

Jefferson Middle School

2026-2027 Student Handbook



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

Together Huskies Excel in a Powerful Community of Knowledge

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Link to Staff Directory: <https://www.midlandps.org/staffdirectory>

Shannon Blasy, Principal
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MPS Mission

Midland Public Schools is committed to creating a safe, innovative, and student-centered learning community where every learner is challenged, supported, and inspired to reach their full potential.

MPS Vision

Our graduates are prepared with the essential knowledge, skills, and character to achieve personal success and positively impact their communities.

Updated August 2026

Midland Public Schools Common Policies

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

Student Use of Wireless Communications Devices (Grades K-8)

To maintain an engaging, distraction-free learning environment, K-8 students must adhere to the following guidelines regarding personal wireless communication devices (cell phones, smartwatches, earbuds, etc.) as indicated in Board Policy 5209.

Permitted vs. Restricted Times

- Permitted Times: Before entering the school building upon arrival and after students leave the building at dismissal.
- Restricted Times: Devices are strictly prohibited while students are in the building and during all class periods and passing periods. *Exceptions to this are indicated in Board Policy 5209.
- Storage Requirement: During restricted hours, all devices must be turned off (or placed on silent) and stored out of sight in a locker or backpack.

Policy Enforcement & Disciplinary Structure

School staff members have the full authority to confiscate any communication device used in violation of Board Policy 5209. Violations will be handled using a progressive disciplinary model:

Infraction	Consequence
1st Infraction	Verbal warning; device must be put away immediately.
2nd Infraction	Device is confiscated for the remainder of the school day. Student may retrieve the device at dismissal.
3rd Infraction	Device is confiscated and will only be released to a parent or guardian.

Further infractions may result in a loss of device privileges on campus or additional disciplinary action as determined by administration.

Student Code of Conduct

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

of the information included herein annually.

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

Link to Midland Public Schools Code of Conduct:
<https://www.midlandps.org/codeofstudentconduct>

Annual Notices

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

Link to Midland Public Schools Annual Notifications:
<https://www.midlandps.org/annual-notices>

Athletic Handbooks

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

Midland Public Schools (Grades K-8) Attendance Policy & Guidelines

Regular school attendance is essential for academic success and developing personal responsibility. Because instructional time and classroom interactions cannot be duplicated, district policy accounts for all absences—whether excused or unexcused.

Attendance Limits & Credit Impact

- **10-Day Annual Limit:** Midland Public Schools enforces a 10-day maximum absence policy per course per school year.
 - Both excused and unexcused absences count toward this 10-day limit.
 - Exceptions: School-excused (SE) absences and documented medical (MED) absences do not count toward the 10-day limit.
- **Extracurricular Participation Attendance Requirement:**
 - To participate in any extracurricular activity, practice, or event, a student must be present for at least 50% of the scheduled school day, unless the absence is a verified medical excused absence.
 - Unexcused absences may result in a loss of credit on missed coursework, directly impacting the overall grade.
 - Exceeding the 10-day limit may result in the loss of privileges to participate in extracurricular activities (e.g., athletics, dances, club activities, special events) for the remainder of the school

year. Extenuating circumstances may be reviewed by the building principal or designee; all principal decisions are final.

Tuancy Regulations

Per Midland County Probate guidelines, truancy protocols will be enacted when attendance limits are breached:

- **Tuancy Threshold:** A student may be considered truant if they accumulate greater than 10 non-medically excused absences (any combination of excused and unexcused) within a school year.
- **School-Excused Homework Assignments:** Homework assignments assigned prior to a school-excused absence remain the responsibility of the student and are due as scheduled unless prior arrangements are made with the teacher.
- **Tardy Equivalent:** Every 5 tardies equal 1 full-day absence toward the overall annual truancy total.
- **Note on Policy Distinction:** The 10-day limit per *school year* governs course credit, activity participation, and legal truancy reporting. Medical absences are exempt from both credit calculations and truancy referrals.

Reporting Absences & Medical Documentation

To report a student's absence, call the building attendance office within 48 hours of the missed period or day (or submit via ParentVUE).

