



**Sharp Park Academy**

**Student Handbook  
2021-2022**

Jasper Lusby, Principal  
Sharp Park Academy  
766 Park Road  
Jackson, Mi. 49303

Telephone 517 841-2861  
Fax 517 784-1325

Dear Sharp Park Families:

Greetings! My name is Jasper Lusby, and I would like to welcome you to Sharp Park Academy for the 2021 - 2022 school year! As the principal of the school I am proud of our amazing teaching and support staff who go above and beyond each day to insure all our students have every opportunity to achieve **academic excellence**, become **workforce ready** and become **lifelong learners** and global citizens. I am proud of our staff and students who accomplish great things each day.

Sharp Park Academy is a small neighborhood school and the staff works diligently to establish positive relationships with families and students. Sharp Park Academy is very family centered and there is not a day that goes by that we don't have parents working alongside teachers and staff to create a supportive and nurturing school environment. We offer an active PTO and many volunteer opportunities outside the school day as well. Parent involvement is a crucial element of the success of our students and our school as a whole.

Sharp Park Academy offers your student many opportunities to excel and achieve each day. We are proud to offer a unique learning experience for students that blends common core standards based instruction with an integrated inquiry approach to learning that includes project based learning, reading and writing across the curriculum, and opportunities for intervention and enrichment to ensure all students have their needs met. Students have many opportunities for leadership experiences through mentoring, participation on the student leadership team, and in their day to day classroom experiences that all support cooperation, collaboration and work ethic to prepare students for **workforce readiness**. In addition to rigorous learning experiences, we also emphasize the idea of students as global citizens and community leaders; as part of our integrated program and whole child focus, we include social skills instruction with our academic program to ensure a safe and secure learning environment. We not only provide rich and robust learning experiences that are hands on, minds on, and engaging but also promote and teach social skills that support students' social and emotional success in the school setting knowing that these critical skills are what prepare them for **academic excellence** at the next level.

Our teachers are among the best and brightest! We work every day to insure that all students have opportunities to meet their maximum potential and our teaching and support staff differentiate instruction, provide intervention and enrichment opportunities, and opportunities for student leadership. Ensuring that all students have instructional experiences at their level insures that all students achieve **academic excellence**. In addition, we also work on developing global citizens by actively teaching and reinforcing social skills including problem solving and conflict resolution skills.

The Sharp Park Academy elementary experience is designed to prepare students to be leaders in their school and local community, for their experiences at Middle School @ Parkside, Jackson High School and beyond. We are a staff that is committed to success for every child. We are looking forward to another amazing year working with families and students are glad you have chosen Sharp Park Academy.

Sincerely,

Jasper Lusby, Principal

## Jackson Public Schools 2021-2022 District Calendar

---

August	23	Professional development (am-district & building) & Teacher work day (pm)
	24	Professional development
	25	FIRST DAY OF SCHOOL – Half day students/full day staff
September	3	No school
	6	Labor Day, no school
October	6	Student count day
	13&14	Y5-8 Conferences, Half day students
	14	9-12 conferences, half day students
	15	Y5-12 conferences, half day students
	18	Full day professional development (district), no school
November	17	JHS exams
	18	JHS exams (Early Dismissal, JHS only)
	19	JHS exams / End of 1st Trimester / K-12 Records Day, half day students
	24-26	Thanksgiving recess, no students/staff
December	20-31	Winter break, no school
January	3	School resumes
	14	Half day students (am) / Half day professional development (pm)
	17	Martin Luther King, Jr. Day observed, no students/staff
	20	Parkside/4th Street Conferences, evening
February	9	Student Count Day
	18	Full day professional development (district), no school
	21	President's Day – No students/staff
March	2	JHS exams
	3	JHS exams (Early Dismissal, JHS only)
	4	JHS exams / End of 2nd Trimester / K-12 Records Day, half day students
	10	Y5-5 conferences
	11	Y5-12 Half day students/staff
	14	Full day professional development (district), no school
	25-Apr3	Spring break, no students/staff
April	4	School resumes
	15	Good Friday, no students/staff
May	27	JHS graduation, half day JHS only, students/staff
	30	Memorial Day, no school
June	8	JHS exams
	9	JHS exams (Early Dismissal, JHS only)
	10	JHS exams; K-12 <b>last half day</b> students/Records Day

Additional information/events may be provided from your student's school ~ Half Day Dismissal is at 11:50

## Table of Contents

<u>Subject</u>	<u>Page</u>	<u>Subject</u>	<u>Page</u>
Administration	1	Library	11
App	4	Lost & found	11
Arrival and Dismissal Times	4	Mediation	11
Attendance	4	Medications, and Immunizations	11
Bicycles	4	Move on When Reading (3 <sup>rd</sup> gr. reading law)	12
Building Rules	4	Music	12
Bullying	5	Parent Involvement	12
Bus Students	5	Parking	13
Cafeteria	5	PBIS	13
Cell Phones	5	Peanut Free	13
Chain of Command	5	Physical Education Class	13
Change of Address	5	Playground Procedures	13
Classroom Guidance	6	Popcorn	14
Classroom Parties	6	Reading Logs	14
Closed Campus	6	Requests for Teachers	14
Computer Use	6	Reset/refocus	14
Confidentiality of Student Information	6	Restorative Practice	14
Conflict Resolution	6	School Materials	15
Counseling	7	School of Choice	15
Detention	7	Sexual Harassment	15
Discipline Plan	7	Signing Out a Student	15
Dismissal Procedures	7	Snacks	15
Disruptive/Disorderly Conduct	8	Special Education	15
Dress Code	8	Staff	2
Dress Down Friday	8	Student Code of Conduct	16
English Language Learner	9	Student Concerns, Complaints, and Grievances	16
Emergencies/Evacuation	9	Tardiness	16
Field Trips	9	Telephone Use	16
Foreign Language	9	Telephone Calls for Teachers	16
Freedom of Expression	9	Uniform Policy	3
Fundraising	9	Vandalism/Destruction of School Property	16
Grading Periods, Progress Reports, Retention Notices	10	Visitors	16
Harassment, Hazing, Intimidation, Isolation & Bullying	10	Volunteers	17
Homework	10	Discipline Procedures	17
Items Not Allowed at School	11	Report of Harassment, Intimidation, Isolation or Bullying	18
		Elementary Common Pages	23-38

### **Jackson Public Schools Board Members**

Mrs. Angela Mitchell, President  
Mrs. Libby Brown Vice President  
Mrs. Pamela Fitzgerald, Secretary  
Mrs. Cheryl Simonetti Treasurer  
Mrs. Kesha Hamilton, Trustee  
Mrs. Shalanda Hunt, Trustee  
Mr. Erin White, Trustee



### **Jackson Public Schools Central Administration**

Jeff Beal	Superintendent
Julie Baker	Asst Supt, Elementary Curriculum/Federal Programs
Marcus Leon	Asst Supt, Finance and Operations
William Patterson, Ph.D.	Asst Supt, Secondary Curriculum
Kriss Giannetti	Asst Supt, Communication & Community Relations
Matt Farhat	Director, Business Services
Todd Frey	Director, District Operations
Jack Fairly	Athletic Director

### **Sharp Park Academy Office**

If you wish to have a conference with the principal, a teacher, or the counselor, please schedule an appointment by calling the school office at 517-841-2860



Visit our school website at <https://www.jpsk12.org/Page/1>

---

## Sharp Park Academy School Staff

Mrs. Reynolds- Room 3	841-2874	<a href="mailto:Amy.Reynolds@jpsk12.org">Amy.Reynolds@jpsk12.org</a>
-----------------------	----------	--

### Kindergarten

Mrs. Lapp- Room 2	841-2873	<a href="mailto:Jennie.lapp@jpsk12.org">Jennie.lapp@jpsk12.org</a>
Mrs. Rando- Room 10	841-2892	<a href="mailto:Lisa.Rando@jpsk12.org">Lisa.Rando@jpsk12.org</a>

### First Grade

Ms. Foster- Room 6	841-2877	Elinor.foster@jpsk12.org
Ms.Sprangel- Room 5	841-2879	Phyllis.Sprangel@jpsk12.org

