rules. You have the responsibility to yourselves and to the community who is providing for your education, to do your very best to acquire an education and set of values that will help you to become a useful, productive member of our society. You are obligated to foster good human relationships by being tolerant and respectful toward all members of the school community.

SCHOOL HOURS

JOHANNESBURG 8:20 – 3:04 LEWISTON 8:00 – 2:44

ATTENDANCE

Regular attendance at school is not only required by law but is essential to the learning process. **PARENT CONTACT WITH THE OFFICE IS REQUIRED** when your child is absent.

School Attendance Policy

When a student has accumulated 4 absences in a marking period a letter will be sent from the office to the parents informing them of their child's absence record.

If a student accumulates 7 absences in a marking period a complaint may be filed with the County Prosecuting Attorney's Office or the County Truant Officer.

TARDINESS

Students arriving after the start of classes will be marked tardy. Students arriving after the first two hours of instruction or leaving before the last two hours of instruction will be marked 1/2 day absent.

SIGN OUT PROCEDURES

Students must sign in and out in the office.

IMMUNIZATIONS

Recommended Childhood Immunization Schedule

Age

1

2

4

6

12

15

18

24

4 thru 6

11 thru 12

13-18

Vaccine

Birth

mo.

mos.

mos.

mos.

mos.

mos.

mos.

mos.

years

years

years

Hepatitis B

Hep B#1

only if mother HbsAG(-)

Hep B #2

Hep B #3

HepB Series

Diphtheria,

Tetanus,

DTaP

DTaP

DTaP

DTaP

DTaP

Td

Td

Pertussis

H.Influenzae

Hib

Hib

Hib

Hib

type b

Polio

IPV

IPV

IPV

IPV

Measles

Mumps

MMR #1

MMR #2

MMR #2

Rubella

Varicella

Varicella

Varicella

(Chickenpox)

Pneumococcal

PCV

PCV

PCV

PCV

PCV

PPV

Conjugate

Hepatitis A

Hepatitis A Series

Influenza

Influenza (yearly)

FOR AN APPOINTMENT AT ANY OF THE FOLLOWING LOCATIONS,

PLEASE CALL (231) 547-0295 OR 1-800-432-4121

BELLAIRE HEALTH DEPARTMENT – 209 Portage Drive

CHARLEVOIX HEALTH DEPARTMENT – 220 W. Garfield

ELK RAPIDS ELK RAPIDS TOWNSHIP HALL – 401 River Street

GAYLORD HEALTH DEPARTMENT – 95 Livingston Blvd.

MANCELONA FAMILY RESOURCE CENTER – 205 Grove Street

PETOSKEY HEALTH DEPARTMENT – 3434 Harbor - Petoskey Road., Suite A

BIRTH CERTIFICATES/SOCIAL SECURITY NUMBERS

The State of Michigan requires all students enrolled in Michigan public schools to have on file a copy of the ORIGINAL birth certificate and a copy of each child's social security number.

TRANSPORTING STUDENTS AFTER SCHOOL

Due to overcrowding the bus and safety conditions;

1. Bus passes will not be granted for groups such as birthdays, parties, sleep overs, OM teams, girl & boy scouts, or other group activities.

If your child needs a change in his/her drop off point and will not require a change in busses, then he/she must give the note directly to the bus driver in the morning.

If your child needs a change in his/her drop off point and requires a change in busses, your child must present a note to the office when they arrive in the morning.

Students not directly involved in extra curricular activities may not ride the activity bus or remain on school grounds.

Students in the elementary or middle school are not allowed to wait at school for older brothers and sisters participating in extra curricular activities. If a student is to wait a few minutes to be picked up by a parent, a note must be sent so that the office knows why he/she is waiting.

VISITORS TO SCHOOL

All visitors and parents **MUST REPORT TO THE OFFICE**. We do not allow students from other schools to visit our school. This is disruptive to regular classroom activities.

PICK UP AND DELIVERY OF CHILDREN

No one can pick up your child without written permission from you given to the office. Phone calls will be accepted only in an emergency. Parents or others who are given permission to pick up children must come into the building rather than have the children go out to the car.

EARLY DISMISSAL

When you need to pick up your child early for any reason, you must check in at the office. Office personnel will call students from their classrooms.