- **Unexcused Absences:** Any absence not reported within 48 hours is automatically designated as Unexcused, and the automated Phone-Master system will contact the parent/guardian.
- **Medical Verification:** To classify an absence as medically excused, parents/guardians must submit a formal note from a physician, dentist, or orthodontist covering the specific hour(s) or day(s) missed.
 - Exam Week: Medical documentation for missed exams must be submitted to the Main Office prior to or during the exam period, detailing specific dates and times.
 - Extended/Special Absences: Extended medical absences require doctor's notes specifying exact date ranges. Special health plans or 504 plans are subject to administrative review.

Coursework & Make-Up Work Responsibilities

Students are directly responsible for managing missing assignments and maintaining communication with their teachers.

- **Make-Up Timeline for Unexcused/Excused Absences:** Students who have an unexcused/excused absence will be granted an equal number of school days to complete and submit any missed assignments (e.g., if a student is absent for three days, they will have three school days upon their return to turn in the makeup work).
- **School-Excused Absences:** Students will be responsible for all course work due on the day of a school-excused absence, if the assignment is assigned prior to the date of absence. Work assigned the day of the school-excused absence will be granted an equal number of school days to complete and submit any missed assignments. Communication with teachers is the responsibility of the student.

Arrival, Departure, & Check-In Procedures

Leaving During the School Day

If a student needs to leave for a planned appointment (medical, dental, etc.) or personal reason:

- **Advance Notice:** A parent/guardian must notify the Main Office in advance of the absence.
- **Signing Out:** Students must not leave campus without official permission and parent consent.

Parents/Guardians must sign out at the Main Office before departing. Failing to follow this procedure results in an Unexcused Absence.

Arriving Late / Returning to School

- Any student arriving after the start of the school day or returning from an off-campus appointment must report directly to the Main Office to sign in.

Ill or Injured at School

- **Illness:** Report immediately to the Main Office. Staff will contact a parent/guardian and arrange permission to leave.
- **Injury:** Report immediately to the teacher in charge and the Main Office (applies to all areas, including gymnasiums, athletic fields, locker rooms, and labs).
- *Do not leave the building without Main Office approval.*

Tardiness Policy

Punctuality is crucial to academic success.

- **Definition:** A tardy is defined as failing to be in the assigned classroom when the bell rings (individual teacher policies determine whether a student must be in their physical seat).
- **Timeframes:**
 - Arriving between the bell and 5 minutes after class starts is marked as Tardy.
 - Arriving more than 5 minutes late is recorded as an Unexcused Absence.
- **Reset & Restrictions:** Tardies cannot be excused. Tardy counts and associated disciplinary actions reset at the start of each semester.

Counseling

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

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

Emergency Drills

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

Homebound Services

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

Injuries at School

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

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

Medications and Immunizations

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

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

Link: [Board Policy 5713](#)

Secondary Course Offering Guide

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

<https://www.midlandps.org/curriculum>

Schools of Choice

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

Link:

<https://www.midlandps.org/enrollment>

Student Information and Posters

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

Transcripts/Records

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

Work Permits

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

Gender Documentation & Name Change Requests

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

Sexual Harassment and Sexual Assault Information Guide:

Pursuant to MCL 380.1508 (Public Act 57 of 2023), the Michigan Department of Education (MDE) has developed age appropriate information materials for students in grades 6-12 titled Sexual Harassment and Sexual Assault Information Guide. For the 2024-2025 school year districts shall disseminate the Sexual Harassment and Sexual Assault Information Guide to students in grades 6-12 in a form and manner determined by the district.

[SHSA Information Guide Link](#)

STATEMENT OF NONDISCRIMINATION, DESIGNATED COORDINATORS, GRIEVANCE PROCEDURES

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

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

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

Section I—Designated Coordinators

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

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

Section 504 Coordinator – Associate Superintendent, Kara Stark, 989-923-5018

Title II Coordinator and Title VI -Director of Human Resources, Cynthia Marchese, 989-923-5016 Title IX and Age
Coordinator – Director of Human Resources, Cynthia Marchese, 989-923-5016

Section II—Grievance Procedures

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

Step 1

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

Step 2

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

Step 3

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

Step 4

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202. The district Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the acts and the regulations on which this notice is based may be found in the office of the district's Civil Rights Coordinator.