### Second Grade

Mrs. Miller- Room 7	841-2873	Amanda.Miller@jpsk12.org
Mrs. Schlicker- Room 4	841-2875	Katherine.Schlicker@jpsk12.org

### Third Grade

Ms. Ennis- Room 9	841-2880	Cheryl.Ennis@jpsk12.org
Mrs. Johnston- Room 8	841-2878	Gail.Johnston@jpsk12.org

### Fourth Grade

Mrs. Obrien- Room 15	841-2882	Jennie.obrien@jpsk12.org
Ms. Bergkoetter- Room 14	841-2883	Kara.bergkoetter@jpsk12.org

### Fifth Grade

Mrs. Bruton- Room 17	841-2884	Kimberly.Bruton@jpsk12.org
Mr. Soltis- Room 16	841-2866	Eric.Soltis@jpsk12.org

### Specials Teachers

Mrs. Lowe, Spanish/Cultural ASrts	841-2898	meagan.lowe@jpsk12.org
Mr. Jayne, <b>Music</b>		bradley.jayne@jpsk12.org
Mr. Bristol, <b>Physical Education</b>		Tammi.Gronski@jpsk12.org

### Office

Mrs. Jasper Lusby	841-2861	jasper.lusby@jpsk12.org
Ms. Dawn Rigelman	841-2862	Dawn.Rigelman@jpsk12.org
Ms. Hannah Duran School Counselor	841-2886	<a href="mailto:hannah.duran@jpsk12.org">hannah.duran@jpsk12.org</a>
Mrs. Jennifer Slat Instructional Coach	841-2887	<a href="mailto:jennifer.slat@jpsk12.org">jennifer.slat@jpsk12.org</a>
Ms. Kamryn Pacholski special education	841-2894	kamryn.pacholski@jpsk12.org

### Paraprofessionals

Kindergarten	Sheryl Durham, Nikki Fisher, Tracy Parkhill
1st -5th	Rebecca Valdivia, Brandi Truman, Alicia Abbey

Retired Teachers      John Clark, Kim Rokita

**Uniform Dress Code:** At Sharp Park Academy, it is our belief that dressing appropriately and with pride plays a significant role in a student's success in school. For this reason, our school has the following Uniform Dress Code adopted by students, parents, staff, and the community:

- **Boys:**
  - Pants or shorts at mid-thigh length (not denim)
  - Sagging pants must be worn with a belt.
  - Polo shirts or turtle necks free of writing or designs other than our school logo; no tee shirts.
  - Students will wear long-tailed shirts tucked in at all times.
- **Girls:**
  - Pants, jumpers, skirts, skorts, or shorts at mid-thigh length (not denim).
  - **Leggings MAY NOT be worn as pants;** they may be worn under skirts and jumpers in school colors only, school color patterns are acceptable.
  - Polo shirts or turtle necks free of writing or designs other than our school logo; no tee shirts.
  - Students will wear long-tailed shirts tucked in at all times.

Outerwear:

- Jackets (coats worn outdoors) and shoes are non-uniform.
- Sweaters and hoodies as layers must be school colors if they are worn in the classroom.  
**They must be logo and print free.**

**Plain T-shirts, other collared shirts, and jeans are not acceptable. Leggings, tights, and extra shirts for warmth are acceptable in our school colors only.**

Colors for bottoms: Black, khaki and navy

Colors for tops: White, Black, Light blue, navy blue, orange

It is our goal to establish a positive learning environment that promotes equity among students. We appreciate parents' help in monitoring student dress. Administration reserved the right to adjust dress code policy as necessary. Parents will be called to bring appropriate clothing if the student violates the dress code. Repeat offenders will be subject to administrative action.

**Please note students will be allowed to be uniform free on Friday when they have completed their minimum minutes of reading and turned in their reading logs.**

## General Student Information

### JPS App

Jackson Public schools utilizes multiple communication formats including in person, e mail and text. We also have an app that you can download from the App store or Google Play Stores on both iOS and android devices.

### Arrival and Dismissal Times

**Arrival:** School begins at 8:40 AM. Children should not arrive earlier than 8:20 AM. We ask for parent and student cooperation in this matter as the health and safety of our students are involved. There is no student supervision provided before that time. Breakfast is served at 8:20 AM.

**Dismissal:** First through fourth grade students are dismissed at 3:42 PM. Kindergarten, fifth grade and older siblings of kindergarten students who are pick-ups are dismissed at 3:37 PM. **If you are calling to leave a dismissal message for your child, the office must be notified by 2:00 PM. we cannot guarantee your child will receive the message if you are calling late in the day.** Students should not be picked up early to avoid traffic at dismissal.

### Attendance/Unexcused Absences (Board policies 5200, 5215)

Regular and punctual attendance is necessary for our children to learn. We believe all children can learn—if they are in school. There are state and district policies governing school attendance. We ask that you act responsibly and make sure your children are at school every day, unless they are ill. This helps establish an attendance pattern that is lifelong. Our responsibilities include informing you if your child is not in school. Excused absences include illness, family emergencies such as severe illness or death, hardship situations, and religious observances. Please attempt to schedule medical appointments outside the regular school hours whenever possible. It is very disruptive to your child's education to be removed from school early and should be restricted to emergency situations whenever possible.

An unexcused absence is any absence for which the parent has not provided appropriate notice and documentation. Unexcused absences of at least five school days within the year interfere with the educational process, are considered truancy, and may lead to discipline of the child and/or referral of the parent to court.

In the event of an absence, you are required to notify the office by 10:00 AM. If a child is to be excused from school during the day due to illness or for an appointment, a parent or guardian (or emergency contact when appropriate) must come to the office to sign out the student. There are no exceptions. Students are not allowed to leave campus without being signed out and students may not be signed out by another minor. Any assigned class work missed because of absences must be made up in the amount of time equal to the absence(s). If a student is going to be absent for more than two (2) days, parents may arrange for homework to be collected from the teacher.

### Bicycles

Students may ride their bikes to school. Bicycle racks are provided for parking the bikes during the day. Bicycles may not be ridden on campus. Students must provide their own locks. The school is not responsible for theft or damage to the bike.

### Building rules

At SPA, students are to be respectful, responsible, safe and use kind words and behaviors. Students are to remove their hats/hoods upon entry to the building, refrain from chewing gum, use a quiet tone of voice when interacting with others, and keep hands and feet to themselves. Students are expected



to accept corrective feedback when their behavior is corrected and refrain from having an 'attitude' after having been corrected. Eye rolling, back talk, and argumentative behavior will not be allowed.

### **Bullying (Board Policy 5517.01)**

We expect our students to behave appropriately and in accordance with our rules of "Be Safe, Be Respectful, Be Responsible, and Be Kind" Bullying behaviors will not be tolerated. The school administration will prescribe and enforce policies and procedures to prohibit pupils from harassing, intimidating, isolating and bullying other pupils on school grounds, on school property, on school buses, at school bus stops, and at school sponsored events and activities. Students will face discipline consequences as outlined in the Elementary Code of Conduct for Students. Board Policy 5517.01 defines bullying, cyberbullying, Harassment, and Intimidation. All reports of harassment, intimidation, isolation and Bullying will be investigated. Parents of involved parties will be notified of any incidents, and the findings upon conclusion of the investigation.

### **Bus Students (Board Policy 8600)**

We remind students that it is a privilege to ride the bus, not a right. A school vehicle is an extension of the classroom and students must obey all rules. A student who will not follow the bus rules will face disciplinary action which may include suspension from the bus. Be aware that JPS busses are equipped with cameras. If your bus student has not returned home in a timely manner, please call transportation at 841-2180.

### **Cafeteria (Board Policy 8500)**

Sharp Park Academy offers free breakfast and lunch to all students. Free and reduced meal applications are available at every school office and are sent home at the beginning of the year. Parents are encouraged to fill out applications for free & reduced meals even if the student does not eat the school meals, since the district receives many benefits when students qualify for free & reduced price meals. These applications must be completed every year and are an important part of our eligibility for at risk school funding. Even if you feel you family may not qualify, it is important to return these forms.

If you have any questions or concerns about the meal applications or food service, please call the Food services at 841-2171.

