



MIDDLE SCHOOL AT PARKSIDE

Student Handbook
2018-2019

Middle School at Parkside
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Jackson, MI 49203
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Ms. Nicole Johnson	Assistant Superintendent, Human Resources
Mrs. Willye Pigott	Asst Supt, Elementary Curriculum & Federal Programs
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Jackson Public Schools 2018/19 Principals and Secretaries

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	Principal: Joe Zessin joe.zessin@jpsk12.org	FAX 768-5903
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	Principal: Mary Jo Raczkowski-Shannon	FAX 768-5900
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	.. Principal: Julie Baker julie.baker@jpsk12.org	FAX 990-0370
		Secretary: Nacomie Wallman, 841-3897
Northeast Elementary School (3-5)	1024 Fleming Avenue, 02.....	PH 841-2500
	.. Principal: Erik Weatherwax erik.weatherwax@jpsk12.org	FAX 768-5911
		Secretary: Rachel Henry, 841-2502
Sharp Park Academy (K-5)	766 Park Road, 03	PH 841-2860
	.. Principal: Jasper Lusby jasper.lusby@jpsk12.org	FAX 784-1325
		Secretary: Dawn Rigelman, 841-2862
<hr/>		
Middle School at Parkside (6-8)	2400 Fourth Street, 03	PH 841-2300
	.. Principal for Instruction: Jeremy Patterson jeremy.patterson@jpsk12.org	FAX 768-5968
		Secretary: Judy Sheets, 841-2302
Fourth Street Learning Center (6-8)	2400 Fourth Street, 03	PH 841-2386
	.. Principal: Tim Allen timothy.allen@jpsk12.org	FAX 768-5968
		Secretary: 841-2313
Jackson High School (9-12)	544 Wildwood Avenue, 01	PH 841-3700
	.. Principal for Instruction: Barbara Baird-Pauli	FAX 768-5910
	.. barbara.baird-pauli@jpsk12.org	Secretary: Lori Wilgenhof, 841-3702
Jackson Pathways (9-12)	544 Wildwood Avenue, 01	PH 841-3800
	Principal: Robert Bobeda robert.bobeda@jpsk12.org	FAX 768-5910
		Secretary: Beth Phillips, 841-3728
T.A. Wilson Academy (9-12)	310 W. Morrell Street, 03	PH 841-2800
	.. Principal: Tim Allen timothy.allen@jpsk12.org	FAX 783-3582
		Office: 841-2802
South Central Michigan Virtual (K-12)	1060 Jackson Crossing, 02	PH 841-2820
	.. Director of Operations: Fred Parker fred.parker@jpsk12.org	FAX 990-0002
		Secretary: Amy Barton, 841-2822

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Dear Parents and Guardians:

As the Principal for Instruction, it is my pleasure to extend a warm and heartfelt welcome to you as we begin the 2018-2019 school year at the Middle School at Parkside. To those students, parents, and guardians that may be new to the district, we sincerely thank you for choosing Jackson Public Schools, Where Community Comes Together! We believe we have much to offer your child socially, academically and extracurricularly. To those returning students and families, we value the established relationships and look to successfully build on your child's well rounded educational experience.

Student achievement is our focus at Parkside. However, educating a child is a huge undertaking and we need your help to do it successfully. We encourage parents and guardians to become active participants in their child's school day. Parents are able to follow their child's progress at Parkside through our online grading system and schedule team meetings, when needed. Research shows that students do better in school when parents are involved.

We strongly recommend that our students get involved in extracurricular activities. We offer a wide variety of team sports, clubs, and community service opportunities. We are confident that there is a club or sport for every child's interest and enjoyment.

Attendance matters! We ask that you respect the school day as an opportunity for learning and try to make doctor, dentist and other appointments for your child outside the hours of the school day. We also ask that you make sure you communicate transportation pick up with your child before they arrive at school. We do not contact classrooms during instruction for non-emergent issues.

We hope that you will be an active partner with us, whether you choose to join our Parent/Adult Volunteer for Education (PAVE) committee or through your active participation in your child's day to day education. We welcome your involvement and appreciate the opportunity to serve your child here at Middle School at Parkside International Baccalaureate World School!

Sincerely,

Jeremy Patterson

Jeremy Patterson
Principal for Instruction



MIDDLE SCHOOL AT PARKSIDE 2018-19 Calendar

August	16	New Student Orientation (5:30-7:00)
	20	Professional Development (am-district & building) & Teacher Work Day (pm)
	21	Professional Development
	22	FIRST DAY OF SCHOOL – Half Day Students/Full Day Staff
	28	Open House (6 th Grade - 6:30-6:55, 7 th Grade - 7:00-7:25, 8 th Grade – 7:30-8:00)
	31	No School – Students/Teachers
September	3	Labor Day, No Students/Staff
	11	Fall Picture Day
	13	School Fundraiser Kick-Off
	27	School Fundraiser Forms Due
October	3	Student Count Day
	5	End of 1 st Marking Period
	15	Full Day Professional Development (district), No Students
	24	Fall Picture “Retake” Day
	25	K-8 Conferences, Half Day Students
	26	Half Day Students/Staff
November	30	School Fundraiser Delivered
	16	End of 1 st Trimester / K-12 Records Day, Half Day Students
	21-23	Thanksgiving Recess, No Students/Staff
December	21	Half Day Students/Staff
	24-Jan 4	Holiday Break, No Students/Staff
January	7	School Resumes
	18	End of 3 rd Marking Period
	21	Martin Luther King, Jr. Day Observed, No Students/Staff
	24	Parkside/4 th Street Conferences, Evening Only
	29	8 th Grade Orientation @ JHS
	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 – Students/Staff
	18	President’s Day – No Students/Staff
March	1	End of 2 nd Trimester / K-12 Records Day, Half Day Students
	8	Half Day Students/Staff
	11	Full Day Professional Development No Students
	19	Spring Picture Day
	29-Apr 5	Spring Break, No Students/Staff
April	8	School Resumes
	12	Half Day Students (am) / Half Day Professional Development (pm)
	19	End of 5 th Marking Period
	19	Good Friday, No School Students/Staff
May	27	Memorial Day, No Students/Staff
June	7	Last Half Day Students/Full Day Staff

PARKSIDE TEACHERS

2018/2019

Mr. Anderson – PE/Health
Ms. Baird - Math
Mr. Baldwin - Counselor
Mrs. Bamrah - EI
Mr. Bertke - Science
Mr. Boettcher - Individuals in Societies
Mrs. Boyd – AI (ISD)
Ms. Brill - Resource
Ms. Buckner - Resource
Ms. Bullard - Resource
Mrs. Chaparro – ESL (Northeast)
Mrs. Chapman - World Music
Mr. Chapman– PE/Health
Mr. Cowan- CI
Mrs. Curran - English
Mrs. Damm - Science
Miss Davis - French
Mrs. DeVine – Physical Education- (JHS)
Mrs. Drummond - Spanish
Mrs. Dunklin - Resource
Mrs. Flack – Individuals in Societies
Mrs. Gabbard - EI
Mrs. Glaspie – Math
Ms. Hesterman - English
Mrs. Hiles – AI (ISD)
Mrs. Howland - Spanish
Mr. Hubbard - Science
Ms. Hughes – English
Ms. Irvine – Art
Mr. Kenrick - Individuals in Societies

