

Cascades/Frost
Elementary Student Handbook
2018-19

**Jackson Public Schools
Board of Education**

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2018/19 Jackson Public Schools – Building Principals/Central Administration

Bennett Elementary School (K-2)	820 Bennett Street, 02.....	PH 841-2730 / FAX 768-5901
	Principal: Jacquelyn Brock jacquelyn.brock@jpsk12.org	Secretary: Amy Reamer, 841-2732
Cascades Elementary School (K-2)	1226 S. Wisner St., 03.....	PH 841-3900 / FAX 768-5902
	Principal: Martha Kuhn martha.kuhn@jpsk12.org	Secretary: Tracey Pallottini, 841-3902
Dibble Elementary School (K-5)	3450 Kibby Road, 03.....	PH 841-3970 / FAX 768-5903
	Principal: Joe Zessin joe.zessin@jpsk12.org	Secretary: Rosie Talmage, 841-3972
Fourth Street Learning Center (6-8)	2400 Fourth Street, 03.....	PH 841-2300 / FAX 768-5903
	Principal: Tim Allen tim.allen@jpsk12.org	VACANT, 841-2313
Frost Elementary School (3-5)	1226 S. Wisner Street, 03.....	PH 841-2600 / FAX 768-6045
	Principal: Marty DuBois martin.dubois@jpsk12.org	Secretary: Denise Patronik, 841-2602
Hunt Elementary School (K-5)	1143 N. Brown Street, 02.....	PH 841-2610 / FAX 768-5900
	Principal: Mary Jo Raczkowski-Shannon maryjo.raczkowski-shannon@jpsk12.org	Secretary: Errica Scott, 841-2612
JPS Montessori Center (K-4)	205 Seymour Ave., 02.....	PH 841-3870 / FAX 990-0370
	Principal: Julie Baker julie.baker@jpsk12.org	Secretary: Nacomie Wallman, 841-3897
Northeast Elementary School (3-5)	1024 Fleming Avenue, 02.....	PH 841-2500 / 768-5911
	Principal: Erik Weatherwax erik.weatherwax@jpsk12.org	Secretary: Rachel Henry, 841-2502
Sharp Park Academy (K-5)	766 Park Road, 03.....	PH 841-2860 / FAX 784-1325
	Principal: Jasper Lusby jasper.lusby@jpsk12.org	Secretary: Dawn Rigelman, 841-2862
Middle School at Parkside (6-8)	2400 Fourth Street, 03.....	PH 841-2300 / FAX 768-5968
	Principal: Jeremy Patterson jeremy.patterson@jpsk12.org	Secretary: Judy Sheets, 841-2302
Jackson High School (9-12)	544 Wildwood Avenue, 01.....	PH 841-3700 / FAX 768-5910
	Principal: Barbara Baird-Pauli barbara.baird-pauli@jpsk12.org	Secretary: Lori Wilgenhof, 841-3702
Jackson Pathways (9-12)	544 Wildwood Avenue, 01.....	PH: 841-3729 / FAX 768-5968
	Principal: Robert Bobeda robert.bobeda@jpsk12.org	Secretary: Beth Phillips, 841-3728
T.A. Wilson Academy (9-12)	310 W. Morrell Street, 03.....	PH 841-2800 / FAX 783-3582
	Principal: Tim Allen tim.allen@jpsk12.org	Secretary: VACANT, 841-2802
South Central Michigan Virtual (K-12)	1060 Jackson Crossing, 02.....	PH 841-2820 / FAX 990-0002
	Director: Fred Parker fred.parker@jpsk12.org	Secretary: Amy Barton 841-2822
Superintendent of Schools	522 Wildwood Avenue, 01.....	PH 841-2201 / FAX 789-8056
	Jeff Beal jeff.beal@jpsk12.org	Executive Assistant: Michele Oxley, 841-2202
Assistant Superintendent Finance and Operations	522 Wildwood Avenue, 01.....	PH 841-2800 / FAX 768-6030
	John Ruddell john.ruddell@jpsk12.org	Finance Secretary: Laurie Nearpass, 841-2152
Assistant Superintendent Human Resources	522 Wildwood Avenue, 01.....	PH 841-2153 / FAX 768-5193
	Nicole Johnson nicole.johnson@jpsk12.org	HR Associates: Jessica Carter, 841-2155 / Jennifer Way, 841-2154
Assistant Superintendent Elementary Curriculum / Federal Programs	522 Wildwood Avenue, 01.....	PH 841-2157 / FAX 990-0556
	Willye Pigott willye.pigott@jpsk12.org	Curriculum Secretary: Donna Mizerik, 841-2147
Assistant Superintendent Secondary Curriculum	522 Wildwood Avenue, 01.....	PH 841-2208 / FAX 990-0556
	Dr. William Patterson william.patterson@jpsk12.org	Curriculum Secretary: Donna Mizerik, 841-2147
Director, Communications	522 Wildwood Avenue, 01.....	PH 841-2148
	Kriss Giannetti kriss.giannetti@jpsk12.org	Secretary, Kelli Dickerson, 841-2187

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Welcome Letter from Principals

Dear Cascades and Frost Families,

As you may know JPS passed our bond this past May. The passing of this bond means our district will be transforming all of our learning environments, buildings and teaching over the next few years.

We are excited to announce that the building of a brand new Elementary K-5th grade students will begin first with the demolition of the current Cascades Elementary this fall.

In anticipation of that work and the new upper and lower Elementary model , all Frost/Cascades students will attend classes at Frost Elementary starting this 2018/2019 School year.

Mrs. M. Kuhn will be the Principal for grades K – 2. Mr. M Dubois will be the Principal for grades 3 – 5. With the concept of two schools, our lower and upper students will be separated for the majority of the day, however we will provide opportunities throughout the year for peer to peer learning and support.

