JACKSON HIGH SCHOOL
Secondary Student Handbook
2019-2020
JACKSON PUBLIC SCHOOLS

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

VISION STATEMENT
We envision a community where all students become lifelong learners.

JACKSON HIGH SCHOOL TOWER INSCRIPTION

“Faith without credulity
Conviction without bigotry
Charity without condescension
Self respect without vanity
Meekness with power.”

ALMA MATER
(James L. Moore, JHS 1952)

We sing to you our high school
Old friend we love so dear,
The Viking memories we share
Endure from year to year,
And as we travel on through life
In fortune, in defeat
When’er we think of friendship true
Our hearts with you will meet.

VIKING FIGHT SONG

Fight, fight for Jackson
Wave our colors to the sky
They can never beat us
Keep our spirits soaring high.

Score, score you Vikings
We are sure to win this game
We will mark this win with all the rest
In the Jackson Hall of Fame
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JACKSON HIGH SCHOOL
STUDENT HANDBOOK 2019-2020

JACKSON HIGH SCHOOL ADMINISTRATION
544 Wildwood Ave., Jackson, MI 49201, 517-841-3700

Web Site: www.jpsk12.org/jacksonhs

Mrs. Monica Pierce  Principal for Instruction / 12th Grade Principal  841-3701
Mr. Jeff Smith  Assistant Principal - 9th  841-3728
Mr. Greg Adams  Assistant Principal - 10th  841-3703
Mr. Anthony Coffie  Assistant Principal – 11th  841-3797
Mr. Jack Fairly  Athletic Director  841-3710

JACKSON PUBLIC SCHOOLS ADMINISTRATION
522 Wildwood Ave., Jackson, MI 49201, 517-841-2200

Mr. Jeffrey Beal  PH 841 2201
Superintendent of Schools, (jeff.beal@jpsk12.org)  FAX 789-8056
Executive Assistant: Michele Oxley, 841-2202

Mr. John Ruddell  PH 841-2203
Asst Supt for Financial and Operations, (john.ruddell@jpsk12.org)  FAX 768-6030
Finance Secretary: Laurie Nearpass, 841-2152

Ms. Nicole Johnson  PH 841-2153
Asst Supt for Human Resources, (nicole.johnson@jpsk12.org)  FAX 768-5193
HR Associates: Jessica Carter, 841-2155 and Jennifer Way, 841-2154

Mrs. Willye Pigott  PH 841-2157
Asst Supt for State/Federal Programs & Elementary Curriculum, (willye.pigott@jpsk12.org)  FAX 990-0556
Curriculum Secretary: Donna Mizerik, 841-2147

Dr. William Patterson  PH 841-2208
Asst Supt for Secondary Curriculum, (william.patterson@jpsk12.org)  FAX 990-0556
Curriculum Secretary: Donna Mizerik, 841-2147

Ms. Kriss Giannetti  PH 841-2148
Director of Communications (kriss.gianetti@jpk12.org)  FAX 768-5918

BOARD OF EDUCATION
Mr. Erin T. White, President  Mrs. Cheryl Simonetti, Vice President
Mr. Robert Inman, Treasurer  Mrs. Pamela Fitzgerald, Secretary
Mr. Jamie Grace, Trustee  Mrs. Angela Mitchell, Trustee  Mrs. Libby Brown, Trustee

Please visit us on the web at: www.jpsk12.org
Dear Jackson High School Parents and Students,

Welcome to our 2019-20 school year! My name is Monica Pierce and I am the Jackson High School Principal for Instruction. We are excited that our bond projects are underway with several classrooms receiving their 21st Century Learning furniture and our construction on our new entryway and pool begin late fall.

Jackson High is rich in tradition of academic excellence and workforce readiness. Each year we send students to college, the Armed Forces and the workforce. Our vast selection of courses range from AP classes to our Jackson County Early College program to our co-taught classes for our learners who need an additional teacher in the room to assist.

Many boast about our Entrepreneurial, Marketing, and Internship classes that teach our young people how to prepare to own or be part of a business and our Co-op classes that connect our young people to local businesses for work. We partner with the Jackson Area Career Center and JAC3 to ensure students who would like to enter the workforce after high school are prepared to do so.

We are committed to teaching our young people how to be productive citizens of our Jackson community by building leadership skills. Students are encouraged to become involved in Student Government, Viking Pride, Key Club, Toastmasters, Coding Club and many more. These leadership opportunities allow students to have a better understanding of how they connect to the community as a whole and how they can make this world a better place.

We are doing some exciting things this year to allow students to connect with their community and the world. To afford our students the opportunity to see life outside of Jackson, MI we are planning to take a historical trip to NYC during the summer of 2020. As we begin to reach out to our community around us, our class will gather/collect hygiene items and create baskets for students in need. These baskets will be available in our JHS laundry room.