Mr. Korican – Individuals in Societies
Mr. Krieger – Band
Mr. Lang - Orchestra
Ms. Larsen - Science
Mrs. Lietaert - Math
Mrs. Ludwig - Math
Ms. Manosky - English
Mr. Marsh - Technology
Mr. Mason - Impact Coach
Mr. Mathews - Science
Ms. McKnight - CI
Mr. McMillen-Oakley – Math
Mr. Moore - English
Ms. Mota - Math
Mrs. Oudekerk - Science
Ms. Potter - Spanish
Mrs. Resor – PE/Health
Mr. Rieman – Technology
Ms. Schneider - Resource
Ms. Sestak - HI
Mr. Shaffer-Individuals in Societies
Ms. Slat - AI Resource
Mrs. Swift - Math
Mrs. Waddell - English
Mrs. Waito - English
Mr. Wensley – PE/Health
Ms. Withey - CI
Mrs. Wood - Individuals in Societies
Ms. Younkin - Counselor
Mr. Younkin - German
Mr. YuhaszPratt - Band/Choir

DAILY SCHEDULE

School begins at 7:25 A.M. and ends at 2:14 P.M. Beginning at 7:00 A.M. students may enter the building. Students are expected to be in their classrooms prior to the 7:25 A.M. bell. Each student will have seven classes with four minutes between each class, except for before/after "B" lunch which will be two minutes, plus a 25-minute lunch period. Classes and lunch are as follows:

2018 – 2019 SCHEDULE

7:00 Students Enter Building
7:20 Warning Bell
7:25 Tardy Bell

"A" LUNCH

Glaspie, Hesterman, Howland,
Kenrick, Marsh, Mathews,
Oudekerk, Resor, Shaffer, Swift,
Waito, Wensley

"B" LUNCH

Bamrah, Bertke, Boyd, Brill, Buckner,
Bullard, Cowan, Curran, Davis,
Drummond, Dunklin, Hiles, Larsen,
Ludwig, Moore, Pickles, Potter,
Schneider, Slat, Withey, Wood

"C" LUNCH

Anderson, Baird, Chapman E, Chapman S,
Damm, Flack, Gabbard, Hubbard,
Hughes, Irvine, Korican, Krieger, Manosky,
McMillen-Oakley, McKnight, Mota,
Rieman, Waddell, Younkin, YuhaszPratt

1 7:25 – 8:16

2 8:20 – 9:11

3 9:15 – 10:06

A LUNCH 10:10 – 10:35

4 10:39 – 11:30

5 11:34 – 12:25

6 12:29 – 1:19

7 1:23 – 2:14

1 7:25 – 8:16

2 8:20 – 9:11

3 9:15 – 10:06

4 10:10 – 10:34

B LUNCH 10:36 – 11:01

4 11:03 – 11:30

5 11:34 – 12:25

6 12:29 – 1:19

7 1:23 - 2:14

1 7:25 – 8:16

2 8:20 – 9:11

3 9:15 – 10:06

4 10:10 – 11:01

C LUNCH 11:05 – 11:30

5 11:34 – 12:25

6 12:29 – 1:19

7 1:23 – 2:14

HALF DAY SCHEDULE

1 7:25 - 7:51

2 7:55 - 8:21

3 8:25 - 8:51

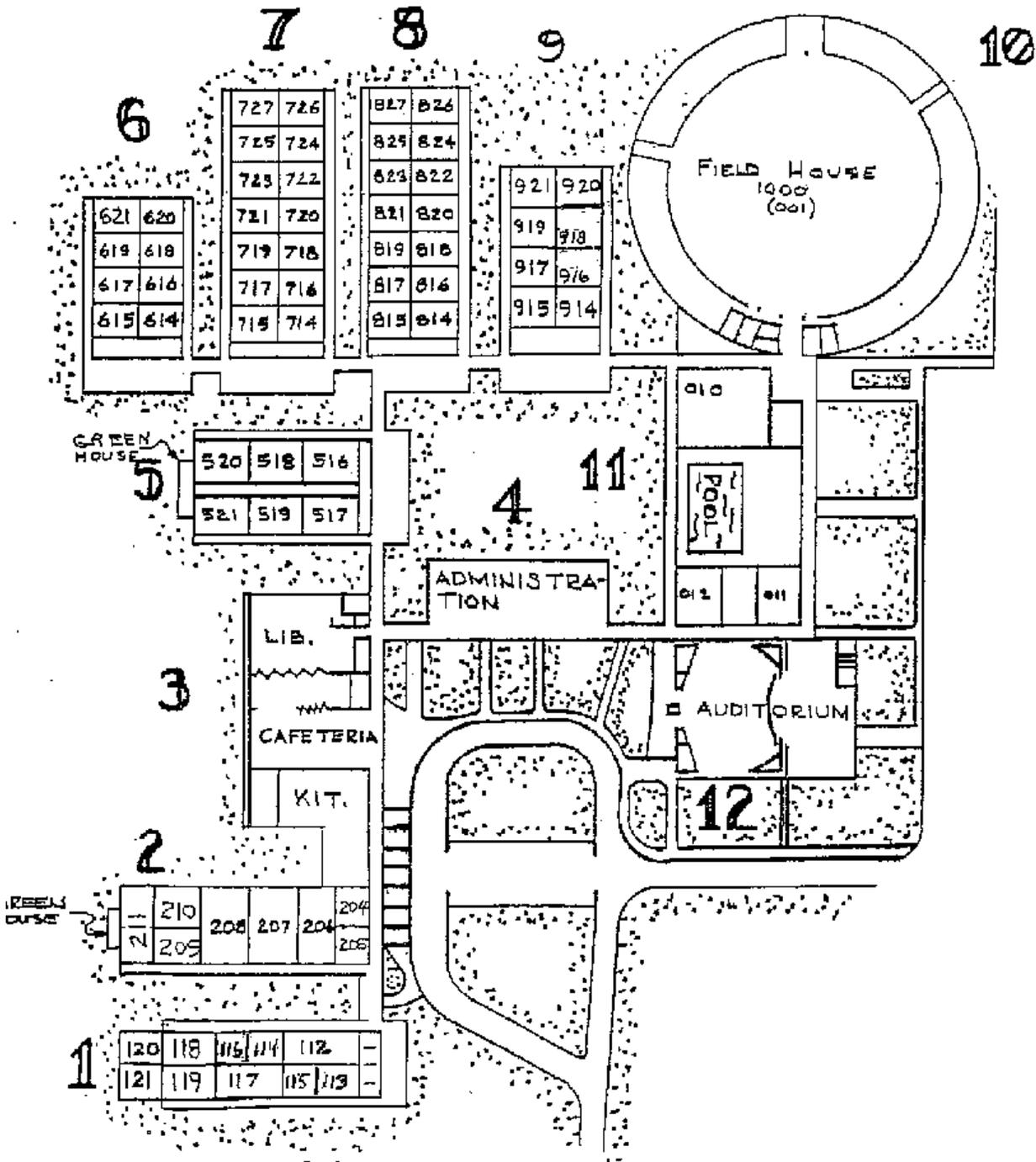
4 8:55 - 9:21

5 9:25 - 9:51

6 9:55 - 10:21

7 10:25 -10:50

PARKSIDE MIDDLE SCHOOL



ACADEMICS

STUDENT SUCCESS STRATEGIES

The goal of the middle school is that all students will perform successfully in all classes. Students who fail to meet curriculum objectives are subject to the following interventions and strategies:

- Parent meeting (plan developed)
- Parent phone call
- Tutoring outside of school, before, after and lunch
- Mentoring
- ASSIST
- Counselor referral
- Refer to Administrator
- Refer to T.C. for testing
- Weekly Progress Reports
- Section 504 meeting
- Student/Teacher contract
- Parent/Student/Teacher contract
- Summer School
- Change schedule
- Proximity (place close to teacher)
- Alternative Education referral
- Court referral or meeting
- In-House placement
- County Attendance Officer
- Other

Teams of teachers in conjunction with students, parents, and administrators will determine a course of action for each student's unique needs.

