



# **MIDDLE SCHOOL AT PARKSIDE**

Student Handbook

2021-2022

**Middle School at Parkside**

2400 Fourth Street  
Jackson, MI 49203  
517-841-2300  
517-768-5968 Fax

Mr. Jeremy Patterson	Principal for Instruction Judy Sheets, Secretary	841-2301 841-2302
Mrs. Krista Jarvey	Associate Principal Cheryl Strzyzewski, Secretary	841-2279 841-2286
Mr. Robert Bertke	Assistant Principal Kellie Ludwig, Secretary	841-2285 841-2304
Switchboard/Attendance	Jacqueline Strotheide	841-2292

**Jackson Public Schools Administration**

522 Wildwood Ave., Jackson, MI 49201, 841-2200

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## Jackson Public Schools 2021/22 Principals and Secretaries

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<b>Cascades Elementary School (K-2)</b> .....	1200 S. Wisner Street, 03.....	PH 841-3900
	Principal: Martin DuBois <a href="mailto:martin.dubois@jpsk12.org">martin.dubois@jpsk12.org</a>	FAX 768-5902
		Secretary: Denise Patronik, 841-3902
		VACANT, 841-3904
<b>Dibble Elementary School (K-5)</b> .....	3450 Kibby Road, 03.....	PH 841-3970
	Principal: Martha Kuhn <a href="mailto:Martha.kuhn@jpsk12.org">Martha.kuhn@jpsk12.org</a>	FAX 768-5903
		Secretary: Kristina Kulka, 841-3972
<b>Hunt Elementary School (K-5)</b> .....	1143 N. Brown Street, 02.....	PH 841-2610
	Principal: Mary Jo Raczkowski-Shannon <a href="mailto:maryjo.raczkowski-shannon@jpsk12.org">maryjo.raczkowski-shannon@jpsk12.org</a>	FAX 768-5900
		Secretary: Ericca Scott, 841-2612
<b>John R. Lewis (K-5)</b> .....	154 W Clark St, 03.....	PH 841-2600
	Principal: Jill Weatherwax <a href="mailto:jill.weatherwax@jpsk12.org">jill.weatherwax@jpsk12.org</a>	FAX 435-7508
		Secretary: Samantha Steelman, 841-2602
<b>JPS Montessori Center (Ages 5-8)</b> .....	820 Bennett Street, 02.....	PH 841-3870
	Principal: Robert Campbell <a href="mailto:robert.campbell@jpsk12.org">robert.campbell@jpsk12.org</a>	FAX 990-0370
		Secretary: Rachelle White, 841-3897
<b>Northeast Elementary School (3-5)</b> .....	1024 Fleming Avenue, 02.....	PH 841-2500
	Principal: Phil VanAllen <a href="mailto:phillip.vanallen@jpsk12.org">phillip.vanallen@jpsk12.org</a>	FAX 768-5911
	Dean of Students: Sandra Martin <a href="mailto:sandra.martin@jpsk12.org">sandra.martin@jpsk12.org</a>	
		Secretary: Rachel Hemry, 841-2502
		Jennifer Campbell, 517-841-2504
<b>Sharp Park Academy (K-5)</b> .....	766 Park Road, 03.....	PH 841-2860
	Principal: Jasper Lusby <a href="mailto:jasper.lusby@jpsk12.org">jasper.lusby@jpsk12.org</a>	FAX 784-1325
		Secretary: Dawn Rigelman, 841-2862
<hr/>		
<b>Middle School at Parkside (6-8)</b> .....	2400 Fourth Street, 03.....	PH 841-2300
	Principal for Inst: Jeremy Patterson <a href="mailto:jeremy.patterson@jpsk12.org">jeremy.patterson@jpsk12.org</a>	FAX 768-5968
	6th Grade Associate Principal, Krista Jarvey, <a href="mailto:krista.jarvey@jpsk12.org">krista.jarvey@jpsk12.org</a>	
	8th Grade Assistant Principal, Bobby Bertke, <a href="mailto:robert.bertke@jpsk12.org">robert.bertke@jpsk12.org</a>	
		Secretary: Judy Sheets, 841-2302
<b>Fourth Street Learning Center (6-8)</b> .....	2400 Fourth Street, 03.....	PH 841-2300
	Principal: Jeremy Patterson <a href="mailto:Jeremy.patterson@jpsk12.org">Jeremy.patterson@jpsk12.org</a>	FAX 768-5968
<b>Jackson High School (9-12)</b> .....	544 Wildwood Avenue, 01.....	PH 841-3700
	Principal for Instruction: Monica Pierce, <a href="mailto:monica.pierce@jpsk12.org">monica.pierce@jpsk12.org</a>	FAX 768-5910
	9th Grade Assistant Principal, Alicia Curtis, <a href="mailto:alicia.curtis@jpsk12.org">alicia.curtis@jpsk12.org</a>	
	10th Grade Assistant Principal, Anthony Coffie, <a href="mailto:anthony.coffie@jpsk12.org">anthony.coffie@jpsk12.org</a>	
	11th Grade Assistant Principal, Willie Lewis, <a href="mailto:willie.lewis@jpsk12.org">willie.lewis@jpsk12.org</a>	
		Secretary: Kim Edwards, 841-3702
<b>Jackson Pathways (9-12)</b> .....	544 Wildwood Avenue, 01.....	PH 841-3800
	Principal: Willie Lewis <a href="mailto:willie.lewis@jpsk12.org">willie.lewis@jpsk12.org</a>	FAX 768-5910
<b>South Central Michigan Virtual (K-12)</b> .....	1060 Jackson Crossing, 02.....	PH 841-2820
	Director of Operations: Fred Parker <a href="mailto:fred.parker@jpsk12.org">fred.parker@jpsk12.org</a>	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 2021-2022 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  
Principal for Instruction