We have one of the strongest Parent Networks in Jackson County! Our parents not only chaperone at dances but they also help us celebrate our awesome faculty, coordinate class dinners, assist in homecoming activities, and much more!

We have so many things to offer you here at Jackson High School and we know you have much more to offer us. We would love for you to join our Viking family! Come be a part of the HYPE!!

Best,

Mrs. Monica Pierce
Jackson High School – Principal for Instruction
THE HISTORY OF JACKSON HIGH SCHOOL

In the summer of 1831, Miss Silence D. Blackman opened a school in her home for her younger brothers and the children of Jackson Community. In the spring of 1833, a wooden building painted red, was built on the corner of South Blackstone and West Michigan Avenue. In 1838 two school districts, divided by the Grand River, were created. The West Side High School graduated its first class in 1871; the East Side High School in 1876. In 1897, the two school districts lying west and east of the Grand River were united by legislative enactment. In 1908, the “new high school” was merged at the corner of Washington and Jackson Streets. The present Jackson High School building was opened in 1927. The brick and limestone building is a Collegiate Gothic style with two long wings that flank a prominent spired central tower. Today, Jackson High School contains a 1,511 seat auditorium, an expansive library and nine computer labs. A highlight of this exquisite building is Britton Hall, commonly referred to as the Shakespeare Room, which is patterned after an old English hall in Stratford, England. The room stands two stories high with floor to ceiling leaded glass windows, black walnut balconies, a performance stage and one of two fireplaces – the second is located in the library.

The campus includes several outstanding athletic facilities. Withington Stadium, home of Dungy Field, sports a field turf surface surrounded by a nine-lane, 400 meter rubber and polyurethane track. A 2,000 seat field house hosts volleyball matches and basketball games and the natatorium holds a six-lane, twenty-five yard length pool. Fans witnessed the dedication of the Glick Community Baseball Field in May, 2009.

The first principal to serve in the current building was Frederick L. Bliss. Twelve principals have subsequently held this position: Dean S. Spencer, W. Earl Holman, Carroll E. Fortress, Donque Ellis, George Kiesel, Robert DuBois, Thomas A. Mueller, Thomas J. Stobie, James E. Graham, Pamela J. Fitzgerald, Barbara Baird-Pauli and Monica Pierce.

Jackson High School is one of the five schools that were originally accredited by the University of Michigan in 1871 and is known as a University of Michigan Centennial School. In 1905, Jackson High School was and continues to be accredited by the North Central Association of Colleges and Secondary Schools.
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>19</td>
<td>Professional Development (am-district &amp; bldg and pm-teacher work day)</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Professional Development (district level)</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>FIRST DAY OF SCHOOL - Half day students/Full day staff</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>No School - No students/staff</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td>Labor Day, No School</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Half Day students (am) / Half Day professional development (pm)</td>
</tr>
<tr>
<td>October</td>
<td>2</td>
<td>Student Count Day</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>JHS Conferences, Half day students (JHS only)</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>K-5 Conferences, Half day K-5 students</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>K-8 Conferences, Half day K-8 students</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>K-12, Half day students/staff</td>
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<tr>
<td></td>
<td>21</td>
<td>No School for students</td>
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<tr>
<td></td>
<td></td>
<td>Full day Professional Development (district)</td>
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<tr>
<td>November</td>
<td>13</td>
<td>JHS Exams</td>
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<tr>
<td></td>
<td>14</td>
<td>JHS Exams (Early Dismissal, JHS only)</td>
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<tr>
<td></td>
<td>15</td>
<td>JHS Exams / End of 1st Trimester / K-12 Records Day</td>
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<tr>
<td></td>
<td>27-29</td>
<td>Thanksgiving Recess, No students/staff</td>
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<tr>
<td>December</td>
<td>20</td>
<td>K-12, Half Day students/staff</td>
</tr>
<tr>
<td></td>
<td>21-3</td>
<td>Winter Break, No School</td>
</tr>
<tr>
<td>January</td>
<td>6</td>
<td>School Resumes</td>
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<tr>
<td></td>
<td>20</td>
<td>Martin Luther King, Jr. Day observed, No students/staff</td>
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<tr>
<td></td>
<td>22</td>
<td>JHS Conferences, evening</td>
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<tr>
<td></td>
<td>23</td>
<td>Parkside/4th Street Conferences, evening</td>
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<tr>
<td></td>
<td>24</td>
<td>Half Day students (am) / Half Day Professional Development (pm)</td>
</tr>
<tr>
<td>February</td>
<td>12</td>
<td>Student Count Day</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>No School - No students/staff</td>
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<tr>
<td></td>
<td>17</td>
<td>No School - Presidents' Day - No students/staff</td>
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<tr>
<td></td>
<td>26</td>
<td>JHS Exams</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>JHS Exams (Early Dismissal, JHS only)</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>JHS Exams / End of 2nd Trimester / K-12 Records Day, PM / Half Day students</td>
</tr>
<tr>
<td>March</td>
<td>5</td>
<td>K-5 Conferences</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>K-12 Half Day students/staff</td>
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<tr>
<td></td>
<td>9</td>
<td>Full Day Professional Development</td>
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<td></td>
<td></td>
<td>No School students</td>
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<tr>
<td></td>
<td>27</td>
<td>Spring Break, No students/staff</td>
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<tr>
<td>April</td>
<td>6</td>
<td>School Resumes</td>
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<tr>
<td></td>
<td>10</td>
<td>Half Day Professional Development</td>
</tr>
<tr>
<td>May</td>
<td>22</td>
<td>JHS Graduation, Half Day JHS only student/staff</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>No School - Memorial Day</td>
</tr>
<tr>
<td>June</td>
<td>3</td>
<td>JHS Exams</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>JHS Exams, K-12 half day students/full day staff</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>JHS Exams, K-12 Last Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Early Dismissal students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records Day (pm)</td>
</tr>
</tbody>
</table>
Jackson High School Calendar
2019-2020