### **Cell Phones (Board Policy 5136)**

Cell phones are not permitted at SPA. If your child needs to call you, they will use an office phone. If your child is caught using a cell phone during school, it will be removed from their possession and stored in the office until a parent picks it up. Cell phones and student technology will not be stored in the office during the school day.

### **Chain of Command**

If a student or parent has a classroom concern, it is best to first talk with the classroom teacher, and then the principal. If the issue is not resolved satisfactorily, a parent may speak with the assistant superintendent by calling the superintendent's office.

### **Change of Address & Telephone**

Please let the school knows immediately when there is a change of address or telephone number for your family. It is very important that the school be able to contact you in case of an emergency. **It is the parent's responsibility to let the school know immediately of a change in contact information.**

### **Classroom Guidance (Board Policy 2411)**

The school counselor in conjunction with the principal will conduct classroom guidance lessons that focus on personal safety, conflict resolution, bullying and related behavior, and college and career readiness topics. **Curriculum Development: The Board directs that the curriculum of this District provides grade-appropriate instruction on career development in each grade level from kindergarten through 12th grade.**

### **Classroom Parties (Board Policy 3214)**

Sharp Park Academy does not participate in traditional holiday celebrations in the classroom. We do honor the holidays with an academic emphasis, and small celebrations that do not disrupt the learning environment.

Student birthday parties are not appropriate for school. However, it is permissible for a parent to send in a healthy snack for the class to enjoy the last ten minutes of the day providing the classroom teacher has given approval. If for any reason a student is not allowed to participate in any of these activities, parents should notify the classroom teacher so that other arrangements can be made. Please be aware of dietary restrictions and food allergies of the students in the classroom prior to sending snacks.

### **Closed Campus (Board Policy 9150)**

For the safety and well-being of our students, we have a closed campus. All visitors must sign in at the office.

### **Computer Use (Board Policy 7540.03)**

All students have access to technology via one to one device distribution. It is their responsibility to behave appropriately and treat the materials and equipment with respect. Failure to do so will result in a loss of computer lab privileges. Additionally, students and parents must sign an Internet Use Agreement form before they are allowed to use school computers. Any student who uses the school computers inappropriately will have his/her computer privileges suspended. It is the responsibility of the family to ensure appropriate use of technology in the home. Devices will be monitored by the school.

### **Confidentiality of Student Information (Board Policy 8350)**

Annual notification to parents regarding the confidentiality of student education records and school directory information: All district personnel are informed and trained on confidentiality issues and safeguarding personally identifiable student information. All personally identifiable information will be protected during the collection, storage, disclosure to third parties, retention, and destruction phases. Two federal laws, Individual's with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA), protect the confidentiality of student education records.

### **Conflict Resolution**

Conflict resolution skills are an important element of social skills instruction at Sharp Park Academy. Children will encounter conflict at some point and we want to equip students with the skills to be part of a solution and not contribute to a problem. These social skills are explicitly taught to students at the beginning of the year, and are reviewed periodically. When students experience a concern that has the potential to become a conflict, as part of learning to self-advocate, students need to:

1. State the behavior that is a concern or problem
2. Tell how it makes them feel, ask them to stop
3. Report to an adult to intervene if necessary

An adult will follow up with an appropriate response/discipline if necessary.

If your child has a serious concern, please advise them to bring it to the attention of their teacher or the principal so that the issue can be resolved. We can't support students in resolving issues we are not aware of. If a student is shy about communicating concerns, they can write a letter, e mail or call after hours. Parents can also notify the office of concerns on behalf of their younger children.

Please do not encourage your children to engage in physically or verbally assaultive behavior in response to a conflict. If you feel like your child is in a position of needing to defend themselves, please contact the principal's office immediately so the situation can be mediated and addressed. Remember that two wrongs don't make a right, and that infractions involving physical violence are not acceptable.

### **Counseling (Board Policy 2411)**

Conferences with a school counselor can be arranged by calling the school office. Counseling helps children deal with issues they may be experiencing at home or school and focuses on feelings, attitudes and/or behavior, as well as on the goals of each individual. The school counselor, in collaboration with the principal, also conducts classroom guidance lessons in the areas of:

- personal safety
- harassment, intimidation, isolation, bullying
- conflict resolution
- life skills
- college and career readiness

In addition, the school counselor assists students in guided mediation if there is a conflict among students.

### **Detention (Board Policy 5610.02)**

Detentions can and will be assigned by any member of the Sharp Park Staff. Students are expected to "Make it a Four" and follow Sharp Park Rules in the classroom, cafeteria, hallways and on the playground. When a student chooses to misbehave, they also make the choice to forfeit their recess time during lunch as a consequence of that behavior. The assignment to detention may be for one day or for a longer period of time depending on the behavior and/or the number of times the student has engaged in similar infractions. If your child is assigned a detention, they will have a Think Sheet to have signed and returned the next day. Students who do not return their Think Sheets will repeat the detention. See PBIS for more information.

A student will earn a detention after three 15 second interventions for a level one behavior concern, or immediately for a level two behavior concern.

A 15 second intervention takes place when an adult intervenes when a student is observed making poor choices; this is considered a re-teaching of behavioral expectations, with replacement behaviors discussed.

### **Discipline Plan (Board Policy 5600, 5610.02)**

The Jackson Public Schools Elementary Code of Conduct addresses student behaviors and consequences. The discipline plan and definitions are available on line or in writing upon request at the school office.

### **Dismissal Procedures**

Students will be escorted from the classrooms by an adult. Parents who are waiting to pick up students can use the designated parent parking area. Students are not permitted to cross parking areas without an adult present. Please model safety and park in designated areas and use designated cross walks. The safety of all students and adults is our primary concern during dismissal

and we ask that you follow dismissal procedures to maintain the safest possible environment for our students.

### **Disruptive/Disorderly Conduct (Board Policy 5520, 5600)**

Student misbehavior will not interfere with the normal operations of a school. A person interferes with school when they threaten to cause physical injury to a student or any other person on school property; threaten to cause damage to the school or to the property of a student or school employee; or refuse to follow reasonable directions when asked to do so by the school official who is maintaining order. Parents will be contacted to support staff in redirection of their student if necessary.

### **Dress Code**

Sharp Park Academy is a uniform school. Please refer to the section at the beginning for additional school specific uniform information. As a district, it is our belief that dressing appropriately and with pride plays a significant role in a student's success in school. We encourage our students to dress simply and neatly. On uniform free days, clothing shall meet acceptable standards of cleanliness and decency and shall not include inappropriate lettering or design. The following apply at all school sites:

- We require closed-toe shoes for the safety of your child. No flip-flops, sandals, heels or shoes with no back or strap. No "Heelys" or other wheeled shoes are allowed.
- No tank tops, mesh, or see-through shirts.
- No bare midriff or cropped tops. (No skin should show when arms are raised).
- Skirts and shorts must be longer than arm's length.
- No leotards, halter tops or spaghetti strap blouses, tank tops.
- No bike shorts. Bermuda shorts may be worn if they are mid-thigh.
- No tight or see-through clothing.
- Hats and caps may be worn to school and at recess, but not in the building.
- Headbands must not resemble bandanas, and be free from un-necessary 'bling' such as ears, horns, and veils.

We appreciate parental help in monitoring student dress and personal appearance. Parents may be called to bring appropriate clothing if the student violates the dress code, or the student will wear loaner clothes. Repeat offenders will be subject to administrative action.

The Principal or his/her designee is responsible for determining the acceptability of the student's personal appearance and of health and safety standards in accordance with the policy above so that the educational process is not disturbed. We reserve the right to modify our expectations for proper attire as needed.

### **Dress Down Friday**

Students who complete their required nightly minutes and complete their reading logs weekly are eligible for dress down Friday.

You will be notified by your child's teacher the Thursday before dress down Friday if your child is eligible to participate. We will return your child's signed reading log to you. We ask that if your child is ineligible, that they still be sent to school; we want to reinforce positive behaviors by rewarding students. If your child has not earned the reward, and they "miss school", then they have just been rewarded for negative behavior by you. Missing a dress down day because the privilege was not earned will be considered truancy.