## MIDDLE SCHOOL AT PARKSIDE 2021-22 Calendar

August	23	Professional Development (am-district & pm-building)
	24	Professional Development (am-building/pm-teacher work day)
	25	FIRST DAY OF SCHOOL – Half Day Students/Full Day Staff
	31	Open House 6:00-8:00pm-Walk Thru (6th-6:00, 7th-6:30,8th-7:00 in Auditorium)
September	3	No School – Students/Teachers
	6	Labor Day, No Students/Staff
	14	Fall Picture Day
October	6	Student Count Day
	8	End of 1 <sup>st</sup> Marking Period
	13	Y5-8 Conferences, Half Day Students
	14	Y5-8 Conferences, Half Day Students
	15	Y5-12 Half Day Students/Staff
	18	Full Day Professional Development (district), No Students
	27	Fall Picture “Retake” Day
November	19	End of 1 <sup>st</sup> Trimester / K-12 Records Day, Half Day Students
	24-26	Thanksgiving Recess, No Students/Staff
December	20-31	Holiday Break, No Students/Staff
January	3	School Resumes
	14	Half Day Students (am) / Half Day Professional Development (pm)(Building)
	17	Martin Luther King, Jr. Day Observed, No Students/Staff
	20	6-12 Conferences, Evening Only
	21	End of 3 <sup>rd</sup> Marking Period
February	9	Student Count Day
	18	Full Day Professional Development (Building), No Students
	21	President’s Day – No Students/Staff
March	4	End of 2 <sup>nd</sup> Trimester / K-12 Records Day, Half Day Students
	11	Half Day Students/Staff
	14	Full Day Professional Development (District), No Students
	15	Spring Picture Day
	25-Apr 1	Spring Break, No Students/Staff
April	4	School Resumes
	15	Good Friday, No Students/Teachers
	22	End of 5 <sup>th</sup> Marking Period
May	30	Memorial Day, No Students/Staff
June	10	Last Half Day Students/Full Day Staff (pm) Records Day