AFTER SCHOOL ACTIVITIES

Students who are going home with friends or attending an after school activity, must make arrangements ahead of time. The school phone cannot be used to make last minute plans.

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

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

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

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

Lewiston and Johannesburg middle school students are invited to attend the evening activities at each others' school. Visiting students must contact the school office prior to the day of the activity so that an identifying list can be provided to the adults in charge of the activity.

MIDDLE SCHOOL STUDENTS ARE NOT ALLOWED AT HIGH SCHOOL DANCES AND HIGH SCHOOL STUDENTS ARE NOT ALLOWED AT MIDDLE SCHOOL DANCES.

USE OF TELEPHONE

Children who need to use the pay telephone or office telephone must first get permission from their regular classroom teacher. They are permitted to use the telephone in the office only when it is of great importance. Children will not be called out of the classroom to answer the telephone except in emergencies. Telephone calls to the classroom during the day are not permitted.

ILLNESS AND ACCIDENTS

Children who are not feeling physically well must be kept at home. If your child becomes ill at school, parents or emergency contacts will be called. Changes in your Emergency/Contact forms must be kept updated. Telephone numbers for work, home and emergency contacts must be kept current.

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

The school does not provide accident insurance for children who are not covered by parental policies. Insurance forms are sent home at the beginning of the school year providing insurance for a nominal fee.

Public Health Department regulations require that any child suspected of having a contagious condition will be immediately sent home. They may not return until the condition is gone or a physician's statement is obtained stating the child can return to school. If the school suspects a contagious condition such as measles, impetigo, head lice, scabies, pink eye, etc., we will notify the parent immediately so that the child can be taken home.

MEDICATION

PARENTS MUST BRING ALL MEDICATIONS TO SCHOOL IN ACCORDANCE WITH STATE LAW.

In addition to this, a signed statement must accompany any medication prescribed by a doctor from the doctor requesting and authorizing school personnel to give the medicine in the dosage prescribed by the doctor. This releases school personnel from liability should a reaction result from the medication.

All medicine must come in the original container and be labeled with the child's name and instructions for administering. It must be left in the school office and be administered by school personnel. This includes all patent medicine such as Tylenol. If a child brings cough drops, these should be accompanied by a note and left with the classroom teacher.

School personnel are never permitted to provide Tylenol or other patent medication.

DISASTER DRILLS

Practice drills for fire and other types of emergencies are conducted on a regular basis. A plan for clearing the building during fire drills is posted in each classroom and the teachers regularly review the procedure for fire and tornado drills with each class.

SCHOOL CLOSURE DUE TO WEATHER

When weather conditions make it necessary to close school, every effort is made to make the decision as early as possible. However, there are times when the weather conditions and the roads become worse after the busses have begun their routes. We try to avoid cancellation of school after the busses are on the road. If the weather conditions change so that safe transportation is not possible, then it becomes necessary to close the school. When school is closed after the busses have started in the morning, we appreciate parents helping inform the drivers of such decisions.

Board Policy: when weather conditions become such that the administration and board feel it unsafe to have students transported by school bus, school will be closed. The transportation supervisor will advise the superintendent after confirming with county police agencies and county road commissions as to the conditions that are present. Upon evaluating the road conditions with the transportation supervisor, the superintendent or his agent will decide if it is in fact safe for busses to travel. If school is to be closed the appropriate radio and television stations will be notified, as well as the staff. If conditions become such (while school is in session) that students shall be dismissed from school early, the radio and television stations will be notified of the dismissal time. It is totally understood that any parent has the right to keep his/her student, son or daughter, home when he/she feels that the weather is too inclement.

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

Local radio and TV stations used for emergency announcements are:

Alpena WHSB 107.7 Cadillac WWTW/WWUP TV Channel 9/10

Charlevoix WKHQ 106.0 Traverse City WTOM TV Channel 4/7

Gaylord WKPK 106.7 Traverse City WGTU TV Channel 29/8

Gaylord WMJC 95.3 Alpena WBKB TV Channel 11 and

Grayling WQON 100.1 Gaylord Channel 45

Petoskey WJML 98.9 Petoskey WMBN 96.3

ELEMENTARY/ MIDDLE SCHOOL LUNCHROOM

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

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

Charging for lunch is not permitted.

