



Dibble Elementary School
Elementary Student Handbook
2021-22

**Jackson Public Schools
Board of Education**

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2021/22 Jackson Public Schools – Building Principals/Central Administration

Cascades Elementary School (Y5-5)	1200 S. Wisner Street, 03 Principal: Martin DuBois martin.dubois@jpsk12.org Asst. Principal: VACANT	PH 841-3900 / FAX 768-5902 Secretaries: Denise Patronik, 841-3902 VACANT, 841-3904
Dibble Elementary School (K-5)	3450 Kibby Road, 03 Principal: Martha Kuhn martha.kuhn@jpsk12.org	PH 841-3970 / FAX 768-5903 Secretary: Kristina Kulka, 841-3972
Fourth Street Learning Center (6-8)	2400 Fourth Street, 03 Principal: Jeremy Patterson jeremy.patterson@jpsk12.org	PH 841-2300 / FAX 768-5968
Hunt Elementary School (K-5)	1143 N. Brown Street, 02 Principal: Mary Jo Raczkowski-Shannon maryjo.raczkowski-shannon@jpsk12.org	PH 841-2610 / FAX 768-5900 Secretary: Erica Scott, 841-2612
John R. Lewis (K-5)	154 W. Clark St, 03 Principal: Jill Weatherwax jill.weatherwax@jpsk12.org	PH 841-2600 / FAX 435-7508 Secretary: Samantha Steelman, 841-2602
JPS Montessori Center (K-5)	820 Bennett Street, 02 Principal: Rob Campbell robert.campbell@jpsk12.org	PH 841-3870 / FAX 990-0370 Secretary: Rachele White, 841-3897
Northeast Elementary School (Y5-5)	1024 Fleming Avenue, 02 Principal: Phil VanAllen phillip.vanallen@jpsk12.org	PH 841-2500 / 768-5911 Secretary: Rachel Hemry, 841-2502
Sharp Park Academy (Y5-5)	766 Park Road, 03 Principal: Jasper Lusby jasper.lusby@jpsk12.org	PH 841-2860 / FAX 784-1325 Secretary: Dawn Rigelman, 841-2862
Middle School at Parkside (6-8)	2400 Fourth Street, 03 Principal: Jeremy Patterson jeremy.patterson@jpsk12.org	PH 841-2300 / FAX 768-5968 Secretary: Judy Sheets, 841-2302
Jackson High School (9-12)	544 Wildwood Avenue, 01 Principal: Monica Pierce monica.pierce@jpsk12.org	PH 841-3700 / FAX 768-5910 Secretary: Kim Edwards, 841-3702
Jackson Pathways (9-12)	544 Wildwood Avenue, 01 Principal: Willie Lewis willie.lewis@jpsk12.org	PH: 841-3729 / FAX 768-5968 Secretary: Rosie Talmage, 841-3798
South Central Michigan Virtual (K-12)	1060 Jackson Crossing, 02 Director: Fred Parker fred.parker@jpsk12.org	PH 841-2820 / FAX 990-0002 Secretary: Amy Barton, 841-2820
Superintendent of Schools	522 Wildwood Avenue, 01 Jeff Beal jeff.beal@jpsk12.org	PH 841-2201 / FAX 789-8056 Executive Assistant: Michele Oxley, 841-2202
Assistant Superintendent Finance and Operations	522 Wildwood Avenue, 01 Marcus Leon marcus.leon@jpsk12.org	PH 841-2800 / FAX 768-6030 Finance Secretary: Laurie Nearpass, 841-2152
Assistant Superintendent Elementary Curriculum/Federal Programs	522 Wildwood Avenue, 01 Julie Baker julie.baker@jpsk12.org	PH 841-2157 / FAX 990-0556 Secretary: Donna Mizerik, 841-2147
Assistant Superintendent, Secondary Curriculum	522 Wildwood Avenue, 01 Dr. William Patterson william.patterson@jpsk12.org	PH 841-2208 / FAX 990-0556 Secretary: Donna Mizerik, 841-2147
Assistant Superintendent, Communications & Community Relations	522 Wildwood Avenue, 01 Kriss Giannetti kriss.giannetti@jpsk12.org	PH 841-2148 / FAX 990-0556 Secretary: Lois Dunning, 841-2187