**PARKSIDE TEACHERS**  
**2021/2022**

Mr. Leonardo Aponte - Spanish  
Mrs. Anne Baird - Math  
Mr. Eric Baldwin - Counselor  
Mr. Jaison Balluff - Individuals in Societies  
Mrs. Kerry Beal – Individuals in Societies  
Mr. John Brandon - Spanish  
Ms. Jessica Brill - Resource  
Mr. Ryan Brown - Counselor  
Mrs. Indrea Buckner - Resource  
Mrs. Kellie Bullard - Resource  
Mr. Joel Buras - ELL  
Ms. Kelly Caldwell – TC ( ISD)  
Mr. Jonathan Cameron - Math  
Mr. Steve Chapman– PE/Health  
Ms. Samantha Collinworth – PE/Health  
Mr. Mike Cowan- CI  
Ms. Lisa Cryderman - Art  
Mrs. Emily Curran - Language & Literature  
Miss Destiney Davis - French  
Miss. Janet DeVine – PE/Health (JHS)  
Mrs. Lanette Drummond - English  
Mrs. Melissa Dunklin - Resource  
Mr. Andrew Faber - Math  
Ms. Katie Fick - CI (ISD)  
Mrs. Bunny Flack – Individuals in Societies  
Mrs. Kendall Grazul - Science  
Mrs. Tammi Gronski - PE/Health  
Mr. Nathan Harbottle – PE/Health  
Ms. Jamie Hoover - Science  
Mr. Mark Hubbard - Science

Ms. Allison Hughes – Read 180  
Mr. Steve Keinath - Tech/Multimedia  
Mr. John Korican – Individuals in Societies  
Mr. Kent Kratz - EI  
Mr. Kevin Krieger – Band  
Mrs. Aesha Lietaert - Math  
Mrs. Jennifer Ludwig - Math  
Mr. Gregory Marsh - Impact Coach  
Mr. Mike Mason - Impact Coach  
Mr. Deven Moore - Language & Literature  
Mrs. Shanna Munn - Counselor  
Mrs. Denise Oudekerk - Science  
Mr. Derrick Oxley - Art  
Mrs. Courtney Perry - Science  
Mrs. Stacy Pilarski - AI Resource  
Ms. Brenna Potter - Spanish  
Mr. Nate Pyle - Individuals in Societies  
Mr. Michael Rambadt – AI (ISD)  
Mr. Alex Rodriguez - Choir/World Music  
Mrs. Sharon Schneider - Resource  
Ms. Jennifer Sestak - HI (ISD)  
Mrs. Barbara Snyder - Language & Literature  
Ms. Cheyanne Stairs - Resource  
Mrs. Ashley Swift - Math  
Mrs. Lisa Waddell - Language & Literature  
Mrs. Kim Waito - Language & Literature  
Ms. JoAnne Withey - CI  
Mrs. Becky Wood - Individuals in Societies  
Ms. Anne-Marie Wright -  
Mrs. Jamie Woodring - German

## DAILY SCHEDULE

For 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders, school begins at 7:25 A.M. and ends at 2:12 P.M. Beginning at 7:15 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 six classes with five minutes between each class, plus a 24-minute lunch period. Classes and lunch are as follows:

### 2021 – 2022 SCHEDULE

7:15 Students Enter Building  
7:20 Warning Bell  
7:25 Tardy Bell

#### “A” LUNCH

Aponte, Balluff, Brandon,  
Bullard, Buras, Cameron,  
Gronski, Hoover, Oudekerk,  
Pyle, Schneider, Snyder, Swift,  
Waito, Wright

#### “B” LUNCH

Beal, Brill, Buckner, Cowan,  
Curran, Curran, Davis,  
Faber, Fick, Grazul, Kratz  
Ludwig, Mason, Moore,  
Perry, Potter, Wood,  
Woodring

#### “C” LUNCH

Baird, Chapman, Collinsworth  
Cryderman, Drummond,  
Dunklin, Flack, Harbottle,  
Hiles, Hubbard, Hughes,  
Korican, Krieger, Lietaert  
Oxley, Rodriguez, Stairs,  
Waddell

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1 7:25 – 8:25

1 7:25 – 8:25

1 7:25 – 8:25

2 8:29 – 9:29

2 8:29 – 9:29

2 8:29 – 9:29

3 9:33 – 10:33

3 9:33 – 10:33

3 9:33 – 10:33

**A LUNCH** 10:37 – 11:02

4 10:37 – 11:07

4 10:37 – 11:37

4 11:07 – 12:06

**B LUNCH** 11:09 – 11:34

**C LUNCH** 11:41 – 12:06

5 12:10 – 1:09

4 11:36 – 12:06

5 12:10 – 1:09

6 1:14 – 2:12

5 12:10 – 1:09

6 1:14 – 2:12

6 1:14 - 2:12

### FIRST DAY SCHEDULE

1 7:25 – 7:56  
2 8:00 – 8:31  
3 8:35 – 9:06  
4 9:10 – 9:41  
5 9:45 – 10:16  
6 10:20 – 10:50