HONOR ROLL

The Honor Roll at Middle School at Parkside is figured on a 4.0 scale. To obtain a student's G.P.A. (grade point average), you must divide the number of points earned by the number of classes taken. Students will be recognized each trimester by earning 3.0 or higher.

GRADE COMPLETION

Successful completion of 6th, 7th, and 8th grade requires that a student pass (with a grade of D or above). A student who does not meet this criteria will be considered for the following:

- Student Success Strategies (see previous page)
- Parent conference with team
- Administrative conference
- Academic or attendance probation
- Alternative Education
- Retention

GRADE APPEAL

Students must initiate the grade appeal by completing the top portion of the grade appeal form and submitting it to the Teacher responsible for the grade in question. If the teacher agrees that the grade be changed, he/she will complete the 1st Level of the Appeal form and include the new grade and return it to the grade office. A grade change will be made and a revised report card will be sent home reflecting the change. If the teacher feels that the grade should remain, he/she will complete the 1st level of the appeal indicating that the grade should remain as is and return the form to the grade office. The form will then be logged and forwarded to the appropriated Grade Principal and a copy will be sent home.

If the student is not satisfied with the response he/she received, the student must meet with the Grade Principal for the 2nd Level of Appeal. At this point the grade principal and teacher will determine if a grade needs to be changed. The grade principal and teacher will then sign the form and note if the grade should remain as is or if the grade is to be changed and return it to the grade office. If a change is made a revised report card will be mailed home, or if the grade is to remain a copy will be forwarded to the Principal for Instruction and a copy will be mailed home.

If the student is not satisfied with this response, a meeting should be sent up with the Principal for Instruction for the 3rd Level of Appeal. At this point the Principal for Instruction and the Teacher will meet. Once a decision is made, both the Principal for Instruction and the Teacher should sign the form and return it to the grade office. Again, if a change is to be made a revised report card will be sent home, and if the grade is to remain, a copy of the appeal form will be mailed home.

REPORT CARDS AND PROGRESS REPORTS

In order to keep parents informed and up-to-date on their child's progress, a report card is issued at the end of each marking period. In addition to report cards, progress reports may be sent to parents during the marking period, if expected progress on the part of the student is not achieved. The parents of any student receiving a "D" or "E" grade will be notified.

Parents are urged to contact the school (841-2300) if there is any question about the progress of their child. Teachers have a scheduled conference period daily and are available to meet with parents at that time, or any other time that is convenient for both the teacher and parent.

STUDENT ASSISTANCE PROGRAM

The Middle School at Parkside Student Assistance Program offers help for students exhibiting behaviors, which negatively affect their academic and social performance. The program is broad based and can assist: Students with problems related to school attendance, discipline, academic achievement, etc.;

Students with problems resulting from separation and/or divorce, abuse or neglect, bereavement, suicide, etc.;

Students who are affected by someone else's abuse or dependency on alcohol or other drugs;

Students whose use/abuse of alcohol and/or other drugs are problematic and who could best benefit from education, counseling and/or support.

All information obtained regarding the student through the school or Central Diagnostic and Referral Services is confidential and is never included in the student's permanent record.

ATHLETICS/CO-CURRICULAR SPORTS/ACTIVITIES

The Middle School at Parkside's philosophy for athletics and co-curricular activities is as follows:

- Maximum participation- All co-curricular activities will be "no cut," which means if you sign up, you play. Where possible and financially feasible, interscholastic athletics will be "no cut" as well.
- Sequential skill development- Emphasis at the middle school level will be on the basic motor and mental functions necessary to perform at a high level in a chosen sport or activity.
- Positive learning experience- Students will leave all sports and activities with positive growth and a feeling of pride in themselves and Parkside.
- Cooperation- Students will be expected to use proper etiquette with teammates, coaches, and officials at all times. Proper etiquette will be modeled and taught by all Parkside coaches and staff.

The Middle School at Parkside and Project Success, in cooperation with Jackson Parks and Recreation, will offer a wide variety of sports and activities for all students during the course of the school year.

Students will be notified when it is time to register for the sport or activity in which they wish to participate. Students may be excluded from sports/activities due to lack of academic progress, failure to return equipment and uniforms, and/or suspension.

INTERSCHOLASTIC SPORTS

Fall

7/8 Boys Football*
7/8 Girls Volleyball
6/7/8 B/G Cross Country*

Winter

7/8 Boys Basketball
7/8 Girls Basketball
7/8 Cheerleading
6/7/8 Wrestling*
6/7/8 Swimming*

Spring

7/8 B/G Track*

Spring Club Sports

Baseball
Softball
Tennis

* = "No cut"

ELIGIBILITY

Academic Requirements: Student participants must be in good academic standing at all times. Failure to do required assignments will result in exclusion from practice and games until all assignments are made up.

Each week a progress report will be circulated to the teachers and returned to the coach. Students who are three assignments or more behind will not be allowed to participate the following week or until their coach/activity director obtains clearance from the teacher.

Teachers may demand that work not completed prior to the start of the season be made up in a timely fashion. Teachers are limited to work not completed in the current marking period.

RESPONSIBILITIES

1. It is the responsibility of the student, teacher, coach/activity director, and grade principal to monitor academic progress.
2. It is the responsibility of the teacher to complete the weekly progress report when presented by a student.
3. It is the responsibility of the student to give his/her coach or director a completed progress report. Failure to do so will result in exclusion from practice.
4. It is the responsibility of the coaches/activity directors to inform students that they will not be allowed to participate.
5. It is the responsibility of the student to give his/her coach or director a completed progress report. Failure to do so will result in exclusion from practice.
6. It is the responsibility of the coaches/activity directors to inform students that they will not be allowed to participate.

AGE

A 7th grader may not have reached his/her 14th birthday (15th for an eighth grader) on or before September 1 of the current school year and be eligible to participate.

PHYSICAL EXAMINATIONS

Student-athletes must have on file in the athletic office a physician's statement (M.D. or D.O.) for the current school year certifying that they are physically able to compete in athletics. Forging of a doctor's or parent's/guardian's signature will result in a one year suspension from interscholastic athletics. In addition, the doctor and parents/guardians will be informed of this illegal activity.