PHYSICAL EDUCATION

Each student in grades 6-7-8 has a regularly scheduled physical education class. The teachers have provided each student with a list of required equipment, rules and procedures. This list is included below:

Required Equipment:

1 T-shirt or suitable athletic shirt

1 pair of shorts suitable for gym

1 pair of sturdy, properly fitted gym shoes

1 pair of white athletic socks

1 towel, soap, and deodorant

Clothing for outdoor classes is recommended

GYM CLOTHING SHOULD BE TAKEN HOME EVERY FRIDAY AND CLEANED.

Showering may be required after gym class unless determined unnecessary by the instructor. Students will be required to change into street clothes before returning to class.

Physical injury: A note from a doctor is required for the student to be excused from participation. If there is no note, the student will participate to the best of his/her ability.

PROMOTION OR RETENTION OF 6TH, 7TH AND 8TH GRADE STUDENTS

The following criteria will be used to determine promotion or retention:

All Johannesburg and Lewiston students in 6th, 7th and 8th grades will study the following academic subjects: reading, language arts, social studies, math and science. Students will be graded in these subjects according to the 4.0 grading scale.

B+ 3.33 C+ 2.33 D+ 1.33 E 0.00

A 4.00 B 3.00 C 2.00 D 1.00

A- 3.66 B- 2.66 C- 1.66 D- .66

Other subject areas may be graded on a pass/fail, credit/no credit, or the letter grade system.

Promotion and retention will be determined as follows:

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

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

Permanent placement...the student will be retained for a period of one year in the same grade level.

Determinations made by the committee will be final.

ACADEMIC REPORTS AND GRADING

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

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

MIDDLE SCHOOL ATHLETIC ELIGIBILITY

(See the Athletic Handbook)

COUNSELING

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

CHEATING

It is the policy of the Johannesburg-Lewiston Area Schools that "cheating" or dishonest actions associated with testing, instruction, and other related matter of curriculum is not acceptable. Corrective action for all students will include, but not be limited to, such things as discussion, counseling and discipline which is administered according to the student's age, grade level and the severity of the incident.

FEES AND FINES

Books, equipment and facilities are the property of the Johannesburg Lewiston School District. These properties are on loan to students and must be maintained in a proper fashion. The school district may charge for damages or loss of school property when such property has been provided without charge.

The school district may charge fees and fines for:

Admission to athletic activities, dances and plays.

Deductions for damage or loss of school owned books and supplies.

School sponsored educational trips, unless such trips are a requirement of the course, in which case they must be provided without charge.

4. Insurance fees for interscholastic athletics consistent with present statutes.

5. Library fines and fees.

DISCIPLINE

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

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

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

After School Detention: The student is detained for 1 hour. Transportation is the responsibility of the parent.

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

In School Suspension: The student is detained from all classes and placed in a monitored room.

Suspension: The exclusion of a student from school for a specific period of time terminating at the end of the specified period or upon the fulfillment of a specific set of conditions.

6. Expulsion: The permanent exclusion of a student from school.

*** During suspension or expulsion, students are not allowed on school property or to participate in any school activities.

School board policy dictates more severe punishment for some offenses such as smoking on school property, doing bodily harm to another student or possession of illegal substances. These policies are detailed in the high school handbook and are available upon request.

DISCIPLINE CODE

The following categories of misconduct are intended to serve as a guideline and are not necessarily all-inclusive. Actions which are detrimental to school operations and subject to discipline include:

1. Persistent disobedience or failure to follow classroom or school rules and/or gross misbehavior where administrative intervention is necessary.
2. Defiance, disrespect, or insubordination to staff members, or disregard or refusal to follow directives or cooperate with staff members.
3. a. Assault and Threats
b. Hitting, pushing, bullying, etc.
c. Fighting, physical attack and/or injury to another student.
4. Theft or unlawful entry (including lockers, desks, etc.)
5. Extortion: obtaining money, property, etc. as a result of intimidation.
6. Indecency: act of offending commonly recognized standards of good taste, including use of gestures, obscene or profane language and name calling.
7. Use or possession of controlled substances, illegal prescription drugs or alcohol.

8. Use or possession of dangerous or unlawful articles.
9. Use of tobacco
10. Malicious destruction: property damage, defacing property, vandalism or arson.
11. False fire alarm, including tampering with a fire alarm or fire fighting equipment.
12. Attendance violations including truancy, leaving school without authorization, skipping class or school.
13. Threat, assault, or abusive language towards staff.
14. General disorderly conduct including, but not limited to, running in the halls, yelling or excessive noise, horse play, gambling, excessive display of affection, loitering, possession of tobacco.
15. Other activities detrimental to school operations and not covered in the above violations.