We are very excited to use this model as it will enhance student learning and enrichment. Our students will still have the experiences of Spanish, Physical Education, Art and Music. We are fortunate to have access to technology through the form of chrome books, IPADS and computer labs. This transition move also allows our teachers to collaborate with other grade levels to provide academic excellence for your students' entire elementary experience.

This year, both schools are implementing a positive behavior intervention support system (PBIS) and our theme is being a **H.E.R.O.** We encourage all students to **Help** each other, give their best **Effort**, be **Respectful**, and take **Ownership** of themselves!

GO Vikings!

Mrs. Martha Kuhn
Principal for Cascades Elementary

Mr. Martin Dubois
Principal for Frost Elementary

**Jackson Public Schools
2018-19 Calendar**

August	20	Professional development (am-district & building) & Teacher work day (pm)
	21	Professional development
	22	FIRST DAY OF SCHOOL – Half day students/full day staff
	31	No school – No students/staff
September	3	Labor Day, no school
October	3	Student count day
	10	JHS conferences, half day students (JHS only)
	15	Full day professional development, no school
	24	K-5 conferences, half day K-5 students
	25	K-8 conferences, half day K-8 students
	26	K-12, half day students/staff
November	14	JHS exams
	15	JHS exams (Early Dismissal, JHS only)
	16	JHS exams / End of 1 st Trimester / K-12 Records Day, half day students
	21-23	Thanksgiving recess, no students/staff
December	21	K-12, half day students/staff
	24-Jan 4	Winter break, no school
January	7	School resumes
	21	Martin Luther King, Jr. Day observed, no students/staff
	23	JHS Conferences, evening
	24	Parkside/4 th Street Conferences, evening
	31	Half day students (am) / Half day professional development (pm)
February	13	Student Count Day
	14	Half day students (am) / Half day professional development (pm)
	15	No school – No students/staff
	18	President's Day – No students/staff
	27	JHS exams
	28	JHS exams (Early Dismissal, JHS only)
March	1	JHS exams / End of 2 nd Trimester / K-12 Records Day, half day students
	7	K-5 conferences
	8	K-12 Half day students/staff
	11	Full day professional development, no school
	29-Apr 5	Spring break, no students/staff
April	8	School resumes
	12	Half day students (am) / Half day professional development (pm)
	19	Good Friday, no students/staff
May	24	JHS graduation, half day JHS only, students/staff
	27	Memorial Day, no school
June	5	JHS exams
	6	JHS exams (Early Dismissal, JHS only)
	7	JHS exams; K-12 last half day students/Records Day

Frost Elementary Staff

Principal

Martin DuBois

Office Secretary

Denise Patronik

3rd grade

Rachel Linnabary

Carolyn Kuehn

Heather Miller

Debra Cyrocki

4th grade

Vickie Bynum

Joel Landenberger

Heather Norman

Susan Maxson

5th grade

Jennie O'Brien

Angela Bristow

Renice Glaspie

Specials

Music: Michelle Cross

Physical Education: Samantha Schneider

Art: Kim Simpson

Energizing Education

Anne Frank

Instructional Coach

Dawn Francis

Special Education

Becky Proevski, Resource Teacher

Crystal Stineman, Resource Teacher

Kendra Weinberg, Special Education Classroom

Stacey Sykes, Speech Pathologist

Jody Raus, School Psychologist

Sonya Wickens, Teacher Consultant

Counseling, Social Work and Behavior

Kathryn Fortune-Gallagher

Meg Kloeckner (ISD)

Cliffany Wilkinson (DHHS)

James Bradley, Behavioral Specialist

Patrick Gallagher, Security

Teacher Assistants

Kathie Austin, David Commet, Lynette Hunt

Paraprofessionals

Sue Francey, Carol Carothers, Jen Lincoln, Tharasa Parker, Angela Hartzel, Sandra Stone

Cascades Elementary Staff

Principal

Martha Kuhn

Office Secretary

Tracey Pallottini

Kindergarten

Laurie Pemble

Marty VanZandt

Erica Simpson

1st Grade

Amy Teriaco

Tracy Spring

Laurie Sierakowski

2nd Grade

Allison Salenbien

Tara Johnston

Tammy Bosom

Karen Peavy

Specials

Music: Michelle Cross

Physical Education: Samantha Schneider, Nathan Harbottle

Art: Kim Simpson, Nicole Spagnuolo

Spanish: Annett Jones

Energizing Education

Robyn Kellogg

Impact Coach

Heather Spangler

Counselor, Social Work and Behavior

Jessica Niekowal

Meg Kloeckner (ISD)

James Bradley, Behavioral Specialist

Scott Snyder (DHHS)

Special Education

Deanna Simpson, Special Education Classroom

Cassi Currie, Special Education Classroom

Ally Van Dueson, Speech Pathologist

Jeremy Koch, School Psychologist

Sonya Wickens, Teacher Consultant

Teacher Assistants

Ciara Johnson

Para Educators

Kim Cutting, Laura Backinger, Laura Porter, Suzy Carney

School Hours/Schedule

8:18am: Buses arrive and doors open for student entry

8:18am: Breakfast

8:38am: Teachers pick students up from the cafeteria/gym\

8:45am: Instruction begins

11:05am: First recess/lunch for Kindergarten and 1st grade

11:45am: Second recess/lunch for 2nd and 3rd grades

12:25pm: Third recess/lunch for 4th and 5th grades

3:40pm: Dismissal

11:48am: Half Day dismissal

School Motto

We encourage all students to be a **H.E.R.O.**

H....Help each other

E....give their best **Effort**

R....be **Respectful**

O....take **Ownership** of themselves

Other Building Specific Information

Student Arrival

- Our doors open at 8:18 am. Before this time, we do not have supervision available so please do not drop your children off before this time.
- If you are dropping your student off at school, you are to do so in the front parking lot in the area between the “rock” and the main office entrance.
- After being dropped off, students must walk around the school on the sidewalk between Frost and Cascades Park (south end of school) and enter through the side doors by the cafeteria.