TRAINING RULES

A student-athlete shall be subject to these training rules not only during the team season, but also during the entire 10-month school year, including weekends and Christmas and spring vacation periods, as well as any part of the summer vacation when the athlete is participating in team practices. Regardless of the quantity, a student-athlete shall not:

1. Consume a beverage containing alcohol
2. Use tobacco in any form
3. Use any form of anabolic steroids
4. Use or consume, have in possession, buy, sell or give away marijuana, or any controlled substance or mind-altering drug.

It is not a violation for a student to be in possession of a legally defined drug, specifically prescribed for the student's own use by his/her doctor.

PENALTIES FOR VIOLATION OF TRAINING RULES

Penalties shall be accumulative beginning with the student's 7th grade year and continuing through the final season of the student's eighth grade year (starting with the first time a student joins a team).

First Violation – Penalty for violation of training rules: After confirmation of the first violation, the student-athlete shall lose eligibility for 33% of the season he/she is participating in. If a student-athlete serves less than 33% of the suspension in one sport, he/she must finish the suspension in the next sport he/she goes out for. All splits will be rounded up. The student must complete the suspension that season (other than for injury purposes) or the remainder of the suspension will be applied to the next sport he/she goes out for.

(*Note: If the violation occurs at the end of a student's eighth grade year, the student's suspension will be applied to the next sport he/she goes out for at the high school.)

The District may direct a student to undergo an assessment for drug/alcohol abuse. If so directed, the student-athlete will undergo the assessment and this assessment will be provided and paid for, as long as the District's recommended service is used. The student-athlete may use another mutually agreed upon assessment service at his/her personal expense. Refusal to take the assessment will result in suspension until assessment and recommendation is completed. After assessment is made, a meeting will be held with the student-athlete, parent(s)/guardian(s), athletic director, principal and coaches involved discussing the assessment and recommendation, any contract made, and the consequences of that contract and or recommendation.

Second Violation- Penalty for violation of training rules: After the confirmation of the second violation, the student-athlete will be ineligible for athletic competition for one **calendar year**. In order for the student-athlete to be reinstated with athletic eligibility, he/she must enter a drug/alcohol rehabilitation program. After this program has been successfully completed, a meeting will be held with the student-athlete, parent(s)/guardian(s), athletic director, principal and coaches involved discussing re-entry into the athletic program.

Third Violation- Penalty for violation of training rules: After confirmation of the third violation, the student-athlete will be ineligible for the remainder of his/her athletic career at **Middle School at Parkside**. (*Note: This will **NOT** affect the student's athletic career at the high school if they choose to participate in a high

school sport; however, proof of counseling and/or successful completion of a drug/alcohol rehabilitation program **may** be required before a student can participate in a high school sport).

INDIVIDUAL SPORT RULES

Each sport shall have reasonable rules that will ensure the proper conduct of members of that squad. Examples: missing practices, tardy to practices, disrespect for team member/coach, etc. The head coach of each sport shall work with their assistant coaches to establish such rules. The head coach of each sport shall have the final approval on all team rules and regulations. No student-athlete shall be removed from the team for violation of these rules and regulations without final approval by the head coach. All such individual sport rules must be in writing and approved by the Athletic Director. The athlete and the parent or guardian of the participating athlete will sign these rules and regulations. If changes or amendments are needed in these rules and regulations, they shall be in writing and copies made available to each coach and player. In addition, a team meeting shall be held to discuss such changes with the players and assistant coaches.

ATHLETIC RULE VIOLATION PROCEDURES

This procedure should be used for all violations of training rules, adverse publicity cases, and any suspension/removal from the team cases. The head coach should make sure the Athletic Director is informed of any violations. Under no circumstances should an assistant coach make any decisions to suspend or remove a player without involving the head coach and the Athletic Director. The coach and/or Athletic Director shall investigate the alleged rule violation. The coach and/or Athletic Director shall inform the student-athlete of the charges. If the student-athlete denies the charges, the coach and/or Athletic Director shall explain the evidence that they have against the student-athlete to support the charges.

The coach and/or Athletic Director shall give the student-athlete an opportunity to present his/her side of the story. The coach and/or Athletic Director shall, without undue delay, decide whether a rule violation has occurred and what, if any, disciplinary action should be taken. If the coach and/or Athletic Director decide to suspend the student-athlete from participation, they shall inform the student-athlete and their parent(s)/guardian(s) in writing.

If the student-athlete is not satisfied with the coach's and/or Athletic Director's decision, the student-athlete may, within three (3) days after receipt of the decision, appeal the decision to the principal. The principal shall convene the Appeal Panel to render a written decision to the student-athlete and parent(s)/guardian(s) within ten (10) school days after the filing of the appeal.

The Appeal Panel shall consist of one middle school: administrator, parent, certified teacher (non-coach), and off-season coach. The decision of the Appeal Panel shall be final, subject

to the student-athlete's right to pursue the matter further under the grievance procedure as set forth in the student handbook beginning at the Superintendent's level. The Athletic Director may, but shall not be required to, postpone the suspension pending a final decision of the appeals. The Athletic Director may require the student-athlete to attend team practice during a suspension and during the appeal process. A student-athlete who refuses to attend may be removed from the team.

PARENT INFORMATION

It is the hope of the Athletic Department that the coaches and the parent(s)/guardian(s) can work with honesty, loyalty, and unity to achieve the highest success possible in the education of all student-athletes. It takes a cooperative effort to develop young athletes with the proper attitude to achieve success. Attitude determines preparation, preparation determines performance, and performance determines success.

Communication you should expect from your child's coach: Philosophy of the coach, expectations the coach has for your child as well as all of the players on the squad, locations and times of all practices and contests, team requirements, special equipment needs, team rules, procedure should your child be injured during participation, and discipline that results in the denial of your child's participation.

Communication coaches expect from parents: Concerns expressed directly to the coach in a private meeting. If you have a problem with a coach, your son or daughter should not be made aware of it, keep the cooperative spirit alive for the betterment of the athletes and the program. Notification of any schedule conflicts well in advance, and specific concerns in regard to a coach's philosophy and/or expectations.

Appropriate concerns to discuss with the coach: The treatment of your child, mentally and physically to help your child improve. If your child is not playing, it can be very difficult to accept, but please remember that coaches are professionals and they make decisions based on what they believe to be best for all students involved.

Issues not appropriate to discuss with the coach: Playing time, play calling, team strategy, and other student-athletes.

Coach-Parent/Guardian Discussion Procedure: Call and set up an appointment. Call the Athletic Director to assist you in making an appointment if the coach cannot be reached. Please do not confront a coach before or after a contest or practice. Meetings of this nature

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do not promoter resolution. Start directly with the source of your concern. Talk directly with the coach, in private, face-to-face, away from the practice site and away from the athletes. If necessary, talk next with the head coach of the sport, then the Athletic Director, then the Director of Secondary Education.

MEDICAL INFORMATION

The Board of Education does not assume any legal responsibility relative to doctor and hospital expenses. Athletics are voluntary and the student-athlete participates with the knowledge of his/her parent(s)/guardian(s) and at their own risk of injury. The board does, however, offer an insurance policy that is a supplemental plan, and takes over only when the family plan does not apply or no family insurance is available. **Some limitations do apply.** The parents of the injured athlete are required to submit the necessary paperwork to the supplemental insurance carrier.