Revised August 2, 2021



## 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)	Student/Teacher contract
Parent phone call	Parent/Student/Teacher contract
Tutoring outside of school, before, after and lunch	Summer School
Mentoring	Change schedule
ASSIST	Proximity (place close to teacher)
Counselor referral	Alternative Education referral
Refer to Administrator	Court referral or meeting
Refer to T.C. for testing	In-House placement
Weekly Progress Reports	County Attendance Officer
Section 504 meeting	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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 7<sup>th</sup> grader may not have reached his/her 14<sup>th</sup> birthday (15<sup>th</sup> 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 7<sup>th</sup> 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 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 month's 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.

## **MISCELLANEOUS POLICIES**

### **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 1<sup>st</sup> hour or 7<sup>th</sup> 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, iPods & MPS 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.

**The following pages contain information that is consistent for secondary schools within Jackson Public Schools.**

**JPS Mission**

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

**JPS Vision**

We envision a community where all students become lifelong learners.

**Parental Involvement, Board Policy 2112**

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

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

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

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

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

**A. Relationships with Families**

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

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

### **C. Volunteer Opportunities**

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

### **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; <sup>1,2</sup>
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. <sup>1</sup>

### **E. Engaging Families in Decision Making and Advocacy**

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

### **F. Collaborating with the Community**

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

### **Implementation**

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content,

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

1Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

2Indicates Title I Section 1118 parent involvement requirements

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Legal

Sec. 1112, 1118 ESEA

M.C.L. 380.1294

### **Visitors/Parental Visitation**

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

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

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

- Parents must make prior arrangements through the teacher/principal.
- No classroom observations will be made while testing is being administered.
- Parents should be advised of the need to respect the confidentiality of what is observed in the classroom. Teachers have the right to ask the parent to leave if they becomes disruptive.
- No video or audio taping is allowed during classroom visitations.
- The use of cell phones in the classroom is not permitted.

### **Field Trip Consent**

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

### **Chain of Command**

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

Contact Teacher

Step Two: Contact Grade Principal/Principal

Step Three: Contact Assistant Superintendent of Secondary Curriculum

Step Four: Contact Superintendent

## Student Records

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

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

Directory information includes:

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

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

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

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

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

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

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

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

- A. political affiliations or beliefs of the student or his/her parents;

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

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

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

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

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

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

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

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

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

### **Armed Forces Recruiting**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.



If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **Review of Instructional Materials and Activities**

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

By law, you have the right to excuse your child from participation in the classes that include reproductive health. If you wish to exercise your right to include or excuse your child, without penalty, from instruction in reproductive health, please complete the required form, which is available in the school office. Link: [Opt Out - Reproductive Health & Family Planning](#).

### **ASSIST (Achieving Success-Student Intervention Study Team)**

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

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

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

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

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

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

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

## Special Education Services

Jackson Public Schools provide a full range of programs and services for children who are diagnosed as having mental, physical or emotional impairments. For further information or to receive a copy of Special Education Procedural Safeguards, contact the Special Education Office at 517-841-2156 or the Jackson County Intermediate School District at 517-768-5200.

## School Attendance

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

## Head Lice – Board Policy 8451

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

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

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

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

## Communicable Diseases

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

COVID-19	Influenza	Ringworm
Chicken Pox	Measles	Scabies
German Measles	Mumps	Shingles
Head Lice	Pink Eye	Strep Throat (Scarlet Fever)
Hepatitis B	Pinworms	Whooping Cough

## Medication

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. If you are unable to administer your child's medication at home, please follow these guidelines:

1. Medication must be in the prescription container with the label stating date, name of student and physician, name of medication, dosage and frequency.
2. Medication must be delivered to the school by an adult and accompanied by:
  - a. [School Administered Medication Authorization Form](#) with a physician signature, or
  - b. A copy of the prescription with the physician signature attached to the authorization form, or

- c. Written instructions with the physician's signature on a prescription form indicating name of student, medication dosage and frequency attached to the authorization form.