### **English Language Learner (ELL) Support Program (Board Policy 2225)**

Sharp Park Academy offers an English Language Development program consistent with English Language Learning expectations established by the Michigan Department of Education. More information about the English Language Acquisition goals established by MDE Can be accessed here:

[https://www.michigan.gov/documents/mde/A\\_Strategic\\_Vision\\_for\\_English\\_Learners\\_722875\\_7.pdf](https://www.michigan.gov/documents/mde/A_Strategic_Vision_for_English_Learners_722875_7.pdf)

Sharp Park Academy provides English Language support for students using both small group instructional formats as well as in class core instructional support with an ELL certified teacher to help students increase their English Language proficiency while also learning core content. In addition, all students who are identified as having a primary home language other than English will be screened and receive the appropriate level of language support for their proficiency level to support grade level achievement. Students will be rescreened annually to monitor progress towards English Language Acquisition.

### **Emergencies/Evacuation (Board Policy 8420)**

Sharp Park Academy participates in Fire, tornado, and lock down drills regularly. These drills are posted on our website for information. Please utilize the JPS for communication regarding emergencies.

### **Field Trips/Student Travel (Board Policy 2340)**

Classes take field trips that support the curriculum and that are age appropriate. Field trips are extensions of the learning within the classroom and are based on Michigan Standards. In order to participate in a field trip, students MUST have a signed permission slip. Field trips are a privilege, and only students who adhere to the district/school discipline plan are allowed to attend. Parents who would like to chaperone field trips must have a completed IChat form on file prior to the trip.

### **Foreign Language Experience**

#### **Elementary Spanish: Levels Pre-k to Level 5**

Goals for Elementary Spanish: All students at Sharp Park Academy receive Spanish Language instruction 2-3 times weekly. With an emphasis on simple communication skills, students acquire the ability to speak about the major course themes. As student progresses from year to year, these topics are expanded and discussed in more depth. Students build awareness of grammar and vocabulary through games, songs, and role-play. Cultural topics and projects, highlighting customs and holidays are also included.

### **Freedom of Expression**

Students of JPS have the right to express their ideas as long as they do not libel or slander others, speak obscenities or profanities, or disregard the truth. Such expression will not be restricted unless it interferes with the educational process or orderly conduct of classes. We expect each of our students to be respectful of others and their right of freedom of expression. Students are to respect the customs and flags of other nations and are to show proper respect for the Pledge of Allegiance and American flag. Students have the right to recite the Pledge of Allegiance, but may decline as long as they respect the rights of others who wish to do so, and are respectful of their non-observance.

### **Fundraising (Board Policy 5830)**

Sharp Park Academy participates in several fundraisers over the course of the year for different purposes. The PTO sponsors one major fundraiser per year in the fall; Spabstacle is an obstacle course that students participate in by first collecting pledges, and then completing the course. We also appreciate business sponsorships and promote those businesses on the course. The School also participates in the School Store, which is an online shopping fundraiser that gives a percentage of your online purchases back to the school. The proceeds from this fundraiser go directly to the teachers to offset what they spend for extra classroom supplies and materials above and beyond

what the school supplies. Finally, the Principal's office holds occasional spirit days. The proceeds from this fundraiser are used to pay for student incentives, Viking card rewards, and prizes for PTO attendance.

### **Grading Periods, Progress Reports and Retention Notices (Board Policy 5410)**

Report cards are distributed at the end of every trimester. Parents are encouraged to stay in contact with their child's teacher through e-mail, phone calls, or conferences to monitor progress. Parent-teacher conferences are scheduled at the end of the first and beginning of the third trimester. Potential retention notices are signed after the second trimester for those students who are failing one or more subjects. Students then have the opportunity to work hard and bring their grades up. A second retention notice is signed during the third trimester. A final retention letter is delivered the last week of school. Parents who wish to appeal the decision to retain shall notify Willye Pigott, the Director of Elementary Curriculum and Federal Programs in writing ten (10) days after the date of the written notice.

### **Harassment, Hazing, Intimidation, Isolation and Bullying (Board Policy 5517.01)**

Hazing is any act that injures, degrades, or disgraces another student and is not allowed according to district policy. The Jackson Public School's Board of Education prohibits acts of harassment or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both the student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administration, faculty, staff, and volunteers to provide positive examples for student behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Bullying behaviors, including harassment, intimidation, and isolation are not tolerated. SPA recognizes the following specific types of behaviors as falling under Bullying:

- Harassment- the continual pestering, picking on or teasing of a student by the same aggressor over time as a pattern of behavior.
- Intimidation- Use of force or power to make a student feel weak, powerless, outnumbered, or scared.
- Isolation- Exclusionary behavior among students; often involving one person telling another not to associate with someone.

As part of our classroom guidance series, we teach students the difference between conflict and bullying. Students experience conflict and many times it is reported as bullying.

Students can report bullying behavior anonymously by writing a letter to their teacher or principal, sending an email via their google account, or calling after hours.

### **Homework (Board Policy 2330)**

Homework will be assigned to students according to individual classroom or grade level team procedures. Those procedures will be explained to parents within the first two weeks of school. Homework is necessary to reinforce learned skills while providing students opportunities for independent study. Homework is the student's responsibility; however, it is also an opportunity for parents to be involved in their child's education. Homework gives each child an opportunity to

strengthen skills through additional practice, to complete work started in class, and to make up work due to absence. Please consider reading logs as part of your child's nightly homework.

### **Items Not Allowed at School**

There are certain items that students may not bring to school. This includes gum anywhere on school campus. Our no gum policy is to support the district no gum/candy requirement as well as to support our custodial staff by keeping our school clean. Other items students may not bring to school include:

Weapons of any kind (real or look alike) <b>Cell phones</b> CDs or CD/MP3 players	<b>Video recorders or cameras, including used on phones</b> Hand held games Valuable jewelry Pets	Other electronic devices Other valuable belongings Dangerous items including stink bombs, and other 'prank' items. Toys
--	--	--

The police will be called for students who bring weapons, alcohol or drugs to school. All other items will be confiscated and returned to the parent or guardian. No school is responsible for the loss of any valuables brought to school by students. These items, including jewelry, should be left at home.

### **Library**

All students have access to our school library. It is their responsibility to behave appropriately and treat the books, materials, and equipment with respect. Failure to do so will result in a loss of library privileges. Lost or damaged books are the responsibility of the student and financial reimbursement is expected.

### **Lost and Found**

All clothing found on the campus or in the building, regardless of its value, is placed in the Lost and Found. Money, jewelry, or any other articles of value are turned into the office. Students or parents may claim them after proper identification. Labeling of students' items such as coats, book bags/backpacks, hats, etc. can assist in the timely return of lost belongings. Please encourage your child to keep his/her things with him/her. Items in lost and found that have not been claimed will be donated to a charity. Donations are done periodically, so please remind your child to check the lost and found.

### **Mediation**

Students who find themselves engaged in an ongoing conflict with another student(s) may be sent to mediation which serves as a guided conflict resolution/restorative practice.

### **Medications and Immunizations (Board Policies 5310, 5320, 5330)**

Office personnel provides first aid including ice packs, and band aids. Students should be kept home from school for suspected contagious conditions such as chicken pox, pink eye, strep throat, COVID-19 and parasitic infestations. In cases of infestations, your child must be 100% free of nits. If your child becomes ill at school and has a fever, vomiting or diarrhea they will be sent home for 24 hours or until symptom free for 24 hours without medication.

Children should be kept at home if:

1. They have a fever over 99.8°.
2. They have diarrhea.
3. They are vomiting.



If your child becomes ill at school, the office will call you to take him/her home or to the doctor, unless emergency medical care is needed. If so, an ambulance will be called. It is the parents' responsibility to provide current address and phone number information for the emergency card.

Only physician prescribed medications with the proper permission matching the prescription label will be administered at school. All medications must be in the original container with the child's name, doctor's name, dosage and instructions for use. All medications must be stored in the nurse's office. Parents must sign paperwork authorizing office staff to give the medicine. Medications for chronic conditions (asthma, hyperactivity) must be renewed at the beginning of each school year. If your child is frequently absent from school due to a chronic health condition, please contact the school office for paperwork that will protect the student from failing school due to absences.