ATTENDANCE/TARDY POLICY

In order to get the most out of class, students must be on time. Tardiness is defined as any student who is not in class when the bell rings. Students who are tardy will be given progressive consequences per the tardy policy.

If a school staff member causes a student to be tardy, the staff member shall give the student a pass explaining the student's tardiness. All other tardiness is "unexcused" and the student will be assigned consequences.

ATTENDANCE POLICY

All students are expected to be in school on time every day school is in session. As in the world of work, a successful middle school experience begins with good attendance habits. Being present in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students.

Students and parents alike share the responsibility to see that each student makes a concerted effort to attend every class every day. Students' grades and learning are affected when attendance is irregular. In addition to increased learning and good work habits, the State of Michigan requires students to attend school on a regular basis until students are 16 years of age. Students with perfect attendance will be recognized and rewarded by the team on a quarterly basis.

ADMINISTRATIVE PROCEDURES FOR ABSENCES

Daily and Single Period Absences – On the day the student is absent, we expect parents to call the school (517-841-2292) before noon to report the absence. The excused student reports to his/her class upon return to school; no admission slip required.

If the home has not contacted the school during the student's absence, the student will be considered unexcused and will need to bring a written excuse signed and dated by the parent(s)/guardian(s) explaining the reason for being absent and the number of days missed. The returning student must bring the written excuse to the class.

There is no differentiation made between "excused" and "unexcused" absences as they relate to a student's ability to earn credit in a class. Absences due to suspensions will not count against the student's record for non-attendance. The impact of missing school is explained under number 3. In

addition to accruing an absence for attendance purposes, students accumulating all-day or single-period absences which are unknown to parents(s)/guardian(s), will also be assigned before and after school detention, Saturday school and in extreme causes, suspension pending a parent meeting.

ATTENDANCE AND TRUANCY GUIDELINES

It is the parents/guardians responsibility to see that their child is at school. 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 absences accumulated by a student. The Principal is responsible for monitoring attendance patterns of students.

The following guidelines have been developed to provide consistency with the district for reporting abnormal attendance patterns. When evaluating these patterns, the Principal 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 Principal's judgement is important throughout this process.

THE PROCEDURE IS AS FOLLOWS:

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

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

Step 3 Upon the occurrence of eighth absence/tardy, the principal shall initiate another parent/guardian contact and parent 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 principal will contact the Truant Officer of the Jackson County Intermediate School District, supply information (documentation) to them, and with the Truant Officer, parents/guardians and the student.

ATTENDANCE APPEALS

The parent(s)/guardian(s) may make an appeal to the grade principal when extenuating circumstances or medical emergencies have resulted in excessive absenteeism. Documentation of extenuating circumstances or medical emergencies will be kept on file in the grade principal's office. Decisions of granting extenuating circumstances and subtracting days from the attendance total will be made at the time of appeal and not at the end of the semester.

The Student Grievance Procedure that is contained in the Parent/Student Handbook is to be used if an attendance procedure decision is appealed beyond the level of the grade principal.

SERIOUS OR CHRONIC HEALTH PROBLEMS

The parent(s)/guardian(s) shall furnish to the student's grade principal written documentation of serious or chronic health problems at the beginning of the school year or as soon as such problem becomes apparent. Students in approved programs such as homebound, tutoring and educational support programs in hospitals are exempt from the provisions of these attendance procedures. Such a student, upon meeting all the requirements of the special program, may earn course credit. If a student is going to be out of school for an extended period of time and will not be going on homebound services, he/she or parent(s)/guardian(s) may request homework from the school by calling the Attendance Office at 517-841-2308. A 24-hour period is required to gather assignments.

HOMEBOUND SERVICES

Homebound services are available to students who must be out of school for more than two weeks due to an accident or an illness. Written doctor's verification must be presented to qualify. Please contact the appropriate grade principal to make arrangements for homebound services.

MAKE-UP PRIVILEGES

Make-up work, as a result of being absent, is the responsibility of the student. Immediately upon returning to school following an absence, the student is to make arrangements with her/his teacher(s) to obtain assignments and to establish reasonable deadlines for the completion of make-up work. When a student is absent more than one day, a homework request should be made to the Attendance Office. Homework may be picked up after 3:00 p.m. the day after a request is made.

SCHOOL-SPONSORED ACTIVITY ABSENCES

Anytime a student is away from the classroom while involved in a school-sponsored activity, he/she will not be marked absent or tardy.

UNAVOIDABLE TRIPS

The normal school schedule contains time for vacations at Christmas, spring vacation and during the summer. Parents(s)/Guardians(s) are requested to plan vacations during these periods of time. Any unavoidable trips may be appealed to the Principal for Instruction.

BAND AND CHOIR POLICY

In order to receive credit for band and choir, you will be expected to be present on the dates given you by your instructor. If you find you have a conflict with one or more of these scheduled performances, the student must contact the director and together determine the proper course of action. If necessary, an administrator or parent(s)/guardian(s) may be involved.

SIGN-IN AND SIGN-OUT INFORMATION

If a student must leave for a scheduled appointment, he/she should bring a note from parent(s)/guardian(s) requesting that the student be excused. Before leaving, the student must present the note to his/her classroom teacher who will send him/her to the Attendance Office to sign out. Failure to follow this procedure will result in an unexcused absence.

DISCIPLINE

DISCIPLINE GUIDELINES

Recognizing that a safe and orderly environment is an essential component of an effective school, rules and consequences have been established for the most common offenses. There will certainly be other acts of misbehavior that are not included in the list. In such instances, disciplinary action consistent to similar offenses will be at the discretion of the principal or her/his designee.

All students are within the jurisdiction of the school rules anytime they are in attendance at school-sponsored activities, on or off school property. There are circumstances under which any of the violations indicated, when considered in the context of the circumstances surrounding their occurrence and/or the student's past behavior record, can lead to a recommendation for expulsion. However, in any event, a referral to the Student Assistance Program will be made for repeated disruptive behaviors. Students and parents shall have access to our appeals procedure.

The teacher has the right to assign a before or after school detention and the responsibility to notify the parent(s)/guardian(s) of the detention. If a one hour detention is not served, the teacher will notify the administrator who will assign a one-day school suspension.

Middle School at Parkside will host a reward day in May or June for all 8th grade students in good standing. This formal/dance is a great year-end activity for our students and staff. Any 8th grade student who is suspended out of school during the year is subject to have this privilege revoked, in writing, from him/her by the 8th grade principal. An appeal can be made to the Principal for Instruction. The cost, time and date of the dance will announced during the 3rd trimester.

ALTERNATIVES TO SUSPENSIONS

The Jackson Public Schools' Code of Conduct strongly suggests and sometimes requires suspensions for certain offenses. Alternatives to minor first-time suspensions will be suggested so that students can remain in the school setting. Alternatives to suspension may include the following:

1. In-school tutorial. The student will attend school, be given their homework, and be supervised in a separate room all day.
2. Parental supervised attendance. The student will attend regular classes but only with a parent or guardian in each classroom with them.
3. Community Service. The student will spend time on Community Project.