Martha Kuhn, Principal
Dibble Elementary School
3450 Kibby Rd.
Jackson, MI 49201

Telephone: 517 841-3971
School Fax: 517-768-5902

Dear Dibble Vikings,

Welcome to Dibble Elementary and the 2021-22 school year. We are located in a beautiful neighborhood setting. We do enjoy the nature that is all around us. Your student's education depends on parents, teachers, and students working together to create a climate where learning can take place. The staff at Dibble works hard every day to meet your student at their level of learning as well as providing social emotional growth.

We are proud to really bring to life our mission at Jackson Public Schools, where we bring our community together to create a culture of academic excellence and workforce readiness. This is visible in every lesson that we do with our students. We truly believe that all students will become lifelong learners.

Our students at Dibble Elementary are expected to show proper behavior and be respectful to everyone at all times. We provide a safe, orderly environment that will enhance your students to reach their best potential academically and socially.

We are looking forward to a great year. If you have any questions, please call us at 841-3970.

Sincerely,

Martha Kuhn, Principal

Jackson Public Schools 2021-22 District Calendar

August	23	Professional development (am-district / pm-building)
	24	Professional development (am-building / pm-teacher work day)
	25	FIRST DAY OF SCHOOL – Half day students/full day staff
September	3	No school – No students/classroom staff
	6	Labor Day, no school
October	6	Student count day
	13 & 14	Y5-8 conferences, half day students
	14	9-12 conferences, half day students
	15	Y5-12, half day students/classroom staff
	18	Full day professional development (district), no school
November	17	JHS/Pathways exams
	18	JHS/Pathways exams (Early Dismissal, JHS/Pathways only)
	19	JHS/Pathways exams / End of 1 st Trimester / Y5-12 Records Day, half day students
	24-26	Thanksgiving recess, no students/staff
December	20-31	Winter break, no school
January	3	School resumes
	14	Half day students / half day professional development (building)
	17	Martin Luther King, Jr. Day, no students/staff
	20	6-12 Conferences, evening
February	9	Student Count Day
	18	Full day professional development (building), no school
	21	President's Day – No students/staff
March	2	JHS/Pathways exams
	3	JHS/Pathways exams (Early Dismissal, JHS/Pathways only)
	4	JHS/Pathways exams / End of 2 nd Trimester / Y5-12 Records Day, half day students
	10	Y5-5 conferences
	11	Y5-12 Half day students/classroom staff
	14	Full day professional development (district), no school
25-Apr 1	Spring break, no students/staff	
April	4	School resumes
	15	Good Friday, No students/classroom staff
May	27	Graduation Day, half day JHS/Pathways only, students/staff
	30	Memorial Day, no school
June	8	JHS/Pathways exams
	9	JHS/Pathways exams, early dismissal, JHS/Pathways only
	10	JHS/Pathways exams; Y5-12 LAST HALF DAY students/Records Day

School Staff / Departments

Principal

Martha Kuhn

Office Secretary

Kristina Kulka

Kindergarten

[Sarah Brooks](#) [Laura Trombley](#)

1st Grade

[Alison Maurer](#) Tarsha Oliver

2nd Grade

Lynne Maske Michael Trombley

3rd Grade

Angelique Dalimonte [Wendy Northrup](#)

4th Grade

Tim Edinger Kim Hines

5th Grade

Jennifer Hause Carol Rose

Specials

Music: [Bradley Jayne](#)

Physical Education: [Kevin Bristol](#)

Art: [Melissa Anderson](#)

Instructional Coach

[Heather Spangler](#)

Counselor, Social Work and Behavior

[Hannah Duran](#)

Special Education

[Megan Walker](#) Demonica Williams

Teacher Assistants

Shana Cain Krista Davison Haleigh Hemry Gina Lobbestael Shiri Totu-Frank Sarah Welch