All students must be immunized prior to being enrolled in school. The child's immunization record must be presented at the time of registration. Students without proof of immunizations will need to bring an exemption form from their family physician.

### **Move on When Reading (Third grade reading law) (Board Policy 2623.01)**

Jackson Public Schools is required to notify parents of students in Grades K-3 that their child is in reading below their current grade level standard, and could be in jeopardy of not meeting the standard when they reach third grade. Students in third grade must be proficient in reading on the MSTEP in order to proceed to the fourth grade unless the child is exempt from mandatory retention or qualifies for a good cause exemption. Students who have been identified as having a deficiency in reading will be placed on an Individualized Reading Intervention Plan (IRIP) and will receive supplemental reading support in school as well as an at home reading support plan to be carried out at home. Parents will be notified of their child's initial placement and progress monitoring notices will be sent home regularly by classroom teachers.

### **Music Class**

Kindergarten through fifth grade students receive music instruction 1-2 times per week. During music class students learn to read music, play instruments, and sing. In fourth grade, students learn to play the recorder in preparation for their middle school band/orchestra experience. There are two concerts per year, and dates for concerts are always announced at the beginning of the year. Concerts are mandatory and count towards student grades.

### **Parent Involvement (Board Policy 2112)**

All parents are encouraged to take part in their child's education by volunteering at the school and/or becoming part of the school's Parent Teacher Organization. Sharp Park Academy PTO has a Facebook page to increase communication about school events for families. There are many volunteer opportunities at SPA including popcorn days, PBIS activities, book fair and other activities. Parents, students, and teachers will be asked annually to sign a compact emphasizing the partnership between home and school in the areas of homework, attendance, and discipline. Additionally, parents may have access to the learning materials and course of study used by the students.

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



PTO officers:

President– Faye Haldane

Vice President-Elaine Themm

Treasurer-Melody Thompson

Secretary- Megan Greene

### **Parking**

Unfortunately, parking is at a premium at SPA. We ask all families to work together to be safe and efficient during drop off and pick up times. **Do not park in handicapped accessible spaces unless you have the proper plates or tags to do so.**

### **PBIS**

Sharp Park Academy uses Positive Behavior Interventions and Supports (PBIS) to explicitly teach desired social expectations in each area of the school. The students recognize these expectations as 'showing a four'. Students have developed these expectations collaboratively with their teachers and have had these expectations modeled and demonstrated regularly. Students demonstrate being a four by being Safe, Respectful, Responsible, and Kind. When students are caught demonstrating these attributes in conjunction with our Viking values, they are awarded with a Viking card. Students who have demonstrated a four consistently over the month will be invited to participate in end of month PBIS activities. Viking card recipients are published weekly in the Viking Voice, and student drawings for additional incentives take place weekly.

If a student is not showing a four, they receive a '15 second intervention'. This is a redirecting conversation between an adult and the student in which the problem behavior is identified, a replacement behavior is discussed and the student has the opportunity to 'make it right' (restorative practice). If a student receives three 15 second interventions, they will be assigned a lunch detention and a reflection sheet. Reflection sheets are completed under the supervision of an adult staff member and are sent home to be signed by a parent. It is the responsibility of the student to bring their reflection sheets home and discuss with their parents. If the reflection sheet is not returned, the process is repeated. **Students who receive one lunch detention are no longer eligible to participate in PBIS activities for the month.**

### **Peanut Free (Board Policy 5331)**

Due to severe peanut allergies many classrooms are peanut free environments. In order to insure that peanut proteins are not cross contaminating the shared environments of staff and students, students who are enjoying a peanut product in their lunches will sit at the 'peanut' table. This table is cleaned separately from the other tables, and students are excused to the restroom to wash hands after eating but before touching doors, playground equipment, and other surfaces that could transfer peanut proteins to an allergic person. Alternate nut butters are acceptable.

### **Physical Education Class (Board Policy 8510)**

Our students have physical education class weekly. Students are to wear tennis shoes on the days they have P.E. If a child is to be excused from P.E. for the day, a medical excuse must be sent from the parent and/or physician.

### **Playground Procedures**

Our students are required to play within the boundaries of the school in a safe and respectful manner. Rough play and profanity are not allowed. Older students are asked to be especially careful of how they play around the younger students. All students will obey the directions of adults. Students who are redirected by an adult may be asked to serve a time out. If a student is habitually having difficulty

following rules and procedures on the playground they may be assigned a detention, or sent to conference with the principal.

Students are to remain on the playground during outdoor recesses. Dangerous activities such as piggyback riding, play fighting, wrestling, rock throwing, snowball throwing and use of baseball bats are not permitted. Misuse or destruction of playground equipment will not be tolerated. Contact sports are not permitted.

Weather permitting; students have one recess each day. This time is added to their lunch time. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. ONLY students with documented medical excuses will be allowed to remain in the building during outside recess/lunch. If your child must remain indoors for medical reasons please bring a doctor's documentation to the office to be kept on file.

### **Popcorn**

Each week PTO volunteers make popcorn. The day of the week is determined by the volunteer in charge, but we are always in need of volunteers to help. Popcorn is available for 25 cents a bag, or students can buy a popcorn pass at the beginning of the year for \$10.

### **Reading Logs**

Each student will be provided with a reading log each week to document their weekly reading. Students who complete their weekly reading logs with the minimum number of minutes read are allowed to be uniform free on Friday. **Logs are due on Thursday and will not be accepted via e mail. It is the responsibility of the student to turn them in.**

Use the following guidelines for nightly minutes of reading:

First trimester:		Second/third trimester:	
Kindergarten/Y5	5 minutes	Kindergarten/Y5	10 minutes
First grade	5 minutes	First grade	10 minutes
Second grade	10 minutes	Second grade	15 minutes
Third-fifth grade	20 minutes	Third-fifth grade	25 minutes

### **Requests for Teachers (Board Policy Teacher Evaluation 3220)**

Due to changes in the state's evaluation system for teachers and in an effort to have an equitable distribution of students, the district does not accept parent requests for teachers. If your child has a special need that needs to be taken into consideration with regard to classroom placement, please communicate with the principal in writing to explain the special need that should be taken into account when creating classroom rosters no later than April 30<sup>th</sup>.

### **Reset/Refocus**

A student who is having difficulty with practicing self-control and making good choices in the classroom that causes disruption to the learning of others may be sent to the office for reset/refocus. During this time your student will be asked to sit quietly, engage in a reflective conversation and redirected with the principal or a parent via phone before returning to class to try again.

### **Restorative Practices (Board Policy 5610)**

When appropriate, students will engage in restorative practices to address behavior infractions. This may include victim impact statements (understanding how their behavior impacted others),

community service, (fixing, or helping make improvements for the good of the educational community) or other activities that help to mitigate the damage their behavior has caused.

### **School Materials (Board Policy 2520, 2521)**

All students receive textbooks and workbooks issued by their classroom teacher. It is each student's and his/her parent's responsibility to take care of these materials. We will require payment in the amount of replacement costs for lost or damaged school materials. Students will not be issued replacement materials until reimbursement is received. At the end of the year and upon withdrawal from school, all materials must be turned in and be accounted for prior to final clearance.

### **School of Choice (Board Policy 5113, 5113.01)**

Parents may apply for school of choice to place their students at an area school other than the boundary school. This application is available at each school office. School of Choice decisions are based on space-availability.

### **Sexual Harassment (Board Policy 3362, 5517, 5517.02)**

All district staff and students are expected to behave in a manner that provides an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal and/or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or by a student to another student. This includes suggestive or obscene letters or notes, derogatory comments, slurs, jokes, touching, assault, gestures, and pictures or cartoons. Anyone who experiences sexual harassment should inform the building principal. The district is committed to investigating each complaint. A substantiated charge against a staff member or student will result in disciplinary action and may include suspension or expulsion.

### **Signing a Student Out of School**

To sign out a student from school during the day, a parent or guardian must come to the school office. We will then call the student out of class to meet the parent in the office. No student may leave the school campus unless signed out by an authorized adult.