Late Arrivals

- If your student arrives after 8:38 am, they must enter through the main office and get a “Late Slip” from the office secretary

Lockers

- We do have lockers available for all students but they do not have locks on them. If you wish to have your student lock their items, you must provide a lock for them to use at school.

Parents at School

- We encourage parent involvement in school. However, in order to create a safe learning environment for our students, parents are not allowed past the main office after 8:30 am. If you wish to speak to your students’ teacher, you must have an appointment made 24 hours in advance. **Parents are not able to drop-off/pick-up students from classrooms.**
For more on parent involvement at school, please see pages 11-12

Breakfast and Lunch

- Breakfast and lunch are provided for free for all students. You are welcome to pack a lunch for your student to eat at school. We do not allow fast-food meals, take-out pizza, candy, sweets of any kind or chips in a bag larger than a single serving size.

Dismissal

- During the first week of school, we ask all teachers to make a list of how students will be getting home (walk, bus, pick-up). Once this list is made, this is how we expect students to go home each day.
- Students in 3rd – 5th grades that are walking home or are being picked-up must exit the school from the doors by room 75. K-2 students are picked up by the middle door in the courtyard.
- Parents picking-up their child must do so from the front of the school only in the area between the rock and main office.
- If you are going to have your child take a different mode of transportation home from what they normally take, you must contact the school office prior to 3:00 pm.

Communicating a Concern

- Unless it is an emergency, we do not allow students to call home during the school day
- If there is an issue that you are concerned about at the classroom level, please contact your child’s teacher after school hours or on their designated planning time.
- If there is an issue at the school-level, you are welcome to come to the main office and make arrangements to meet with Mrs. Kuhn or Mr. DuBois.

Other

- Use of cell phones is prohibited at school. If your student brings a phone, they must turn it in to their teacher at the beginning of the day.
- We do not allow students to bring toys of any kind in to school.

The following pages contain information that is consistent for all elementary schools within Jackson Public Schools.

JPS Mission

We will bring our community together to create a culture of academic excellence and workforce readiness.

JPS Vision

We envision a community where all students become lifelong learners.

Parental Involvement (Board Policy 2112)

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

- A. Relationships with Families
 1. cultivating school environments that are welcoming, supportive, and student-centered;
 2. providing professional development for school staff that helps build partnerships between families and schools;
 3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
 4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

- B. Effective Communication
 1. providing information to families to support the proper health, safety, and well-being of their children;
 2. providing information to families about school policies, procedures, programs, and activities;
 3. promoting regular and open communication between school personnel and students' family members;
 4. communicating with families in a format and language that is understandable, to the extent practicable;
 5. providing information and involving families in monitoring student progress;
 6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
 7. preparing families to be involved in meaningful discussions and meetings with school staff.

- C. Volunteer Opportunities
 1. providing volunteer opportunities for families to support their children's school activities;
 2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

- D. Learning at Home
 - 1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
 - 2. working with families to establish learning goals and help their children accomplish these goals;
 - 3. helping families to provide a school and home environment that encourages learning and extends learning at home.

- E. Involving Families in Decision Making and Advocacy
 - 1. involving families as partners in the process of school review and continuous improvement planning;
 - 2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.

- F. Collaborating with the Community
 - 1. building constructive partnerships and connecting families with community-based programs and other community resources;
 - 2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

Parental Visitation Procedures

You may visit and observe your child's classroom for the purpose of observing instructional activities based on the following guidelines.

- The parent must make prior arrangements through the principal of the student's school.
- Parents must check in with the office before visiting a classroom. A visitor's tag will be issued to the parent. The tag must be returned to the office at the end of the visit.
- No classroom observations will be made while testing is being administered.
- Parents are there to observe and not to participate or disrupt the classroom. Parents should be advised of the need to respect the confidentiality of what is observed in the classroom. Teachers have the right to ask the parent to leave if he/she becomes disruptive.
- No video or audio taping is allowed during classroom visitations.
- The use of cell phones in the classroom is not permitted.

Field Trip Consent

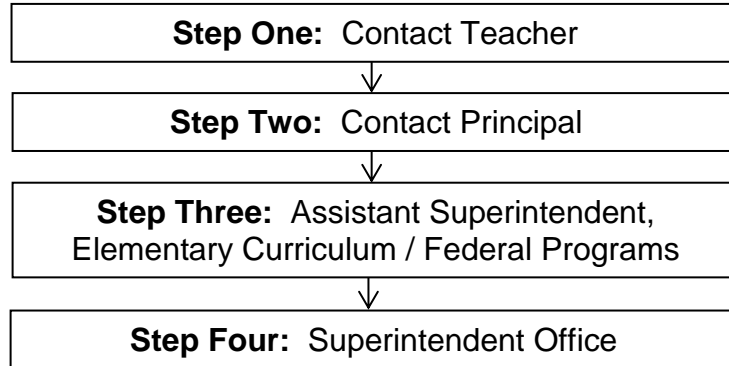
Jackson Public Schools encourages extended learning opportunities outside the classroom. A field trip is defined as any learning that occurs off school grounds. Parents will be notified with a Parent Response Form for Field Trips Participation. It will be the student's responsibility to return the form to their teacher to participate.

The District also has on file a release on the student's registration form that will allow the student to participate in field trips in the event that the Parent Response Form for Field Trips Participation is not returned. We will only consent for the student's participation if the appropriate box has been checked by the parent on the registration form. This consent will only be used as a last resort. We will make every effort to contact you by phone as well as prior to leaving.

In the event that you have not checked the appropriate box on the registration form or returned the Parent Response form for Field Trip Participation, the student will remain at school supervised.

Chain of Command

Jackson Public Schools encourages open communication about your student. If you have a concern about your child's education, your first contact should be directly with the teacher to try to resolve the issue. If you feel you have made appropriate contact with the teacher and have been unsuccessful in reaching an acceptable solution, you may contact the school principal. If you feel you have exhausted your options at the building level, please contact our Superintendent's Office at 841-2202.



Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Jackson Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Jackson Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Jackson Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets (i.e. wrestling, showing weight and height of team members).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want Jackson Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the School Principal in writing by September 15th. Jackson Public Schools has designated the following information as directory information:

- Student's name
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight, if member of an athletic team
- Dates of attendance
- Date of graduation
- Awards received
- School photographs or videos of students participating in school activities, events or programs

The items listed below are designated as “directory information” of Jackson Public Schools and may be released for any purpose at the discretion of Jackson Public Schools. These laws govern the data and privacy issues for schools and students: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the release of any or all of the information listed below.

- Student's name
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight, if member of an athletic team
- Dates of attendance
- Date of graduation
- Awards received
- School photographs or videos of students participating in school activities, events or programs

Please consider very carefully your decision to withhold any item of “directory information.” Should you decide to inform Jackson Public Schools not to release any or all of the items listed above, any future requests for such information from individuals or entities not affiliated with the Jackson Public Schools will be refused. Please indicate here your request to withhold any or all of the above items:

If this form is not received in the office of you School Principal prior to September 15th, it will be assumed that the above information may be released for the remainder of the current school year. A new form for non-release must be completed each year.

.....

Parent’s Name: _____

Student’s Name: _____

Signature: _____

Date: _____

Notification of Rights Under FERPA

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. These rights are:

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

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 privacy of personally identifiable information 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 School 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 with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) Jackson Public Schools has entered into a Master Subscription Agreement with Northwest Educational Association (NWEA).

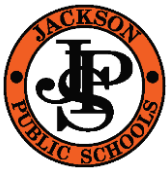
(a) Confidential student information shall be maintained in part and on behalf of the Jackson Public Schools by NWEA and its contractors in order to provide assessment and research services to Jackson Public Schools;

(b) NWEA employees and employees of NWEA's contractors shall be deemed school officials for the purpose of access to personally identifiable information derived from confidential student information only if they have a legitimate interest in maintaining, organizing, or analyzing the data for assessment and research purposes under the Master Subscription Agreement; and

(c) Personally identifiable information derived from student education records and maintained by NWEA may not be further disclosed to third parties except as allowed by FERPA and authorized by Jackson Public Schools or by the Master Subscription Agreement.

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

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



Grade: _____

Student Technology Use Agreement

Student Name _____ Parent/Guardian 1 _____
(please PRINT clearly) (please PRINT clearly)

School Building _____ Parent/Guardian 2 _____
(please PRINT clearly) (please PRINT clearly)

I have read and understand Board Policy 7540.03 Student Education Technology Acceptable Use and Safety and the Social Media Policy and Guidelines. Both documents are available on the JPS website: www.jpsk12.org. I understand that a failure to follow these policies may result in consequences stated in these rules and our Student Handbook. I understand that the permission granted by this document will be in effect during all school years the student is enrolled at Jackson Public Schools. Any changes to the permission granted by this document must be provided in writing by the parent or JPS.

The following is a summary of the Technology Use and Safety Rules. All students and parents must sign the contract before using District Technology.

- Use of District Technology must be in support of education.
- Users have the privilege to use all of the technology for which they have had training. Anyone using the technology is responsible for the preservation and care of that technology.
- Accounts are to be used only by the owner. The sharing of passwords is prohibited.
- Real names must be used; no aliases are allowed. Additional personal information must not be shared over the Internet.
- Users experiencing harassment or receiving requests for personal information must report the problem.
- Any violations of the use of the technology should be reported to the teacher in charge.
- The district operates virtual education programming. This document authorizes the opportunity for students to take virtual courses when enrolled at JPS.

Students violating the Board Policy may be subject to discipline as outlined in the Student Handbook. They may also be subject to legal action if appropriate.

Please note:

- Internet history and usage will be monitored.
- Technology will not be used for “cyberbullying”.
- Copyright laws must be followed.

The parent/guardian grants permission to publish documents on the World Wide Web. In the event that the parent/guardian does not grant permission to publish documents, written notice must be submitted to the building/district office.

The student and the parent have access to the Policies and agree to their terms for the duration of the student’s enrollment at Jackson Public Schools.

Student Signature/Date

Parent 1 Signature/Date

Received By - Signature/Date

Parent 2 Signature/Date

UNDERSTANDING CONCUSSION

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Grogginess	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Poor concentration	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Memory Problems	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	Confusion	Sleep Problems
			"Feeling Down"	

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are OK to return to play.

IF YOU SUSPECT A CONCUSSION

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's OK. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Repeat or second concussions can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** - Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior or personality changes

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing or on a computer.

**CONCUSSION AWARENESS
EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM**

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Athletes provided by Jackson Public Schools.

Participant Name, Printed

Parent/Guardian Name, Printed

Participant Name, Signature

Parent/Guardian Name, Signature

Date

Date

Return this signed form to the school office. It must be kept on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.

Human Sexuality Curriculum

The Board of Education has established a program of instruction in Human Sexuality. As a component of the curriculum, reproductive health is taught in an age-appropriate manner.

According to Public Act 226 of 1997, you have the right to review the materials to be used for instruction. The Board of Education, in compliance with the statute, has made the materials available for your review. If you wish, please contact the school to make arrangements for review of the materials.

Your child is eligible to participate in this course. By law, you have the right to excuse your child from participation in the classes that include reproductive health. If you wish to exercise your right to include or excuse your child, without penalty, from instruction in reproductive health, please complete the required form, which is available in the school office.

Testing

Jackson Public Schools administers the following assessments for students in grades K–5:

Kindergarten	All incoming kindergarten students will take the Brigance screening test that helps teachers meet the needs of their kindergarten students.
3 rd grade	Naglieri; non-verbal ability test
K-5 th grades	NWEA (ELA & Math) Measures of Academic Progress MAP
3-5	M-Step

The WIDA (World-Class Instructional Design and Assessment) is given to English Learners new to the district in grades K-12 for appropriate placement. The WIDA test is given annually in the spring to determine the English Learner's progress in English Language acquisition.