Students may be given any disciplinary measure listed depending on the severity of the incident, and the circumstances involved, at the discretion of the administrator. Parents' cooperation and assistance will be sought out very quickly and consistently if students are misbehaving persistently.

In discipline actions where the student is excluded from school, the following guidelines will be followed:

1. A student shall be fully informed of the charges brought against him/her and given the opportunity to give his/her side of the incident.
2. The parent/guardian will be notified and documentation of the incident shall be made in the student's accumulative file.
3. Parent/guardian may appeal the principal's decision in the following manner:

Parent/guardian may request a conference with the principal. Such requests shall be made before the period of separation or suspension. For up to three (3) days suspension, the principal's decision will then be final.

For over a three (3) day suspension, if the parent/guardian disagree after meeting with the principal, within five (5) school days from the principal's decision, the parent may appeal such decision to the superintendent.

The superintendent's decision may be appealed to the Board of Education within five school days after receiving his decision.

DETENTION/INSCHOOL SUSPENSION ROOM RULES

If a student chooses to disobey the following detention room rules, they will be asked to leave and will be counted as being absent.

1. Must not talk, make any noise, communicate with others, cause a disruption.
2. Must follow directions the first time they are given.
3. Must raise hand and be recognized before talking to teacher.
4. Parents must pick up their child immediately after detention.
5. Students who do not show up for detention will be given one day of in school suspension.

DRESS

The responsibility for determining dress and grooming of students attending school ultimately rests with the parents. Good taste and decency will be expected. Students are expected to abide by the following guidelines:

1. Clothing will be worn as it is intended. Coats will not be worn in class.

Footwear will be worn.

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.

Students will not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.

Students will be permitted to wear shorts during the first and fourth marking periods only. All shorts must be hemmed and come approximately to the knee. The final decision as to the appropriateness of the shorts will be left to the discretion of the principal.

Students will be required to conform to health and safety standards in specific departments.

Clothing deemed mutilated, vulgar in style or design is prohibited.

Hats or sunglasses are not to be worn in classrooms.

All dresses and skirts must be approximately knee length.

Disruptive clothing items or personal attire are not permitted and judgment is an administrative discretion.

Clothing and/or other apparel displaying alcohol, drugs, weapons etc. will not be permitted in the buildings.

GYM RULES FOR MIDDLE SCHOOL FREE TIME

1. Respect others and their space. Keep hands and feet to yourself.
2. When the whistle is blown, all students must stop.
3. Follow all directions given by the aide.
4. All students must be in the gym at all times.
5. All equipment must be shared and used properly.
6. Return quietly to class.

CAFETERIA RULES

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

7. Students will be dismissed from the cafeteria by their teacher or an aide. They must remain in the cafeteria until they have permission to leave.

ELEMENTARY RECESS

The school will schedule a supervised recess for all elementary students. All students are expected to go outside for recess.

Dress your child appropriately for weather conditions. Conditions can change quickly in Northern Michigan. In the winter we expect that children will wear hats, boots and mittens or gloves to school. All children must have shoes to wear while in school. Clothing should also be clearly marked with the child's name to avoid confusion.

If your child has been ill, he/she may stay in for a day with a note from a parent. Requests to stay in longer than that need to be signed by a doctor.

The playground rules are posted where they can be reviewed frequently. Children must use equipment as directed. Students are expected to follow the directions of the playground supervisor without question. The list of playground and inside rules are as follows:

1. Keep your hands and feet and all objects to yourself.
2. Always use appropriate language.
3. When the whistle is blown, line up immediately.
4. Children must play in designated areas.
5. Walk and speak quietly when entering and leaving the building.
6. Show respect towards all adults and each other.
7. Students will obey any restrictions on the equipment.

LOCKERS

When possible, students are assigned their own individual lockers. Personal locks are not allowed and will be removed. 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.

1. Students are forbidden to keep anything in lockers that pose a threat to the health, safety, education and well being of others.
2. Student may not decorate either the inside or outside of their lockers, they may not write and/or otherwise deface them.
3. Lockers are to be kept neat, clean and respectable.
4. Locker doors may not be left open.
5. Students may not store open containers of food and/or pop in their lockers.
6. Students should never open anyone else's locker for any reason and should keep their combinations to themselves.