These four options allow a student to remain in school without being suspended. They are available for students who have committed a minor offense of the rules. They are offered only at the discretion of the principal.

Parkside's goal is to provide a safe and orderly environment and to encourage appropriate behavior in all students. If these non-suspension options are not supported by the home, students will be suspended.

Habitual Offenders – Students who have chronic disciplinary problems (suspended four times in a school year) will be suspended for 10 days under the Board's Habitual Offender Policy. Students and families who wish to appeal, will be given guidance by the building principal. The appeal process will challenge each child and family to address his or her child's behavior and needs. While this may seem excessive, it is meant to force students to evaluate the choices they are making.

APPEAL PROCEDURE

Students or parent(s)/guardian(s) wishing to appeal a decision of the Assistant Principals should address their concern to the Principal for Instruction. Subsequent appeals should be made to the Superintendent and Board of Education in that order. It is also recognized that an unfavorable decision may be appealed by the student and parent(s)/guardian(s) to the courts as provided by law.

MIDDLE SCHOOL GRIEVANCE PROCEDURE

Parent(s)/Guardian(s) desiring to question actions taken by school personnel may follow this procedure: If the problem is related to the classroom, the parent(s)/guardian(s) will arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.

If this conference does not resolve the situation, the teacher and parent(s)/guardian(s) will arrange for a conference with the principal or his/her designee with a minimum of delay. If the problem is not related to the classroom, the parent(s)/guardian(s) will contact the principal directly.

CORPORAL PUNISHMENT POLICY

Corporal punishment (hitting, striking, spanking, paddling, or other forms of physical contact with the result of inflicting pain) shall not be permitted in the Jackson Public Schools by any school employee or authorized person. Jackson Public Schools shall also prohibit the same by any parent(s)/guardian(s), caretaker, or other adult on school property or during any school sponsored activity. Any school employee proven to have violated this policy shall be subject to disciplinary action.

FIELD TRIP MEDICATION PROCEDURE

Field Trip medication should be prepared in any of the following methods:

Early in the school year request parents to have pharmacist provide a prescription labeled bottle identified for field trip use with one-day supply of medication.

The parent can put one dose of medication in previous months container to take on field trip. Send the entire bottle of medication (count before and after trip).

Note: Teachers should notify office of planned field trip at least five (5) days prior to event.

Procedure:

- Medication bottle to be put in an envelope with name of student and teacher.
- Include a copy of medication log for teacher and witness to complete.
- Give medication bottle (in envelope) directly to teacher.
- Upon return to school, teacher will return envelope to nurse.
- The signed copy of the medication log is filed with students' regular medical records and empty bottle returned to nurse.
- When entire supply of medication is sent, the medication will need to be counted and recorded before leaving and upon return.
- Place liquid medication and a measuring device in a zip lock bag prior to field trip envelope.
- Students who do not carry their own inhalers need to have inhaler put in envelope and labeled.
- When sending an auto injector (e.g. EpiPen), the person responsible to administer the auto injector must do a return demonstration of the auto injector. An OSHA approved sharps container should be brought to store the used EpiPen needle. A cell phone is encouraged when on a field trip with any child who has an emergency auto injector ordered.
- Medications for field trips should be prepared no more than three (3) days in advance.
- When at all possible, the parent should be the chaperone for students needing injections or medication for potentially serious allergic reactions.

CLASS TIME

Unless an emergency occurs, class time is not to be interrupted by staff or outside personnel. An administrator will clear all emergency interruptions.

CONTAINERS

No glass bottles are allowed in the middle school. Pop or juice brought for lunch should be in a can or plastic bottle, approximately the 12 oz. Size, and consumed only during lunch or after school. Spray containers are prohibited.

DAILY ANNOUNCEMENTS

Daily announcements will be sent to all classrooms via e-mail, except for urgent or emergency announcements, which will be said over the speaker system. This allows fewer interruptions to the classroom. The announcements will contain information of interest to students and teachers. Announcements should be submitted to the main office prior to the beginning of 1st hour or 7th hour.

INTERNET

Jackson Public Schools are involved in an ongoing plan to provide online services to students and staff in the district, including access to the Internet and other information services. This access will open a window to the world for students in an unprecedented way, but also presents dangers in the form of possible exposure online to questionable materials. While students must be given freedom for research and exploration of the many possibilities offered by telecommunications in this modern age, it is the intent of the Jackson Public Schools to monitor, and limit, access to sites or data which could prove to be detrimental to the positive intellectual growth of our students.

LOCKS AND LOCKERS

One of your child's teachers will assign all students their own locker. Lockers will be checked throughout the year to ensure that students are using their own locker and that it is kept in an orderly fashion. It is important that students do not tell others their combination or let other students use their locker.

School lockers are the property of the Jackson Public Schools. At no time does the Jackson school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason, may conduct periodic general inspections at any time, without notice, without student consent, and without a search warrant.

LOST AND FOUND

Our Lost and Found is located in the cafeteria except for items of value that can be claimed at the front desk. Items may be turned in or claimed by students during lunch, and before and after school. There are some things you can do to help avoid losing items:

Never bring valuable items or large sums of money to school;

Cell phones, iPod & MP3 players are prohibited.

Always make sure your locker is locked before leaving it;

Items not claimed within 30 days will be donated to charity.

LUNCH

Hot lunches are served daily. A monthly menu is posted in the cafeteria to enable students to plan their lunches. A la carte items will be available for purchase, as well as, white and chocolate milk. ALL FOOD AND DRINK MUST BE CONSUMED IN THE CAFETERIA.

We have “closed campus” lunchtime, meaning that students are not allowed to leave designated areas. After eating, students may go outside to the designated area. Students wishing to use the library or restroom may do so by obtaining a pass. All other areas are off limits.

MAIN OFFICE

The office is available for student business before and after school only. During the school day students will need a pass to be admitted to the office. Acceptable reasons for office use during the school day will be the following: illness, injury or disciplinary reasons.

SCENTED PRODUCTS

Because many students and staff have asthma or allergies, the use of perfumes, aftershave, scented lotions, or colognes will not be permitted in the hallways, locker bays, or classrooms.

SCHEDULE CHANGES

Requests for team changes may be considered after the student count day in the fall. At that time, a written parental request for a team change may be submitted to the grade principal.

USE OF PHONES

Students may use the phones for sickness or school emergencies with permission from the staff. Students wishing to use the phone during school hours must have permission from a staff member.