For further information on testing and/or testing schedules, please contact your building principal or go to our district web site at www.jpsk12.org.

ASSIST (Achieving Success-Student Intervention Study Team)

We believe parent involvement is important for the success of each student. Teachers, specialists and parents/guardians meet regularly to address the needs of all students. Students having difficulty developing academically, socially, psychologically or physically are referred to the ASSIST program, and parent involvement is invited and encouraged.

Jackson Public Schools recognizes that all students must be successful learners. Through this recognition, students must have intervention strategies that are derived from scientific-based research. It is the charge of all to ensure all students are achieving. With this in mind, JPS will institute *Response to Intervention* (RTI). RTI is a "multi-tier delivery system that uses a data-driven, problem-solving model to identify specific student need and match appropriate instructional strategies." (MASSE, 2006). Based on this premise, the ASSIST process has been put in place.

ASSIST is a collaborative process to address the needs of students who may require additional support in achieving the standards of academic/behavioral development. The Team recognizes that parents and classroom teachers may find it necessary to meet with other staff for guidance and/or assistance regarding intervention strategies to help students. The process also meets the requirements of state and federal legislation regarding the special needs of students.

IDEA 2004 includes provisions that could lead to significant changes in which students with Specific Learning Disabilities (SLD) are identified.

Achieving Success – Student Intervention Study Team (ASSIST), operating in each JPS elementary school, is an important problem-solving and pre-referral process that can be used to develop strategies and interventions that promote a student’s success.

The Student ASSIST Team consists of the building principal or designee, the referring teacher, and other adults whose relationship with the student would warrant inclusion.

At administrative discretion, to ensure your child’s success, students struggling with academic, behavioral or attendance issue may be referred to our alternative program.

Special Education Services

Jackson Public Schools provide a full range of programs and services for children who are diagnosed as having mental, physical or emotional impairments. For further information or to receive a copy of Special Education Procedural Safeguards, contact the Special Education office at 841-2156 or the Intermediate School District at 768-5200.

Student Dress/Attire

Good grooming and appropriate dress are important in today’s life and our young people are encouraged to take pride in their appearance. The development of this pride is a responsibility shared by parents/guardians, students, community and school.

We recognize that the primary responsibility for the manner in which a student is dressed rests with the parent/guardian.

Articles of clothing promoting gangs, alcohol, tobacco, drugs, obscenities and/or clothing that promotes sexually explicit material may not be worn.

Hats, bandanas, do rags and head scarves may not be worn in the school building or in any classroom. Coats may not be worn after the start of the school day. Shoes must be worn at all times for the health and safety of the students. Book bags must be left in a locker or secure place. Students should remember that the way they dress is a reflection of their self-respect.

Student violations will be covered under #10 of the Code of Conduct.

Attendance, Truancy and Educational Neglect Guidelines

It is the parent/guardian’s responsibility to see that their child is at school and on time. If the parent believes their child would be subject to severe health hazards, it is their responsibility to provide transportation or use their discretion on sending their child to school that day.

This is a procedure for working with truancy in each building. It is to be used as a step process based on the total number of tardies and absences accumulated by a student.

The following guidelines have been developed to provide consistency within the district for reporting abnormal attendance patterns. When evaluating these patterns, the attendance secretary shall take extenuating circumstances into consideration (e.g. prolonged illnesses such as chicken pox, accidents). These guidelines are not meant to be a “lock-step” process, the attendance secretary and Principal’s judgment is important throughout this process. The procedure is as follows:

Step 1 After each absence, a call shall be made by the office to the parent/guardian. Upon returning, the student will have a written excuse for the time missed.

Step 2 Upon the fifth day of absence/tardy, the attendance secretary will send a "Warning Letter" to parents/guardians to alert parents/guardians to the accumulated absences. A copy of the letter should be put into the attendance file or the student's cumulative folder.

Step 3 If the attendance issue is not resolved then the parent/guardian will be referred to the Early Truancy Intervention (ETI) program.

Step 4 If the ETI was unsuccessful and 10 or more absences have been accumulated, then the attendance secretary will contact the Truant Officer of the Jackson County Intermediate School District, supply information (documentation) to them, and with the Truant Officer formulate future action. When a conference is held, it shall include the Principal, attendance secretary, Truant Officer, parents/guardians and the student.

UNEXCUSED Any absence or tardy without a doctor's excuse.

EXCUSED A doctor's note is brought in. Students attendance will be marked as (TE) =Tardy Excused or (AE) =Absent Excused

- **Student's arrival time and dismissal time will always be indicated on their attendance screen.**

Head Lice (Board Policy 8451)

The School District Head Lice policy follows the evidence-based recommendations of state and national health organizations. The policy is based on current research and will assure a healthy environment for all children.

It is the school board's position that the management of pediculosis should not disrupt the education process. The policy focuses on the exclusion of children for active infestations only (presence of live lice or nits found within ¼ inch of the scalp).

The Board recognizes the importance of educating staff, students, and parents/guardians on the management and prevention of head lice. The district policy will be available to staff and parents.

Parents/guardians should seek information regarding treatment from their private physician or the Jackson County Health Department (788-4420).

Communicable Diseases

Communicable diseases should be reported to the teacher or administrator to protect other children. We are required to exclude children who have:

Chicken Pox	Influenza	Ringworm
German Measles	Measles	Scabies
Head Lice	Mumps	Shingles
Infectious Hepatitis	Pink Eye	Strep Throat (Scarlet Fever)
(Hepatitis B)	Pinworms	Whooping Cough

Medication

To better protect the health and safety of all students, Jackson Public Schools has revised the policy for medication administration. Whenever possible, you are encouraged to administer medication at home and/or ask the physician to adjust the time given to avoid the school day.