PERIODIC, RANDOM LOCKER INSPECTION WILL TAKE PLACE THROUGHOUT THE SCHOOL YEAR.

OTHER GENERAL RULES

No unauthorized electronic equipment is to be brought to school. Toys, matches, lighters, squirt guns, fire crackers, knives and other similar items are a menace or safety hazard to effective school operation and are not to be brought to school.

All middle school students must have a pass to be in the halls while classes are in session.

Food and beverages of all kinds may only be eaten in the cafeteria unless authorized by a staff member.

Middle School students are not allowed outside the building except with the supervision of a teacher or aide.

No objects such as snowballs, rocks, etc. are to be thrown.

Students are to use the time between classes to use the restroom and notify the teacher when more time is needed or an emergency arises.

Students are not permitted in the gym without adult supervision.

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 function.

SUBSTITUTE TEACHERS

Adequate, competent substitutes are essential to maintain a smooth running school program. We expect that substitutes will be treated with the same respect and courtesy as a regular teacher.

ADULT EMPLOYEES

All of the adult employees of the Johannesburg-Lewiston Schools have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. Students corrected by an adult employee, whether the employee is faculty, clerical, custodial, or bus driver, are expected to accept such correction.

ATTENDANCE AT BALL GAMES

Middle school students are never allowed to ride team or spectator busses to away games for either middle school or high school games. Students are expected to abide by all rules of good behavior at all times. Students may not leave the building during a game. Any problems or undisciplined behavior by a student at the games may result in the students not being allowed to attend future games for the remainder of the school year.

BUS SAFETY

Busses are operated for the convenience and safety of the students. Bus transportation to and from school is a privilege not a right.

Philosophy: In order to guarantee that children riding our school busses will have the safe transportation they deserve, the following discipline plan has been adopted:

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 windows.

8. Students will not use profanity.
9. No eating or drinking on the bus.
10. No radios or tape decks are allowed on the bus. The bus is equipped with a radio controlled by the driver.

Discipline for Students who choose to Break a Rule:

_____ 1. The "first" note is only a WARNING that the above has taken place. (This note must be signed and returned to the driver in order for the student to ride the bus.)

_____ 2. The "second" note will bring DISCIPLINARY ACTION and suspension of bus riding privileges from 1 to 5 days. Parents must contact either 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.

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

_____ 4. The "fourth" incident will bring INDEFINITE SUSPENSION of bus privileges until proper corrective measures have been taken.

_____ 5. SEVERE DISRUPTION: Immediate suspension of bus privileges. (Parents or guardian must call the transportation supervisor or principal immediately to attempt to resolve the problem.)

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 substance on the bus.

6. Bringing water filled devices on the bus.
7. The use of tobacco products of any kind.

BUS 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 bus supervisor.

NON-DISCRIMINATION POLICY

Johannesburg-Lewiston Area Schools complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. It is the policy of the Johannesburg Lewiston Area Schools that no person on the basis of sex, race, color, religion, national origin, age, marital status, or handicap shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or in any of its programs or activities.

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 an 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, principal or other district official as made 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 in the elementary/middle school office as well as the superintendent's office.

CIVIL RIGHTS POLICY, COORDINATOR AND GRIEVANCE PROCEDURES

It shall continue to be the policy of the Johannesburg-Lewiston Area Schools not to discriminate on the basis of religion, race, national origin, sex, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department Education.

All students shall have an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities, and services.

It shall continue to be the policy of this school district to make employment decisions in a non-discriminatory manner. No decision as to hiring, assignment, promotion, transfer, layoff, termination, or reinstatement shall be made on the basis of religion, race, national origin, sex, or handicap. Equal pay shall be given for the performance of jobs requiring equal skill, effort, and responsibilities.

The Board designates James Hilgendorf, Superintendent, as the official coordinator for Title IV, Title IX and for Section 504 and, adopted a grievance procedure for Title VI, Title IX and Section 504 as follows:

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 Section 1. If any person believes that the Johannesburg-Lewiston Area 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, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

James Hilgendorf Superintendent
Johannesburg-Lewiston Area Schools
10854 M-32 East
Johannesburg , MI 49751

SECTION II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He/She may initiate 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 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.