### **Snacks**

Sharp Park Academy follows district and state guidelines regarding healthy snacks in classrooms. We believe this policy helps students learn important life lessons about good health and nutrition. We are a candy and pop free school, even in a student packed lunch from home. If you are sending snacks for your child's classroom please ensure that each serving contains no more than 15 grams of sugar. We do not allow cookies, cupcakes or other dessert treats to be served as snack.

### **Special Education/Child Find (Board Policy 2460, 2460.02, 8410D)**

It is Jackson Public School's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years. The District is responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to the Early Intervention Program for evaluation and appropriate services.

We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction, and without charge to the parents.

### **Student Code of Conduct (Board Policy 5500)**

All students are expected to behave appropriately and in a manner that does not interfere with the educational process. Students are also expected to obey all policies and regulations of the district. Students may not refuse to obey the reasonable orders given by a member of the faculty or staff who is attempting to maintain order. Any student who violates the policies will receive discipline which may include suspension or expulsion.

### **Student Concerns, Complaints, and Grievances (Board Policy 5710)**

Parents or guardians may present a complaint or grievance on behalf of an elementary student as stated in policy 5710. The complaint may be regarding violation of the student's constitutional rights, denial of equal opportunity, discriminatory treatment, harassment, bullying, or concern for the student's personal safety.

### **Tardiness (Board Policy 5200)**

**Students are expected to be on time to school.** Now is the time to establish good attendance habits. Help your child realize that school is an important part of his or her life, and that you expect your child to go to school every day and to be on time to class. If tardy a parent must sign the student in at the office. No student will be accepted late into a classroom without a pass from the office. Habitual tardiness may result in parent conferences with the principal to develop a problem solving strategy to increase punctual attendance.

### **Telephone Use**

Students are responsible for being prepared when they come to school. Unless it is a critical emergency, students will not be allowed to use the phone to call for forgotten items such as homework, books, etc. In the event of an emergency, the call will be placed for them by the office staff. We ask for your cooperation in making sure that your children are ready for school each morning and **that they know what your plans are for them after school**. Calling home to get permission to go to a friend's house or to check if they should stay for tutoring are not emergencies.

### **Telephone Calls-Teachers**

The office is happy to take a message from parents wishing to speak with a teacher, who will return their call at a convenient and appropriate time. Phone calls will not be transferred and teachers will not be called away from their classrooms to take a phone call during instructional time.

### **Vandalism and Destruction of School Property (Board Policy 5520)**

Each student is expected to take pride in his/her school. No student may damage or deface any property belonging to the district including textbooks and materials, restrooms, classroom materials, library and computer lab resources, as well as school buses. Any student found vandalizing or destroying school property will be subject to disciplinary action and the parents will have to make restitution to the district in accordance with the law.

### **Visitors**

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.

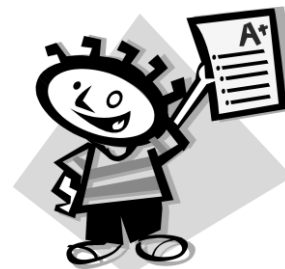
You may visit and observe your child's classroom for the purpose of observing instructional activities based on the following guidelines.

1. Parents must make prior arrangements through the teacher/principal.
2. No classroom observations will be made while testing is being administered.
3. 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.
4. No video or audio taping is allowed during classroom visitations.
5. The use of cell phones in the classroom is not permitted.

**Volunteers (Board Policy 3120.09)**

We encourage our parents to volunteer at school and appreciate the valuable services our volunteers can provide both at school and from home. Parents are welcome to help in our library, and during mealtimes. Parents volunteering in the schools must have a completed IChat form on file. Parents also may volunteer to perform cross guard duty, work in the classroom with small groups of students, or assist with classroom clerical duties. We welcome your support as parents. Parents are a big part of our team! Please contact the school office for more information on how to volunteer.

---



## Discipline Procedures: Grades Y5/K-5

Infraction	Level 1 – Teacher	Level 2	Level 3	Level 4
Absenteeism/Truancy	<ul style="list-style-type: none"> <li>Follow Truancy Court Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Mediation with administrator</li> <li>Referral to Truant Officer</li> </ul>	<ul style="list-style-type: none"> <li>Referral Interventions</li> </ul>	<ul style="list-style-type: none"> <li>Truancy Court</li> </ul>
Alcohol (use, possession, under the influence)				<ul style="list-style-type: none"> <li>Automatic report to law enforcement</li> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
Arson		<ul style="list-style-type: none"> <li>Restitution</li> <li>Possible report to law enforcement</li> <li>Intervention by counselor</li> <li>Mediation by administrator</li> </ul>	<ul style="list-style-type: none"> <li>Restitution</li> <li>Report to law enforcement</li> <li>1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Restitution</li> <li>Automatic report to law enforcement</li> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
Assault/Aggression	<ul style="list-style-type: none"> <li>Teacher mediation/15 second intervention</li> <li>lunch detention</li> </ul>	<ul style="list-style-type: none"> <li>Possible report to law enforcement</li> <li>Intervention by counselor</li> <li>Mediation by administrator</li> </ul>	<ul style="list-style-type: none"> <li>Report to law enforcement</li> <li>1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Report to law enforcement</li> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
Assault (Aggravated)			<ul style="list-style-type: none"> <li>Report to law enforcement</li> <li>1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Report to law enforcement</li> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
Bullying/Threatening/Intimidating Behavior	<ul style="list-style-type: none"> <li>restorative practices/ victim impact statement/mediation</li> <li>parent notification</li> </ul>	<ul style="list-style-type: none"> <li>Intervention by counselor</li> <li>Mediation by administrator</li> <li>consequences determined by administrator</li> </ul>	<ul style="list-style-type: none"> <li>1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
Cheating or Plagiarism	<ul style="list-style-type: none"> <li>Loss of Credit</li> <li>Teacher mediation/15 second intervention</li> </ul>	<ul style="list-style-type: none"> <li>Mediation by administrator</li> <li>parental contact</li> </ul>	<ul style="list-style-type: none"> <li>1 to 9 Day Suspension</li> </ul>	
Dangerous Instruments/			<ul style="list-style-type: none"> <li>1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Possible report to law enforcement</li> <li>Long Term Suspension</li> </ul>

Teacher Mediation for Level 1 Infractions: The teacher will initiate and document the following interventions:

First Offense: 15 second intervention

Second Offense: 15 second intervention

Third Offense: 15 second intervention

Fourth Offense: Detention; student completes a 'Think Sheet' that is signed by parents and returned the next day; failure to return think sheet results in repeat detention.

## Discipline Procedures: Grades Y5/K-5

Infraction	Level 1 – Teacher	Level 2	Level 3	Level 4
Devices/Simulated Weapon (If used, go to Aggravated Assault)				▪ Expulsion
Defiance/Disrespect/ Insubordination	▪ Teacher mediation/15 second intervention	▪ Intervention by counselor ▪ Mediation by administrator	▪ 1 to 9 Day Suspension	▪ Long Term Suspension
Disorderly Conduct/ Disruption	▪ Teacher mediation/15 second intervention	▪ Mediation by administrator	▪ 1 to 9 Day Suspension	▪ Long Term Suspension
Dress Code Violation	▪ Loaner clothes ▪ parent notification	▪ Parent Conference ▪ Detention	▪ 1 to 9 day Suspension	
Drugs (use, possession, under the influence)				▪ Automatic report to law enforcement ▪ Long Term Suspension ▪ Expulsion
Fighting: If non-accidental injuries result, administration calls law enforcement		▪ Intervention by counselor ▪ Mediation by administrator ▪ consequences determined by administrator	▪ 1 to 9 Day Suspension	▪ Long Term Suspension ▪ Expulsion
Fire Alarm Violation			▪ Automatic report to law enforcement ▪ 1 to 9 Day Suspension	▪ Automatic report to law enforcement ▪ Long Term Suspension ▪ Expulsion
Forgery/Falsification	▪ Loss of Credit ▪ Teacher mediation	▪ Intervention by counselor ▪ Mediation by administrator	▪ 1 to 9 Day Suspension	
Harassment/ Hazing (If non- accidental injuries result, the administrator calls law enforcement		▪ Intervention by counselor ▪ Mediation by administrator ▪ consequences determined by administrator	▪ Possible report to law enforcement ▪ 1 to 9 Day Suspension	▪ Possible report to law enforcement ▪ Long term Suspension ▪ Expulsion
Hate Speech		▪ Intervention by counselor	▪ 1 to 9 Day Suspension	▪ Long Term Suspension

Teacher Mediation for Level 1 Infractions: The teacher will initiate and document the following interventions:

First Offense: 15 second intervention

Second Offense: 15 second intervention

Third Offense: 15 second intervention

Fourth Offense: Detention; student completes a 'Think Sheet' that is signed by parents and returned the next day; failure to return think sheet results in repeat detention.