1. Medication must be in the prescription container with the label stating date, name of student and physician, name of medication, dosage and frequency.
2. Medication must be delivered to the school by an adult and accompanied by:

- a. School Administered Medication Authorization Form with a physician signature, or
- b. A copy of the prescription with the physician signature attached to the authorization form, or
- c. Written instructions with the physician's signature on a prescription form indicating name of student, medication dosage and frequency attached to the authorization form.

Please take medication authorization form to the doctor for a signature when your student is seen for illness. These forms are available at your school.

Immunization

All students must be immunized. Immunization is available through private physicians and at the Jackson County Health Department (788-4468), Health Centers at Northeast Elementary (787-4361), Middle School at Parkside (788-6812) or Jackson High School (780-0838).

New students, including those that have re-enrolled into Jackson Public Schools, are to be checked for having all required immunizations by the first day of school. Specific information regarding what vaccines are required can be found on the Jackson County Health Department website.

Birth Certificates

Parents/guardians will be notified at roundup that certified birth certificates/hospital live birth record is required. If none is available, the school will assist parents in completing the generic form to send for a certified birth certificate. The school will keep a copy of the form in lieu of an affidavit. Parents/guardians will have 30 days from the date of enrollment to obtain a birth certificate/hospital birth record. At the end of that period, students without documentation will be reported to the local law enforcement agency for identification.

Inclement Weather/Recess Weather

It is the policy of Jackson Public Schools that when the actual temperature or wind chill is below zero degrees Fahrenheit, children will not go outside for recess.

Emergency School Closings

There may be times when the district has to close schools due to emergencies (e.g. inclement weather, no heat or water, etc.). All media outlets available will be used to announce school closings as early as possible. On days when school closes early, parents/guardians are strongly encouraged to give their children clear directions as to where to go. Students transported will remain at school until the buses arrive. It is very important that the school offices have up to date contact information.

Information to Parents and Students on Tornado Safety

When Jackson Public Schools receives official notice from the Jackson City Police that a Tornado Watch or Warning has been issued by the U.S. Weather Bureau, the procedures below shall be followed.

During a Tornado Watch or Warning, a parent/guardian may sign out their student(s) in the Main Office of the school.

Tornado Watch

All students and staff shall remain in classes as scheduled and continue with scheduled activities. The administration will closely monitor weather situations for further developments.

Tornado Warning

All students and staff shall be retained within the building and moved to the safest possible location using the building's tornado plan. They are to remain there until the warning is lifted.

Tornado/Fire Drills

All schools must have tornado and fire drills each year. Please encourage your children to take each of these drills seriously for obvious reasons.

Crossing Guards

The School Crossing Guard Program is monitored and administered by the Jackson Police Department with input from the involved schools. It is the goal of the Crossing Guard Program that students become knowledgeable of traffic hazards and become sufficiently independent as pedestrians to cope with most traffic situations.

Any questions regarding crossing guards should be directed to the Jackson Police Department at 788-4100.

School Food/Party Guidelines

The classroom teacher will coordinate holiday parties. If parents would like to bring in something to share with your child's classmates to celebrate a special occasion, we strongly encourage healthy snacks, pencils, erasers, stickers, etc. Please remember, school is not the place to host a birthday party or celebration. Schools are responsible for helping students learn lessons about good nutrition and healthy lifestyles, and students should practice these lessons during school parties.

Use of Tobacco and Nicotine Products by Students (Board Policy 5512)

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For purposes of this policy:

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;
- B. "use of a tobacco product" means any of the following:
 - 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
 - 2. the inhaling or chewing of a tobacco product
 - 3. the placing of a tobacco product within a person's mouth

4. the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance

Student violations shall be covered under #30 of the Code of Conduct.

Anti-Harassment (Board Policy 5517)

(for the complete policy, refer to the district website: www.jpsk12.org)

Reports and Complaints of Harassing Conduct

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Mrs. Willye Pigott
Assistant Superintendent
517-841-2157
522 Wildwood Ave.
Jackson, MI 49201
willye.pigott@jpsk12.org

Human Resources
Assistant Superintendent
517-841-2153
522 Wildwood Ave.
Jackson, MI 49201

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed or retaliated may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes she/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student Records policy. (See Policy 8310 and Policy 8330.)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant," may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee

who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent," that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy

and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business 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) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

**Jackson Public Schools
Student Report Form – Bullying**

If the student is too young to complete this form on their own, they may sit with an adult who can assist them in completing the form.

Name _____ **Date** _____

School _____ **Grade** _____

Homeroom Teacher's Name _____

Location of Incident (cafeteria, playground, classroom, hallway, gym, etc.) _____

Description of Bullying Incident – be sure to include names of other students involved:

Student Signature _____ **Date Complaint Filed** _____

If you completed this form on behalf of the student, print your name here: _____

RETURN THE COMPLETED FORM TO THE PRINCIPAL'S OFFICE AS SOON AS POSSIBLE.

Building Principal Signature: _____

Date Building Principal Received: _____

It is the policy of the Jackson Public Schools District that no discriminatory practices based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, political affiliation, sexual orientation or disability or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Human Resources Office at Jackson Public Schools, 522 Wildwood Avenue, Jackson, Michigan 49201 or call (517) 841-2153.

Suspension

A suspension means a disciplinary removal from school for less than 60 school days.

Expulsion

Expulsion means a discipline removal from school for 60 or more school days.

Weapon Free School

The Board of Education of the Jackson Public 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.

Student violations shall be covered under #31 and #32 of the Code of Conduct.

Elementary Code of Conduct for Students

Prior to issuing discipline, the following factors must be considered in accordance with MCL 380.1810d:

- A. the student's age*
- B. the student's disciplinary history*
- C. whether the student has a disability*
- D. the seriousness of the violation or behavior*
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member*
- F. whether restorative practices will be used to address the violation or behavior*
- G. whether a lesser intervention would properly address the violation or behavior*

At administrative discretion, and after considering the factors listed above, the following procedures may be implemented.