If the complainant wishes to appeal the decision of the local civil rights coordinator, he/she may submit a signed statement of appeal to the superintendent of schools within five (5) business days after receipt of the coordinators' response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

STEP 3.

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the board of education within five (5) business days of his receipt of the superintendents response to step two. 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.

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Inquiries concerning the non discriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The local 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 Civil Rights Coordinator's office.

Adopted by the Board of Education, August 13, 1990.

Johannesburg-Lewiston Area Schools

Title I Individual Support for Students

Successful student progress for special readers is a shared responsibility by parents, the student and the school staff. We feel strongly about this shared responsibility and have developed the following school/student/parent compact.

TITLE I COMPACTS

The Johannesburg School Compact

The Johannesburg School will provide professional classroom instruction. This instruction is based on a curriculum aligned with the State objectives tested on the MEAP

tests. In addition, your child will work with a trained adult to further supplement their classroom instruction. This may be individual or small group instruction scheduled for at least a couple of days a week. Materials suited to your child's skills and hopefully, interests, will be made available for school and home use on homework days. Completed homework is rewarded. Time is provided during non-instructional time for incomplete homework to be made up. We welcome your questions, concerns, and suggestions at all times.

The parents will be responsible for selecting three special reading homework days a week and reading with their child on those designated days. Homework is about 15-20 minutes of reading and talking about their story together. Your student may require your help in getting the book and parent signed sheet back to school each homework day. A book from home can be substituted for a "forgotten" homework book. In the case of older students, reading in the Social Studies or Science textbooks can count for special reading homework. Homework days can be rescheduled on request.

The student will be responsible for the homework: getting the books, sheets and signatures home and back at school during their free reading time.

Lewiston School

Parent School Compact

At the Lewiston School we believe that high performance and improved student achievement is a responsibility shared by school staff, parents and students. Therefore, we have developed the following compact to more clearly define the role and responsibilities of staff, parents and students in assuring a quality educational experience.

As a staff member of Lewiston School I pledge to:

Demonstrate care and concern for each student.

Use special activities in the classroom

Make efficient use of academic learning time in the classroom

Maintain and foster high standards of academic achievement and positive behavior.

Encourage students and parents by providing information about student progress.

Have high expectations for students, other staff members, and myself.

Give students strategies to increase competence.

Help children to resolve conflicts in positive, non-violent ways.

As a parent I pledge to:

See that my child attends school regularly and on time.

Encourage my child's efforts to do his/her best.

Find out how my child is doing by attending conferences, looking at my child's schoolwork or calling the school.

Spend time each day with my child reading, or letting them see me read.

Establish a time for sharing daily school experiences and completing homework.

Help my child resolve conflicts in positive, non-violent ways.

As a student of Lewiston School I pledge to:

Follow all school rules.

Work hard to do my best in class by participating and completing my homework.

Do my part in keeping my school clean and safe.

Set aside a regular time and place each night to complete homework.

Have a positive attitude towards self, others, school learning.

Work to solve problems in a positive, non-violent ways.

SEXUAL AND OTHER FORMS OF HARASSMENT

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct, which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of sexual nature. Other prohibited conduct includes that

which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, disability, and/or any other characteristic.

The harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

The Superintendent shall establish administrative guidelines, which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the District.

Title IX, 20 USC 1681

Civil Rights Acts, 42 USC 1983

M.C.L.A. 380.1300a

Revised 1/00

Notification of Rights under FERPA For Elementary and Secondary Institutions

(60 Fed. Reg. 59291, 59297)

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

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Johannesburg-Lewiston Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company in whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

[Note: In addition, a school may want to include its directory information public notice, as required by Sec. 99.37 of the regulations, with its annual notification of rights under FERPA]

[61 FR 59297, Nov. 21, 1996.]

This card must be signed by both parents or guardians and students and returned to the middle school office within one week.

PARENTS AND STUDENTS: We have read the Johannesburg Lewiston Elementary/Middle School Handbook and are familiar with the school regulations concerning students. We understand that this handbook will be used as a part of the counseling and guidance process in the elementary/middle schools and that students will

be issued a handbook annually. It will be their responsibility to know and be guided by the provisions contained within this handbook.

(Student's Signature)

(Parent's Signature)

Updated 8/13/04