## Discipline Procedures: Grades Y5/K-5

Infraction	Level 1 – Teacher	Level 2	Level 3	Level 4
		<ul style="list-style-type: none"> <li>▪ Mediation by administrator</li> <li>▪ consequences determined by administrator</li> </ul>		<ul style="list-style-type: none"> <li>▪ Expulsion</li> </ul>
Horseplay/Roughhousing	<ul style="list-style-type: none"> <li>▪ Teacher mediation/15 second intervention</li> </ul>	<ul style="list-style-type: none"> <li>▪ Intervention by counselor</li> <li>▪ Mediation by administrator</li> <li>▪ consequences determined by administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 to 9 Day Suspension</li> </ul>	
Inappropriate Display of Affection	<ul style="list-style-type: none"> <li>▪ Teacher mediation/15 second intervention</li> </ul>	<ul style="list-style-type: none"> <li>▪ Intervention by counselor</li> <li>▪ Mediation by administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 to 9 Day Suspension</li> </ul>	
Lying/False Accusation	<ul style="list-style-type: none"> <li>▪ Teacher mediation/15 second intervention</li> </ul>	<ul style="list-style-type: none"> <li>▪ Intervention by counselor</li> <li>▪ Mediation by administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 to 9 Day Suspension</li> </ul>	
Profanity/Verbal Abuse	<ul style="list-style-type: none"> <li>▪ Teacher mediation/15 second intervention</li> </ul>	<ul style="list-style-type: none"> <li>▪ Intervention by counselor</li> <li>▪ Mediation by administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>▪ Long Term Suspension</li> <li>▪ Expulsion</li> </ul>
Robbery			<ul style="list-style-type: none"> <li>▪ Restitution</li> <li>▪ Automatic report to law enforcement</li> <li>▪ 1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>▪ Automatic report to law enforcement</li> <li>▪ Long Term Suspension</li> <li>▪ Expulsion</li> </ul>
Sexual Harassment		<ul style="list-style-type: none"> <li>▪ Report to law enforcement</li> <li>▪ Intervention by counselor</li> <li>▪ Mediation by administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Report to law enforcement</li> <li>▪ 1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>▪ Report to law enforcement</li> <li>▪ Long Term Suspension</li> <li>▪ Expulsion</li> </ul>
Tardiness	<ul style="list-style-type: none"> <li>▪ parental contact</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mediation by administrator</li> <li>▪ detention</li> </ul>	<ul style="list-style-type: none"> <li>▪ Referral to Truant Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Truancy Court</li> </ul>

Teacher Mediation for Level 1 Infractions: The teacher will initiate and document the following interventions:

First Offense: 15 second intervention

Second Offense: 15 second intervention

Third Offense: 15 second intervention

Fourth Offense: Detention; student completes a 'Think Sheet' that is signed by parents and returned the next day; failure to return think sheet results in repeat detention.



## Discipline Procedures: Grades Y5/K-5

Infraction	Level 1 – Teacher	Level 2	Level 3	Level 4
Technology Misuse/ Computer Tampering	<ul style="list-style-type: none"> <li>▪ Teacher mediation/15 second intervention</li> <li>▪ Procedures according to district policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Loss of privileges</li> <li>▪ Restitution</li> <li>▪ Mediation by administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Restitution</li> <li>▪ 1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>▪ Long Term Suspension</li> </ul>
Theft	<ul style="list-style-type: none"> <li>▪ Restitution</li> <li>▪ Detention</li> </ul>	<ul style="list-style-type: none"> <li>▪ Restitution</li> <li>▪ Intervention by counselor</li> <li>▪ Mediation by administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Restitution</li> <li>▪ Possible report to law enforcement</li> <li>▪ 1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>▪ Automatic report to law enforcement</li> <li>▪ Long Term Suspension</li> <li>▪ Expulsion</li> </ul>
Vandalism		<ul style="list-style-type: none"> <li>▪ Restitution</li> <li>▪ Possible report to law enforcement</li> <li>▪ Intervention by counselor</li> <li>▪ Mediation by administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Restitution</li> <li>▪ 1 to 9 Day Suspension</li> <li>▪ Possible report to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Restitution</li> <li>▪ Report to law enforcement</li> <li>▪ Long Term Suspension</li> <li>▪ Expulsion</li> </ul>
Verbal Abuse/Profanity to an Adult		<ul style="list-style-type: none"> <li>▪ Intervention by counselor</li> <li>▪ Mediation by administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 to 9 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>▪ Long Term Suspension</li> <li>▪ Expulsion</li> </ul>
Weapons				<ul style="list-style-type: none"> <li>▪ Automatic report to law enforcement</li> <li>▪ Long Term Suspension</li> <li>▪ Expulsion</li> </ul>

Suspensions may be In-House/On Campus Reassignment or Off Campus at the discretion of the administrator.

In-House Suspension/On Campus Reassignment: The student will work under the direction of a school employee out of the regular classroom and will remain isolated from his/her classmates for the entire length of the suspension.

Off Campus suspension: The student will be under the supervision of the parent/guardian at home and may not be on any district property for the entire length of the suspension.

This list is not all-inclusive. A student committing an act of misconduct not listed, nevertheless, will be subject to discretionary authority of the teacher or the school administrator. Any student who knowingly assists another student in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct.

Teacher Mediation for Level 1 Infractions: The teacher will initiate and document the following interventions:

First Offense: 15 second intervention

Second Offense: 15 second intervention

Third Offense: 15 second intervention

Fourth Offense: Detention; student completes a 'Think Sheet' that is signed by parents and returned the next day; failure to return think sheet results in repeat detention.

## Report of Harassment, Intimidation, Isolation or Bullying

(File with a school administrator, the administrator's supervisor, or a professional staff member)

*Additional pages may be attached if more space is needed.*

### Please print:

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ During the hours of \_\_\_\_\_

Another phone where you can be reached \_\_\_\_\_

E-mail address \_\_\_\_\_

### Report/Complaint:

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, and the background to the incident. Be sure to note relevant dates, times, and places.

---

---

---

---

---

---

---

---

---

Date of the incident being reported \_\_\_\_\_

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

### **JPS Mission**

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

### **JPS Vision**

We envision a community where all students become lifelong learners.

### **Parental Involvement (Board Policy 2112)**

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

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

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

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

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

#### **A. Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; <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

© Neola 2018

Legal

Sec. 1112, 1118 ESEA

M.C.L. 380.1294

## Visitors/Parental Visitation

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

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

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

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

## **Field Trip Consent**

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

## **Chain of Command**

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

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

## **Student Records**

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

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

Directory information includes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](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](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

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

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

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

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

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

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

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

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

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

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



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

### **Special Education Services**

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

### **School Attendance**

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

### **Head Lice – Board Policy 8451**

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

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

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

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

### **Communicable Diseases**

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

COVID-19  
Chicken Pox  
German Measles  
Head Lice  
Hepatitis B

Influenza  
Measles  
Mumps  
Pink Eye  
Pinworms

Ringworm  
Scabies  
Shingles  
Strep Throat (Scarlet Fever)  
Whooping Cough

## **Medication**

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

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

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

## **Immunization**

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

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

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

## **Birth Certificates**

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

## **Inclement Weather/Recess Weather**

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

## **Emergency School Closings**

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

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

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

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

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

## **Crossing Guards**

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

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

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

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

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

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

For purposes of this policy:

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

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

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

by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

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

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

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

### **Anti-Harassment**

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

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

[Annual Bullying Notice](#)

### **Title IX Sexual Harassment**

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

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

### **Suspension**

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

### **Expulsion**

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

### **Weapon Free School**

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

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

## Elementary Code of Conduct for Students

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

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

***At administrative discretion, and after considering the factors listed above, the following procedures may be implemented following a thorough investigation of the incident.***

### **PROCEDURE A:**

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

### **PROCEDURE B:**

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

### **PROCEDURE C:**

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

### **PROCEDURE D:**

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

### **PROCEDURE E:**

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

## Definitions of Violations with Designated Procedures

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

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

State law mandated    Procedure E

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

First Violation            Procedure D or E  
Repeat Violation        Procedure E

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

First Violation            Procedure D or E  
Repeat Violation        Procedure E

4. **COMMUNICATION DEVICES, POSSESSION OF:** Students may not carry a communication device except for health or other unusual reasons approved by the Superintendent or his/her designee.