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

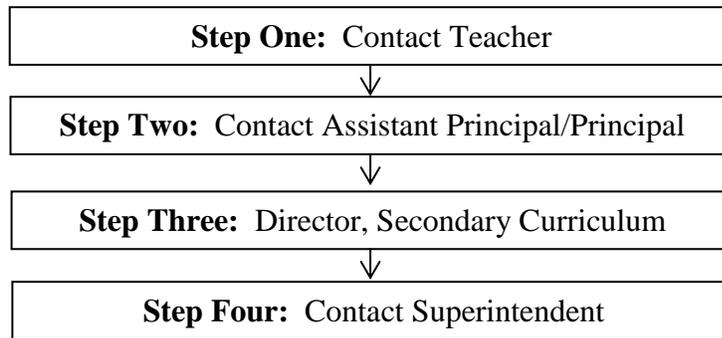
Jackson Public Schools encourages extended learning opportunities outside the classroom. A field trip is defined as any learning that occurs off school grounds. Parents will be notified with a Parent Response Form for Field Trips Participation. It will be the student's responsibility to return the form 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 the Superintendent's 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, such as for 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
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

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 are:

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 6 – 11:

6 th grade:	Measures of Academic Progress MAP (Reading, Math Science, & Writing), MSTEP-ELA & Math or MI-Access (Reading/Math)
7 th grade:	Measures of Academic Progress MAP (Reading, Math, & Science), MSTEP-ELA/Math, Career Advanced Placement, MI-Access (ELA/Math/Science)
8 th grade:	Measures of Academic Progress MAP (Reading, Math, & Science), Career Advanced Placement, PSAT 8, MI-Access
9 – 11 th grade:	PSAT 9, PSAT 10, SAT, Workeys, MSTEP, WIDA, NWEA, MI-Access

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 Student Support Services 841-2156 or your school office.

Student Dress/Attire

Since good grooming and appropriate dress are important in today’s life, 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 and Truancy Guidelines

Please refer to Page 12.

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 (Hepatitis B)	Pink Eye	Strep Throat (Scarlet Fever)
	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. Immunizations are available through private physicians, 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.

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.

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. In accordance with the Jackson Public Schools' Wellness Policy, healthy food will be encouraged at school parties and classroom celebrations. 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

Nicole Johnson
Assistant Superintendent
517-841-2153
522 Wildwood Ave.
Jackson, MI 49201
nicole.johnson@jpsk12.org

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.

Secondary 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:

- A. A conference with the parties involved
- B. At administrative discretion, any or all of the following consequences may be assigned:
 - 1. detention
 - 2. parent conference
 - 3. in-school suspension
 - 4. one (1) to three (3) school days out of school suspension
 - 5. parent contract agreement
- C. Parent(s) will be notified of the action taken.

PROCEDURE B:

- A. A conference with the parties involved
- B. At administrative discretion, any or all of the following consequences may be assigned:
 - 1. detention
 - 2. in-school suspension
 - 3. up to (5) school days out of school suspension
- C. Parent(s) will be notified of the action taken.

PROCEDURE C:

- A. A conference with the parties involved will be held
- B. At administrative discretion, any or all of the following consequences may be assigned:
 - 1. up to ten (10) school day suspension
 - 2. A referral to the appropriate police authorities will be sent
- C. The parent(s) will be notified of the action taken.

PROCEDURE D:

- A. A conference with the parties involved will be held.
- B. At administrative discretion any or all of the following consequences may be assigned:
 - 1. ten (10) day out of school suspension
 - 2. A recommendation for expulsion will be sent to the Superintendent
 - 3. A referral to appropriate police authorities will be sent. Parent(s) will be notified of the action taken.

PROCEDURE E:

- A. A conference(s) with parties involved will be held
- B. The following consequences will be assigned:
 - 1. A mandatory ten (10) day suspension from school
 - 2. A recommendation for expulsion will be sent to the Superintendent
 - 3. A referral to appropriate police authorities will be sent
- C. Parent(s) will be notified of the action taken.

DEFINITION OF VIOLATIONS WITH DESIGNATED PROCEDURES

1. **AGGRESSIVE MISBEHAVIOR**: Physical contact or threat of physical contact towards school employees, or other adults working in the building, **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, or attempting to start, a fire for any purpose.

First Violation Procedure D or E
Repeat Violation Procedure E

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

First Violation Procedure E

4. **COMMUNICATION DEVICES, POSSESSION OF**: Please refer to building specific pages.

First Violation refer to building specific information
Second Violation refer to building specific information

5. **DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY**: Refusal to comply with reasonable requests of school personnel. This includes "skipping" school. **Any student, who refuses to identify himself/herself when asked, will receive a three-day suspension.**

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

6. **DESTRUCTION/MUTILATION OF SCHOOL PROPERTY ON SCHOOL GROUNDS OR PROPERTIES USED IN A SCHOOL ACTIVITY**: Destroying or mutilating objects not owned by the student. In addition to the consequence listed, the offending student or student's parent/guardian will make restitution and/or repair.

First Violation Procedure B or C
Repeat Violation Procedure D

7. **DETENTION VIOLATIONS**: Failure to serve detentions within the prescribed time period

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

8. **DISORDERLY CONDUCT**: Any unlawful student assemblage or group act of violence, disruption, vandalism, 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 B or C
Repeat Violation Procedure C or D

9. DISRUPTIVE ITEMS, POSSESSION OF: Possession or use of any item that causes a disturbance and/or a potentially dangerous situation. Some examples are laser lights, lighters, firecrackers, smoke bombs, headphones, bullhorns, chains/spikes, toys, etc. Any item that would be disruptive to the learning climate and/or create a disturbance or danger would fall into this category. Additionally, Valentine's Day, birthday, or other occasion gifts such as stuffed animals, toys, candy, balloons, etc. would be included in the category, "disruptive items", and are not allowed in school.

First Violation	Procedure C or D
Repeat Violation	Procedure E

10. DRESS/STUDENT ATTIRE, VIOLATION OF: Students whose dress/attire otherwise interrupts the process of learning or is a safety hazard to himself/herself or others shall be referred to the grade principal. Some specific examples of clothing and/or jewelry that are not allowed include:

- clothing or jewelry that symbolizes gang membership
- clothing or jewelry that is offensive or symbolizes hatred
- hats or head coverings – both male and female – unless mandated by religious belief
- skirts or shorts that are less than mid-thigh in length
- bulky outerwear; for example, coats, quilted jackets worn as outerwear, etc.
- coats and sunglasses unless secured in a locker
- clothing or jewelry that indicates sexually explicit behavior or standards
- clothing that symbolizes alcohol, tobacco, or illegal drugs
- halter tops, muscle shirts, sleeveless jerseys, tank tops with narrower than 2" straps, tube tops, off the shoulder tops, backless tops, cut in shoulder tops
- clothing of a revealing nature such as shirts that show cleavage, tops or bottoms that are too tight, or high slits in skirts
- shirts that are too short to tuck into pants
- pants that sag or fit too tightly (leggings, jeggings, yoga pants, etc.)
- metal hair pics/combs
- slippers
- shoes with wheels
- pajamas or lounge pants
- tops are not acceptable if midriff shows when the wearer is standing, walking or sitting
- visible undergarments
- see-through or mesh tops that show another garment that does not conform to the dress code if worn by itself
- clothing with holes or slits that exposes skin above the knee
- chains
- spiked collars or spiked jewelry
- any other clothing that is disruptive to the educational atmosphere within the classroom or school or inappropriate as determined by the classroom teacher or an administrator
- If a student is under orders from a doctor to wear sunglasses, the student must have a note from the doctor to this effect.

First Violation	Procedure A and the student must change clothing before returning to class or spend the rest of the day in IST.
Repeat Violation	Procedure B or C, including a change of clothing before returning to class

11. DRUGS: USE, POSSESSION OR UNDER THE INFLUENCE OF MIND ALTERING DRUGS INCLUDING ALCOHOL AND LOOK-A-LIKE DRUGS OR POSSESSION OF DRUG PARAPHERNALIA ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED EVENT AT HOME OR AWAY: Substance abuse is the use of a legal or illegal mind-altering substance (including alcohol) that may result in an individual's physical, mental, emotional or social impairment.