Para Educators

Lynette Boyers Barb DeMann Donna O'Connell Donn Osborne Kiersten Reeser

2021-22 School Hours

Grades: K – 5

Breakfast: 8:25 – 8:45
School Day: 8:45 – 3:44
Half Day: 8:45 – 11:55

**Students should not be dropped off before 8:25 a.m.
Supervisors begin their day at 8:25 a.m. each day.**

Arrival/Dismissal

Students may be dropped off at 8:25. There is one lane to drop off in the morning. They will either come in the front door and go to breakfast or go to the playground. At Dismissal, Kindergarten students will be outside ready for pick up at 3:30 p.m. The rest of the students will be outside at 3:35 p.m. You may park and come to the front of the building to pick up your student/s or come through one of the two pick up lanes and we will bring them to you.

Lunch/Recess

Breakfast and lunch are served in the school cafeteria daily. Breakfast and lunch is free for all students.

11:45 - Grades 2 -3 and 5 are eating in the cafeteria/ K - 1 and 4 are at Recess

12:05 - Kindergarten and Grades 1 and 4 are eating in the cafeteria/ Grades 2, 3 and 5 are at Recess.

RECESS

Students are provided approximately twenty minutes for Recess. All students are expected to go outside. We play outside in snow, not rain, and unless the wind chill and/or temperature is zero or below degrees. Please dress children accordingly. If your child is not well enough to go outside for recess, he/she should be kept home from school. A note signed by your family physician is the only valid exception.

LUNCH

A nutritious breakfast and hot lunch are available at school. A menu is sent home at the beginning of each month so that families can plan ahead. All students at Dibble receive a free breakfast and lunch. We still need parents to fill out a lunch household survey so that we may continue receiving the grant for free lunches for all students. If your student brings a sack lunch and wants to buy milk, it will be \$.50.

JPS Health Policy dictates parents may not bring fast food (McDonald's, Wendy's, etc) into the school cafeteria.

Attendance Policy

Tardy Policy & Procedures

AM Schedule = Up to 30 minutes late = Tardy = After 30 minutes = ½ Day Absence
PM Schedule = Up to 30 minutes late = Tardy = After 30 minutes = ½ Day Absence
= 30 minutes early release = Early Releases = Before 30 minutes = ½ Day Absence
Absences 5 day = Warning Letter for Truancy
8 day = Refer to Early Truancy Intervention (ETI)
10 day = Truancy

* **UNEXCUSED** Any tardy or early release 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

* Students arrival time and dismissal time will always be indicated on their attendance screen.

TARDINESS

Students are expected to be on time. It is the responsibility of the parent and students to see that they arrive on time. We do not count the student tardy if they ride the bus and the bus arrives late. (Transportation notifies the office in this case.) If children arrive at school after the bell rings, they must report to the school office before going to class. Excessive tardies are considered a truancy problem.

SICK AND ACCIDENT INFORMATION

It is extremely important for the school to be able to contact parents or some member of the family in case of illness or accident. Parents should provide the school office with correct, up-to-date telephone numbers that will enable us to reach you. Only simple first aid is administered at school.

No non-prescription medication will be administered by school personnel. Parents are to come to the school office to give non-prescription medication to their children if it is needed during the day. Please do not send your child to school if he/she is sick. Prescription medications are stored and administered in the nurse's office, only after the appropriate forms have been completed.

Although regular attendance at school is of the utmost importance, we suggest that you do not send your child to school if they show signs of the following:

- **Fever: Do not attend school if fever is above 99 degrees F orally, before fever reducing medications.**
- **Diarrhea: Do not attend school until diarrhea stops or a medical exam indicates that it is not communicable.**
- **Vomiting: Do not attend school until vomiting has not occurred for at least 24 hours**
- **Rash with fever: Do not attend school until the healthcare provider indicates that it is not communicable.**
- **Strep throat: Do not attend school until 24 hours of antibiotic treatment.**
- **Lice/Ringworm: Do not attend school until medication has been used.**

Student Expectations

Dibble School believes that all staff, students and parents can take part in building a safe and supportive community in which children can develop as learners and citizens. We provide all children with instruction in social skills and problem solving techniques.