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

### **Immunization**

All students must be immunized. Immunizations are available through private physicians; the Jackson County Health Department (788-4468); Center for Family Health (748-5500); School Based Health Centers at Northeast Elementary (787-4361), Middle School at Parkside (788-6812) or Jackson High School (780-0838).

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

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

### **Birth Certificates**

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

### **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 methods of communication will be used to announce school closings as early as possible. On days when school closes early, parents/guardians are strongly encouraged to give their children clear directions as to where to go. Students transported will remain at school until the buses arrive. It is very important that the school offices have up to date contact information.

### **Fire, Tornado and Lock Down Drills**

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

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

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

### **Use of Tobacco and Nicotine Products by Students, Board Policy 5512**

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

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

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

For purposes of this policy:

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

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

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

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

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

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

### **Anti-Harassment**

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

In addition, the annual Bullying notice is available on the JPS Website at the following link: [Annual Bullying Notice.](#)

### **Title IX Sexual Harassment**

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

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

## **Suspension**

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

## **Expulsion**

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

## **Weapon Free School**

The Board of Education of the Jackson Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

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

## 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 following a thorough investigation of the incident.***

### **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 tutorial/after-school detention/lunch detention
  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 tutorial/after-school detention/lunch detention
  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

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

1. **AGGRESSIVE MISBEHAVIOR**: 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 written or verbal 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 themselves 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. Recording/videoing/posting/sharing/broadcasting a fight will result in a consequence.  
  
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, vape pen, 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 symbolize gang membership, hatred, sexually explicit behavior/standards, alcohol, tobacco, or illegal drugs
- hats or head coverings (do-rags, scarves, bonnets) unless mandated by religious belief
- skirts or shorts that are less than mid-thigh in length; including athletic shorts
- bulky outerwear; for example, coats, quilted jackets worn as outerwear, etc.
- sunglasses
- halter tops, muscle shirts, sleeveless jerseys, tank tops with narrower than 2" straps, tube tops, off the shoulder tops, backless tops
- clothing of a revealing nature such as shirts that show cleavage
- pants that sag revealing undergarments
- slippers
- pajamas
- crop tops that show midriff when the wearer is standing, walking or sitting
- visible undergarments
- see-through or mesh tops
- bottoms with large holes that expose skin above the knee
- any other clothing or accessory that is disruptive to the educational atmosphere or classroom (including the odor of prohibited substance)

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. Recording/videoing a fight will result in a consequence.

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

First Violation	Procedure C
Repeat Violation	Procedure D

**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 6-8-21)**

### **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 student has an IEP or 504, the principal will immediately involve the teacher consultant or special education administrator for assistance. The student will be given a 30-day placement in a “like” program and an IEP or 504 meeting scheduled.
3. If the student 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 student 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 with the grade principal and principal for instruction to discuss the student’s individual needs, options and placement. Failure to reach a consensus will result in the Assistant Superintendent of Secondary Curriculum 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 academics, attendance and behavior.
- Strategies reviewed that have been implemented.
- Meeting scheduled to discuss appropriate placement and timing of placement. In the event that the group cannot reach consensus, the Assistant Superintendent of Secondary Curriculum will make the final decision.
- Expulsion – supersedes all planning. The Board/Superintendent/Designee 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 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 Board of Education not to discriminate on the basis of Protected Classes in its educational programs and activities and employment. Protected Classes generally include race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital status, military status, ancestry, genetic information and such others as defined in federal or state law. More detailed information can be found in the Board of Education Policies on the district website, [www.jpsk12.org](http://www.jpsk12.org). Inquiries and complaints regarding discrimination in programming and employment may be referred to any of the following: Julie Baker, Assistant Superintendent of Elementary Curriculum/Federal Programs, 517-841-2157; Dr. William Patterson, Assistant Superintendent of Secondary Curriculum, 517-841-2208.*