PROCEDURE A:

- 1. Conference(s) with the parties involved will be held
- 2. At administrative discretion any of the following consequences may be assigned:
 - a. detention
 - b. 1-3 school days suspension
 - c. a parent/guardian contract agreement
 - d. a parent/guardian conference
- 3. Parent(s)/Guardian(s) will be notified of the action taken.

PROCEDURE B:

- 1. Conference(s) with the parties involved will be held
- 2. At administrative discretion, any of the following consequences may be assigned
 - a. detention
 - b. suspension from school for up to 5 school days
- 3. Parent(s)/Guardian(s) will be notified of action taken

PROCEDURE C:

- 1. Conference(s) with the parties involved will be held
- 2. At administrative discretion, any of the following consequences may be assigned:
 - a. suspension from school up to 10 days
 - b. a referral to the appropriate police authorities
- 3. Parent(s)/Guardian(s) will be notified of action taken

PROCEDURE D:

- 1. Conference(s) with the parties involved will be held
- 2. At administrative discretion, any of the following consequences may be assigned:
 - a. a 10-day school suspension
 - b. in extreme cases, a recommendation for expulsion to the Superintendent
 - c. referral to appropriate police authorities
- 3. Parent(s)/Guardian(s) will be notified of action taken

PROCEDURE E:

- 1. Conference(s) with parties involved will be held
- 2. The following consequences will be assigned
 - a. mandatory 10 day suspension from school
 - b. a recommendation for expulsion to the Superintendent
 - c. referral to proper police authorities
- 3. Parent(s)/Guardian(s) will be notified of action taken

Definitions of Violations with Designated Procedures

1. **AGGRESSIVE MISBEHAVIOR TOWARDS ANY SCHOOL EMPLOYEE:** Physical contact or threat of physical contact towards school employees **with the intention** of doing bodily harm by a student or group of students. This can include written, verbal and electronic communication.

First Violation Procedure D or E
Repeat Violation Procedure E

2. **ARSON OR ATTEMPTED ARSON:** Starting a fire for any purpose that results in destruction or disruption.

First Violation Procedure D or E
Repeat Violation Procedure E

3. **BOMB THREAT:** Making a written/verbal threat that a bomb has been placed or is about to explode.

First Violation Procedure D or E
Repeat Violation Procedure E

4. **COMMUNICATION DEVICES, POSSESSION OF:** Students may not carry a pocket pager or electronic communication device except for health or other unusual reasons approved by the Superintendent or his/her designee. (Guidelines: first offense-student will take home and not bring back; second offense-item taken to office and parent must come pick it up).

First Violation Procedure B
Repeat Violation Procedure C

5. **DISRESPECT/DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY:** Refusal to comply with reasonable requests by school personnel. (Guideline: do not return to origin of problem).

First Violation Procedure A or B
Repeat Violation Procedure B or C

6. **DESTRUCTION OR DEFACEMENT OF SCHOOL PROPERTY/PROPERTIES ON SCHOOL GROUNDS OR PROPERTIES USED IN A SCHOOL ACTIVITY:** The destroying or mutilating of objects not owned by the student. Restitution and/or repair will be made by the offending student or student's parent(s)/ guardian(s).

First Violation Procedure A or B
Repeat Violation Procedure B or C

7. **DETENTION VIOLATIONS:** Failure to serve detentions within the prescribed time period. (Guideline: bring finality to consequence).

First Violation Procedure A
Repeat Violation Procedure A or B

8. **DISORDERLY CONDUCT:** Any unlawful student assemblage: or group act of violence, disruption, vandalism, or building seizure Speech or behavior that is instigating, obscene, vulgar, indecent, grossly disrespectful, or which is disruptive to the orderly educational procedure of the school. This includes threats of violence, including through the use of social media.

First Violation Procedure A or B
Repeat Violation Procedure C or D

9. **DISRUPTIVE ITEMS, POSSESSION OF:** Possession of any item that causes a disturbance and/or a potential dangerous situation.
- First Violation Procedure B or C
Repeat Violation Procedure C or D
10. **DRESS/STUDENT ATTIRE, VIOLATION OF:** Students whose dress/attire interrupts the process of learning or is a safety hazard to himself/herself or others shall be referred to an administrator. Hats and/or other headgear or sunglasses shall not be worn in the building.
- First Violation Procedure A
Repeat Violation Procedure A or B
11. **DRUGS: USE, POSSESSION OR UNDER THE INFLUENCE OF MIND ALTERING DRUGS, INCLUDING ALCOHOL AND LOOK-ALIKE DRUGS OR POSSESSION OF DRUG PARAPHERNALIA ON SCHOOL PROPERTY:** Substance abuse is the use of a mind altering substance (including alcohol) legal or illegal which results in an individual's physical, mental, emotional or social impairment.
- First Violation Procedure C or D
Repeat Violation Procedure E
12. **DRUGS: SALE OR ATTEMPT TO SELL OR DELIVER (TRAFFIC) ANY MIND ALTERING DRUG INCLUDING ALCOHOL AND LOOK-ALIKE DRUGS**
- First Violation Procedure D or E
Repeat Violation Procedure E
13. **EXTORTION:** The solicitation of money or something of value from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.
- First Violation Procedure B or C
Repeat Violation Procedure D or E
14. **FALSE FIRE ALARM:** Falsely alerting the Fire Department or school to a non-existent fire.
- First Violation Procedure B or C
Repeat Violation Procedure D
15. **FORGERY:** Writing and/or using the signature or initials of another person or altering a document after a signature.
- First Violation Procedure A or B
Repeat Violation Procedure C
16. **FIGHTING AND/OR ASSAULTIVE BEHAVIOR:** Students who willfully engage in physical contact for the purpose of inflicting harm.
- First Violation Procedure A or B
Repeat Violation Procedure B or C