First Violation Procedure C or D

Repeat Violation Procedure E

Violators of the above will be referred for a professional evaluation to an outside agency.

12. DRUGS: SALE OR ATTEMPT TO SELL OR DELIVER (TRAFFICKING) OF ANY MIND ALTERING DRUG INCLUDING ALCOHOL, AS WELL AS LOOK-A-LIKE 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 (implied or actual) to inflict harm.

First Violation Procedure D

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 D

Repeat Violation Procedure E

15. FALSIFYING SIGNATURES OR FORGERY: Writing and/or using the signature or initials of another person or altering a document after a signature.

First Violation Procedure B or C

Repeat Violation Procedure C or D

16. FIGHTING AND/OR ASSAULTIVE BEHAVIOR: Student(s) who willfully engage in physical contact for the purpose of inflicting harm.

First Violation Procedure B or C; parent meeting required. Any student involved in a physical altercation (fight) will be referred to the school counselor or social worker for conflict resolution.

Repeat Violation Procedure C or D; possible referral to Superintendent/designee for alternate placement or expulsion.

DEFINED: An assault occurs when a person is physically hit/pushed/tripped, etc., and the victim leaves the scene to seek an adult in charge. A fight occurs when a person is physically hit/pushed/tripped, etc., and retaliates physically rather than seeking assistance.

17. FIREWORKS OR OTHER EXPLOSIVE MATERIAL, POSSESSION AND/OR USE:

Student(s) using or having in their possession any explosive device that is illegal or dangerous to themselves or to others. This would include something as innocuous as sparklers if used on school property or at a school-sponsored activity.

First Violation Procedure D

Repeat Violation Procedure D or E

18. GAMBLING: Participating in games of chance for the purpose of exchanging money or other items of value. (poker, dice, betting, etc.).

First Violation	Procedure B
Repeat Violation	Procedure C

19. HABITUAL OFFENDER

Student(s) who have been recipients of disciplinary action for an offense that falls into the category of Procedure C, or D, four (4) or more times in a single school year can, upon the recommendation of the principal, be subject to Procedure E.

20. INAPPROPRIATE SHOW OF AFFECTION/SEXUAL ACTIVITY: 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 clothing that exposes private body parts, or removing clothing to expose parts of the body that would be considered socially inappropriate for public display.

First Violation	Procedure C
Repeat Violation	Procedure D

22. INTIMIDATION OF WITNESS: Any physical or verbal intimidation of any witness to a school or legal violation.

First Violation	Procedure D
Repeat Violation	Procedure D or E

23. LOITERING ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED EVENTS

Being on school grounds or in the school without authority or permission of school personnel. Students may not loiter after school, after dances, or after other events, including athletics. **This would include students who are in shortened programs or suspended.**

First Violation	Procedure B
Repeat Violation	Procedure C

24. LOITERING ON PRIVATE PROPERTY ADJACENT TO SCHOOL PROPERTY

Being on adjacent or nearby, privately owned property without authority or permission of the property owner.

First Violation	Procedure B
Repeat Violation	Procedure C

25. MALICIOUS REMARKS OR AGITATION: Malicious remarks, sound-a-like words, slurs or agitation directed at individuals because of race, color, religion, national origin, ancestry, age, gender, marital status, sexual orientation, or handicapping condition will not be tolerated. This can include written, verbal and electronic communication.

First Violation	Procedure B
Repeat Violation	Procedure C

26. PROFANITY AND/OR OBSCENE BEHAVIOR: Use of profanity or obscene behavior including gestures.

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

27. RADIOS, ETC., IN SCHOOL: Refer to Item 4, Communications Devices, Possession of.

28. SEXUAL HARASSMENT: Touching or verbally offending an individual in a sexual manner. This may include telling inappropriate jokes or stories as well as spreading rumors and would include anyone who witnessed the behavior as well as the primary victim.

First Violation	Procedure C or D
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, or hiding, property not belonging to the student.

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

30. TOBACCO: The use or possession of tobacco in any form is illegal.

First Violation	Referral to authorities and Procedure A
Repeat Violation	Referral to authorities and Procedure B

31. WEAPON, POSSESSION OF: The possession, **or claim of possession**, of any **object or look-a-like object** that could be used to inflict bodily injury to another person. Examples: gun, knife, chain, pipe, air soft guns, etc.

First Violation	Procedure D or E
Repeat Violation	Procedure E

32. WEAPON, USE OF: The use of, **or threat to use**, any object that can inflict bodily injury to another person. For example: A student who threatens to bring a weapon to school, or to harm someone with a weapon, even if he/she has no access to a weapon, including those items listed in section 31.

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 sustained 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 C or D
Repeat Violation	Procedure 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 B and student must change clothes or cease behavior
Repeat Violation	Procedure C - E and student must change clothes or cease behavior

Secondary Placement Procedures (updated 6-15-17)

Intake

1. All new students meet with the grade principal. The grade principal will interview, orient and schedule the student. Emphasis will be on placing the student in a “like” program from their previous district.
2. If the child has special needs (IEP or 504), the principal will immediately involve the teacher consultant or special education administrator for assistance. The child will be given a 30-day placement in a “like” program and IEP/504 meeting scheduled.
3. If the child is coming from an alternative placement such as a juvenile home, alternative school or has not been in school for some period of time the child will be placed in a “like” program for a 45-day placement. In extreme cases, the district may provide homebound services. A 45-day placement meeting will be scheduled between the building principals to discuss the child’s individual needs, options and placement. Failure to reach a consensus will result in the Superintendent making the final decision.

In District Transfer

All students are reviewed and monitored by their grade principal for progress. In the event that a student is identified as possibly needing a different program, the following will occur:

- The principal will document the student’s progress in ensure academics, attendance and behavior.
- Review the strategies that have been implemented.
- Schedule a meeting with to discuss strategies, appropriate placement and timing of placement. In the event that the group cannot reach consensus, the Director of Secondary Education will make the final decision.
- Expulsion – supersedes all planning. The Board/Superintendent will make the appropriate placement.
- Unassigned students parental requests will be honored if space is available. All secondary principals should communicate parent choice to ensure that students are not in an assigned placement. If a student is in an assigned program, they must work through their principal.

Transition by Grade

All secondary principals should keep a running record of their students placed in an alternative setting. Prior to the beginning of the school year and at the trimester, a meeting should be convened to discuss progress of students placed in another setting. If it is determined that their placement will change, then a transition plan should be developed. The plan should be based on each child’s needs and treated as a 45-day placement. During this period the student should be monitored for progress. Failure should result in a review of the student’s placement based on the in-district policy.

Participation in Extra Curricular Activities

Students attending TA Wilson or Fourth Street Learning Center will not participate in athletics or any school sponsored event that is not open to the public.

Students attending Jackson Pathways will be eligible to participate in school sponsored events and athletics provided they meet the eligibility requirements.

Appeal Process

Appeals will be forwarded to the Superintendent in writing at least three days prior to the event or placement.



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.