First Violation            item taken to office and parent must come pick it up  
Repeat Violation        student will take home and not bring back

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

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

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

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

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

First Violation            Procedure A  
Repeat Violation        Procedure A or B

8. **DISORDERLY CONDUCT:** Any unlawful student assemblage: or group act of violence, disruption, vandalism, or building seizure Speech or behavior that is instigating, obscene, vulgar, indecent, grossly disrespectful, or which is disruptive to the orderly educational procedure of the school. This includes threats of violence, including through the use of social media. Recording/videoing/posting/ sharing/ broadcasting a fight will result in a consequence.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure A or B |
| Repeat Violation | Procedure C or D |
9. **DISRUPTIVE ITEMS, POSSESSION OF:** Possession of any item that causes a disturbance and/or a potential dangerous situation.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure B or C |
| Repeat Violation | Procedure C or D |
10. **DRESS/STUDENT ATTIRE, VIOLATION OF:** Students whose dress/attire interrupts the process of learning or is a safety hazard to himself/herself or others shall be referred to an administrator. Hats and/or other headgear or sunglasses shall not be worn in the building.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure A      |
| Repeat Violation | Procedure A or B |
11. **DRUGS: USE, POSSESSION OR UNDER THE INFLUENCE OF MIND ALTERING DRUGS, INCLUDING ALCOHOL AND LOOK-ALIKE DRUGS OR POSSESSION OF DRUG PARAPHERNALIA ON SCHOOL PROPERTY:** Substance abuse is the use of a mind altering substance (including alcohol) legal or illegal which results in an individual's physical, mental, emotional or social impairment.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure C or D |
| Repeat Violation | Procedure E      |
12. **DRUGS: SALE OR ATTEMPT TO SELL OR DELIVER (TRAFFIC) ANY MIND ALTERING DRUG INCLUDING ALCOHOL AND LOOK-ALIKE DRUGS**
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure D or E |
| Repeat Violation | Procedure E      |
13. **EXTORTION:** The solicitation of money or something of value from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure B or C |
| Repeat Violation | Procedure D or E |
14. **FALSE FIRE ALARM:** Falsely alerting the Fire Department or school to a non-existent fire.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure B or C |
| Repeat Violation | Procedure D      |
15. **FORGERY:** Writing and/or using the signature or initials of another person or altering a document after a signature.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure A or B |
| Repeat Violation | Procedure C      |

16. **FIGHTING AND/OR ASSAULTIVE BEHAVIOR:** Students who willfully engage in physical contact for the purpose of inflicting harm.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure A or B |
| Repeat Violation | Procedure B or C |
- NOTE: any student involved in a fight will be referred to the school social worker for anger management.
17. **FIREWORKS OR OTHER EXPLOSIVE MATERIAL, POSSESSION AND/OR USE OF:** Students using or having in their possession any explosive device which is illegal or dangerous to themselves or to others.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure C or D |
| Repeat Violation | Procedure D or E |
18. **GAMBLING:** Participating in games of chance for the express purpose of exchanging money or other items of value.
- |                  |             |
|------------------|-------------|
| First Violation  | Procedure A |
| Repeat Violation | Procedure B |
19. **HABITUAL OFFENDERS:** Student(s) who have been recipients of administrative disciplinary action six (6) or more times in a single school year can, upon recommendation of the principal, be subject to Procedure C or D.
20. **INAPPROPRIATE SHOW OF AFFECTION:** Public show of affection between students including embracing, kissing, etc., is inappropriate.
- |                  |  |
|------------------|--|
| First Violation  | Warning  |
| Repeat Violation | Procedure A or B                                     |
| Sexual activity  | Procedure C, D, or E, depending on the circumstances |
21. **INDECENT EXPOSURE:** Wearing or removing clothing which exposes private body parts.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure B or C |
| Repeat Violation | Procedure C or D |
22. **INTIMIDATION OF WITNESS:** Any physical or verbal intimidation of any witness to any school violation.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure C or D |
| Repeat Violation | Procedure D or E |
23. **LOITERING BY UNAUTHORIZED STUDENTS:** Being on school grounds or in the school without authority or permission of school personnel. This would include students in shortened programs or suspended students.
- |                  |             |
|------------------|-------------|
| First Violation  | Procedure B |
| Repeat Violation | Procedure C |



24. **LOITERING ON PRIVATE PROPERTY ADJACENT TO SCHOOL PROPERTY AND/OR LEAVING SCHOOL GROUNDS WITHOUT PERMISSION:** Being on adjacent, privately owned property without authority or permission of the property owner. This also included destruction of adjacent, privately owned property.
- |                  |             |
|------------------|-------------|
| First Violation  | Procedure B |
| Repeat Violation | Procedure C |
25. **MALICIOUS REMARKS OR AGITATION:** Malicious remarks, slurs or agitation directed at individuals because of race, color, religion, national origin, ancestry, age, sex, marital status or handicapping condition will not be tolerated.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure A or B |
| Repeat Violation | Procedure B or C |
26. **PROFANITY AND/OR OBSCENE BEHAVIOR:** Use of profanity or obscene behavior.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure A or B |
| Repeat Violation | Procedure B or C |
27. **RADIOS/PERSONAL PROPERTY IN SCHOOL:** Refer to Item 4, Communication Devices, Possession of.
28. **SEXUAL HARASSMENT:** Touching or verbal offending an individual in a sexual manner against his/her wishes.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure B or C |
| Repeat Violation | Procedure D or E |
29. **THEFT:** The possession of stolen property, the taking of property, the conspiring to take property or being an accomplice in the taking of property not belonging to the student.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure A or B |
| Repeat Violation | Procedure B or C |
30. **TOBACCO:** Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.
- |                  |             |
|------------------|-------------|
| First Violation  | Procedure A |
| Repeat Violation | Procedure B |

31. **WEAPON, POSSESSION OF:** The possession of any object(s) or look alike(s) that can be used to inflict injury or intimidate another person.

First Violation	Procedure C or D
Repeat Violation	Procedure E

32. **WEAPON, USE OF:** The use of, or threat to use, any object(s) to inflict bodily injury to another person.

First Violation	Procedure D or E
Repeat Violation	Procedure E

33. **BULLYING:** Bullying of a student at school is strictly prohibited. Bullying, as per Board Policy 5517, is defined as any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person who know is likely to harm one or more students either directly or indirectly by doing any of the following: a) substantially interfering with educational opportunities, benefits, or programs of one or more students; b) adversely affecting a student's ability to participate in or benefit from the district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; c) having an actual substantial detrimental effect on a student's physical or mental health; or d) causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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



*It is the policy of the Jackson Public Schools Board of Education not to discriminate on the basis of Protected Classes in its educational programs and activities and employment. Protected Classes generally include race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital status, military status, ancestry, genetic information and such others as are defined in federal or state law. More detailed information can be found in the Board of Education Policies on the district website, [www.jpsk12.org](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; William Patterson, Assistant Superintendent of Secondary Curriculum, 517-841-2208.*

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
------	---------	------------------

---

---

---

---

## The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

[illegible]

*I certify that this information is correct to the best of my knowledge.*

---

Student	Date
---------	------

Administrator or professional staff member	receiving initial complaint
--	-----------------------------

Date initial complaint received

*The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.*