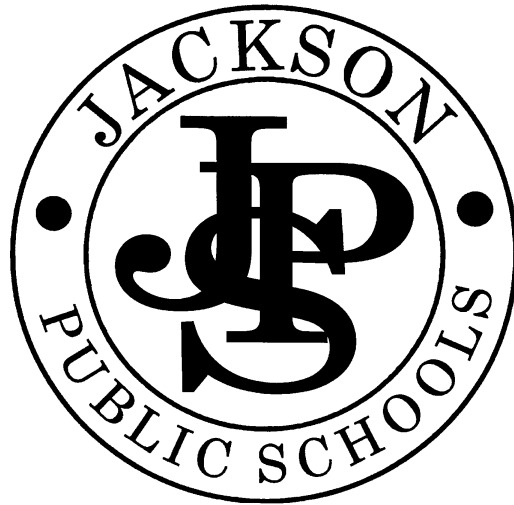
NOTE: any student involved in a fight will be referred to the school social worker for anger management.

17. **FIREWORKS OR OTHER EXPLOSIVE MATERIAL, POSSESSION AND/OR USE OF:** Students using or having in their possession any explosive device which is illegal or dangerous to themselves or to others.
- First Violation Procedure C or D
Repeat Violation Procedure D or E
18. **GAMBLING:** Participating in games of chance for the express purpose of exchanging money or other items of value.
- First Violation Procedure A
Repeat Violation Procedure B
19. **HABITUAL OFFENDERS:** Student(s) who have been recipients of administrative disciplinary action six (6) or more times in a single school year can, upon recommendation of the principal, be subject to Procedure C or D.
20. **INAPPROPRIATE SHOW OF AFFECTION:** Public show of affection between students including embracing, kissing, etc., is inappropriate.
- First Violation Warning
Repeat Violation Procedure A or B
21. **INDECENT EXPOSURE:** Wearing or removing clothing which exposes private body parts.
- First Violation Procedure B or C
Repeat Violation Procedure C or D
22. **INTIMIDATION OF WITNESS:** Any physical or verbal intimidation of any witness to any school violation.
- First Violation Procedure C or D
Repeat Violation Procedure D or E
23. **LOITERING BY UNAUTHORIZED STUDENTS:** Being on school grounds or in the school without authority or permission of school personnel. This would include students in shortened programs or suspended students.
- First Violation Procedure B
Repeat Violation Procedure C
24. **LOITERING ON PRIVATE PROPERTY ADJACENT TO SCHOOL PROPERTY:** Being on adjacent, privately owned property without authority or permission of the property owner. This also included destruction of adjacent, privately owned property.
- First Violation Procedure B
Repeat Violation Procedure C
25. **MALICIOUS REMARKS OR AGITATION:** Malicious remarks, slurs or agitation directed at individuals because of race, color, religion, national origin, ancestry, age, sex, marital status or handicapping condition will not be tolerated.
- First Violation Procedure A or B
Repeat Violation Procedure B or C

- 26. PROFANITY AND/OR OBSCENE BEHAVIOR:** Use of profanity or obscene behavior.
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|------------------|------------------|
| First Violation | Procedure A or B |
| Repeat Violation | Procedure B or C |
- 27. RADIOS/PERSONAL PROPERTY IN SCHOOL:** Radios, CD players, large sums of money, expensive jewelry and clothing, etc. are not permitted during school hours except by special permission of the administration.
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|------------------|------------------|
| First Violation | Confiscated |
| Repeat Violation | Procedure A or B |
- 28. SEXUAL HARASSMENT:** Touching or verbal offending an individual in a sexual manner against his/her wishes.
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|------------------|------------------|
| First Violation | Procedure B or C |
| Repeat Violation | Procedure D or E |
- 29. THEFT:** The possession of stolen property, the taking of property, the conspiring to take property or being an accomplice in the taking of property not belonging to the student.
- | | |
|------------------|------------------|
| First Violation | Procedure A or B |
| Repeat Violation | Procedure B or C |
- 30. TOBACCO:** The possession or use of tobacco (or tobacco substitute), or possession of matches, cigarettes or cigarette lighter on school property. (Refer to Board Policy 5512)
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|------------------|-------------|
| First Violation | Procedure A |
| Repeat Violation | Procedure B |
- 31. WEAPON, POSSESSION OF:** The possession of any object(s) or look alike(s) that can be used to inflict injury or intimidate another person.
- | | |
|------------------|------------------|
| First Violation | Procedure C or D |
| Repeat Violation | Procedure E |
- 32. WEAPON, USE OF:** The use of, or threat to use, any object(s) to inflict bodily injury to another person.
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|------------------|-------------|
| First Violation | Procedure E |
| Repeat Violation | Procedure E |
- 33. BULLYING:** Bullying of a student at school is strictly prohibited. Bullying, as per Board Policy 5517, is defined as any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person who know is likely to harm one or more students either directly or indirectly by doing any of the following: a) substantially interfering with educational opportunities, benefits, or programs of one or more students; b) adversely affecting a student's ability to participate in or benefit from the district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; c) having an actual substantial detrimental effect on a student's physical or mental health; or d) causing substantial disruption in, or substantial interference with, the orderly operation of the school.
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|------------------|------------------------|
| First Violation | Procedure A or B |
| Repeat Violation | Procedure B, C, D or E |

34. GANG RELATED: Verbal and non-verbal behaviors, actions, clothing, or colors deemed to be gang related by the school administration will not be tolerated. Continued disobedience could result in a referral to the appropriate law enforcement agency. Handshakes or gestures promoting gang affiliation will result in disciplinary action.

First Violation	Procedure A and student must change clothes or cease behavior
Repeat Violation	Procedure B or C and student must change clothes or cease behavior



It is the policy of the Jackson Public Schools District that no discriminatory practices based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, political affiliation, sexual orientation or disability or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Human Resources Office at Jackson Public Schools, 522 Wildwood Avenue, Jackson, Michigan 49201 or call (517) 841-2153.