All students are subject to school rules, district policies and state statutes. Responsibility for knowing and obeying these rules lies with the student and the parent. Violation of these rules will cause a student to be subject to disciplinary action.

Dibble Code of Conduct

1. I will respect all adult directions.
2. I will keep my hands, feet and objects to myself.
3. I will use polite and kind words.
4. I will walk and be quiet in the halls.
5. I will respect the property of others.

I have read the Dibble Code of Conduct and the consequences for not adhering to the rules. I acknowledge your efforts as a staff and feel that what you are asking is only basic to a safe and orderly environment.

I also recognize that students who receive disciplinary action six or more times in a school year are considered habitual offenders and their consequences increase in severity.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are scheduled in the **FALL** and **SPRING**. One of the best ways to learn about your child's progress is by talking with his/her teacher. They provide a valuable opportunity for the parent/guardian and teacher to share information about the child. We encourage all parents to make time in their schedules to talk with the teachers who work with your children. In addition, parents or teachers may request special conferences at any time of the year, if desired. A parent/teacher conference early in the year helps you to see the plans for your child's school year. You may call the school office or send a note with your child to make arrangements for a meeting. We encourage you to get to know your child's teacher and support their efforts with your child.

REPORT CARDS

Report cards are processed three times a year for all students. Report cards will not be sent home until at least one parent-teacher conference is attended. Parents are encouraged to discuss progress as indicated on the report cards during fall and spring Parent Teacher Conferences. To speak with teachers regarding progress at any other time, an appointment needs to be set.

TEACHER CONTACT / VISITORS

Parents are encouraged to contact their child's classroom teacher whenever they have questions or concerns. We do ask that you call and set up a conference time. PLEASE, do not interrupt the teacher during instruction time.

PARTIES

Dibble School schedules three classroom parties per year. They are Halloween, Christmas and Valentine's Day. If you do not wish to have your child participate in parties because of religious or other reasons, please

contact the teacher, and we will make other arrangements for your child during that time period. Nutritional snacks and treats are welcome.

LOST AND FOUND

All items are kept in a box in the main entrance foyer. Parents may wish to stop by periodically to check through the items. Marking of students' belongings can be very helpful. Items left are periodically given to charity.

PERSONAL PROPERTY

We ask that students do not bring personal items, such as toys, radios, cell phones, iPods, game boys, etc. to school. We have no security for such items, and will not assume responsibility for lost or stolen items.

PTO

The mission of the Parent-Teacher Organization is to strengthen the bond between the school and the home. This mission is accomplished by helping the parents become involved in the activities of the school and the educational experiences of their children. We invite and urge all parents to be part of the P.T.O. and to participate in meetings and activities at Dibble Elementary.

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 and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

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; ^{1,2}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{1,2}
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. ²

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; ^{1,2}
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; ^{1,2}
5. providing information and involving families in monitoring student progress; ²
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; ^{1,2}
7. preparing families to be involved in meaningful discussions and meetings with school staff. ^{1,2}

C. Volunteer Opportunities

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

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; ^{1,2}
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. ¹

E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning; ²
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families. ^{1,2}

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources; ^{1,2}
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. ^{1,2}

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

1Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

2Indicates Title I Section 1118 parent involvement requirements

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Legal

Sec. 1112, 1118 ESEA

M.C.L. 380.1294

Visitors/Parental Visitation

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be guided to the office. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

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

- Parents must make prior arrangements through the teacher/principal.
- No classroom observations will be made while testing is being administered.
- 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 they 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

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Chain of Command

Jackson Public Schools encourages open communication about your student. Following the chain of command is the best way to resolve issues at the level in which issues most frequently evolve.

- Step One: Contact Teacher
- Step Two: Contact Principal
- Step Three: Contact Assistant Superintendent of Elementary Curriculum
- Step Four: Contact Superintendent

Student Records

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name;
- B. major field of study;
- C. participation in officially recognized activities and sports;
- D. height and weight, if member of an athletic team;
- E. dates of attendance;
- F. date of graduation;
- G. awards received;
- H. school photographs or videos of students participating in school activities, events or programs.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the JPS website (Link: [Directory Information - Annual Notice](#))

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal/designee. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing (submit to school office) and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the teacher/principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

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 refer to this letter and return the form to the school office. Link: [Opt Out - Reproductive Health & Family Planning](#)

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 parent, 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 517-841-2156 or the Jackson County Intermediate School District at 517-768-5200.

School Attendance

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

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:

COVID-19
Chicken Pox
German Measles
Head Lice
Hepatitis B

Influenza
Measles
Mumps
Pink Eye
Pinworms

Ringworm
Scabies
Shingles
Strep Throat (Scarlet Fever)
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. Immunizations are available through private physicians; the Jackson County Health Department (788-4468); Center for Family Health (748-5500); School Based 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.

Parents/guardians seeking to claim a nonmedical waiver are required to participate in an immunization-focused discussion with Jackson County health department staff. This is done by appointment only (517-788-4468). During the discussion, parents/guardians can bring up any immunization-related questions and concerns they may have. The staff will present evidence-based information regarding the risks of vaccine-preventable diseases and the benefits/potential risks (risks consisting mostly of moderate side effects) of vaccination. This rule preserves the ability of parents/guardians to obtain a nonmedical waiver following the completion of this required educational session.

Birth Certificates

Within 30 days of enrollment of a student for the first time, a copy of the student's birth certificate is required. If you are unable to provide a birth certificate, you will be notified by the school and asked to sign the [Affidavit of Proof of Student Age and Identity](#).

Inclement Weather/Recess Weather

It is the policy of Jackson Public Schools that when the actual temperature or wind chill is below ten 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.

Fire, Tornado and Lock Down Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

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.

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 products 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

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of

tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:

- A. school grounds,
- B. athletic facilities,
- C. any school-related event, and
- D. on or off Board premises.

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

Anti-Harassment

The complete Board adopted policy can be found by accessing this link: [5517 ANTI-HARASSMENT](#)

In addition, the annual Bullying notice is available on the JPS Website at the following link:

[Annual Bullying Notice](#)

Title IX Sexual Harassment

The complete Board adopted policy can be found by accessing this link:

[2266 NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#)

Suspension

Suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent may suspend a student for a period not to exceed ten (10) school days.

Expulsion

Expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided in Board Policy 5610.

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 following a thorough investigation of the incident.

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

The Code of Conduct includes, but is not limited to, behavior that takes place in school buildings, at school sporting events, extracurricular activities (i.e. dances) or other places where it may have an impact on the school setting.

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.

State law mandated 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 communication device except for health or other unusual reasons approved by the Superintendent or his/her designee.

First Violation item taken to office and parent must come pick it up
Repeat Violation student will take home and not bring back
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. Recording/videoing/posting/ sharing/ broadcasting a fight will result in a consequence.

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
Sexual activity Procedure C, D, or E, depending on the circumstances

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 AND/OR LEAVING SCHOOL GROUNDS WITHOUT PERMISSION:** 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.

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

27. **RADIOS/PERSONAL PROPERTY IN SCHOOL:** Refer to Item 4, Communication Devices, Possession of.

28. **SEXUAL HARASSMENT:** Touching or verbal offending an individual in a sexual manner against his/her wishes.

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:** Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to 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 and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

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.

First Violation Procedure D or 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.

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 Board of Education not to discriminate on the basis of Protected Classes in its educational programs and activities and employment. Protected Classes generally include race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital status, military status, ancestry, genetic information and such others as are defined in federal or state law. More detailed information can be found in the Board of Education Policies on the district website, www.jpsk12.org. Inquiries and complaints regarding discrimination in programming and employment may be referred to any of the following: Julie Baker, Assistant Superintendent of Elementary Curriculum/Federal Programs, 517-841-2157; William Patterson, Assistant Superintendent of Secondary Curriculum, 517-841-2208.