August
19 Faculty Returns
21 First Half Day of School - Early Dismissal @ 10:45 a.m.
   Students Report to Homeroom
22 First Full Day for Students - Homeroom Held
   Career Center Begins
   12th Grade Assembly - 1st Hour
   10th Grade Assembly - 2nd Hour
23 Homeroom Held
   11th Grade Assembly - 1st Hour
   9th Grade Assembly - 2nd Hour
   Fall Sports Assembly
   Back-to-School Dance - 8:00-11:00 p.m.
30 NO SCHOOL

September
2 NO SCHOOL - Labor Day
9 JPS Board Meeting @ JHS - 5:45 p.m.
13 Pink Viking Event - 6:00 p.m. (Football game to follow @ 7:00 p.m.)
16 Picture Day
18 Freshman Band Informational Parent Meeting - 6:30 p.m.
20 EARLY DISMISSAL for Students - 10:45 a.m.
   Professional Development for Faculty - PM
24, 25 Mobile Dentist @ JHS Health Center
26 School Improvement Meeting - 2:35 p.m.

October
2 STUDENT COUNT DAY
   Progress Reports Mailed Home
3 Class of 2020 Cap & Gown Meeting - 7:30 a.m.
   AP Recognition Dinner - 6:00 p.m.
4 9th Grade Manufacturing Day Field Trip
7-12 HOMECOMING WEEK - Theme: Walt Disney Kingdoms
7 Viking A-Go-Go Outdoor Concert - 7:00 p.m.
8 Powder Puff Football - 5:30 p.m.
9 EARLY DISMISSAL for Students - 10:45 a.m.
   Parent/Teacher Conferences - Noon - 2:30 p.m.
   Parent/Teacher Conferences - 5:30 - 8:00 p.m.
11 Homecoming Pep Assembly
   Homecoming Parade - 6:00 p.m.
   Homecoming Football Game - 7:00 p.m.
12 Homecoming Dance - 8:00 - 11:00 p.m.
14 JPS Board Meeting @ Sharp Park Academy - 5:45 p.m.
16 Test Day - PSAT for 9th Grade & PSAT/NMSQT for 10th & 11th Grades
17 Storyfest sponsored by Jackson District Library
18 EARLY DISMISSAL for Students & Faculty - 10:45 a.m.
21 NO SCHOOL for Students
   Professional Development for Faculty - All Day
22 Fall Choral Concert - 7:00 p.m.
24 School Improvement Meeting - 2:35 p.m.
   JHS/MSP Fall Orchestra Concert @ JHS - 7:00 p.m.
28 Picture Re-Take Day - AM Only
30 Annual Halloween Band Concert - 7:00 p.m.

November
1 Class of 2020 Senior Yearbook Picture Due
4 Annual Coat Drive
5 Academic Awards Ceremony - 7:00 p.m.
7 Senior Auction - 7:00 p.m.
9 Annual Leaf Relief
11 JPS Board Meeting @ Hunt School - 5:45 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>1st Trimester Exams - 1st &amp; 2nd Hours</td>
</tr>
<tr>
<td>14</td>
<td>1st Trimester Exams - 3rd &amp; 4th Hours</td>
</tr>
<tr>
<td>15</td>
<td>EARLY DISMISSAL for Students - 10:45 a.m.</td>
</tr>
<tr>
<td>16</td>
<td>Fall Theater Production - 7:00 p.m.</td>
</tr>
<tr>
<td>17</td>
<td>Fall Theater Production - 3:00 p.m.</td>
</tr>
<tr>
<td>18</td>
<td>2nd Trimester Begins</td>
</tr>
<tr>
<td>19</td>
<td>School Improvement Meeting - 2:35 p.m.</td>
</tr>
<tr>
<td>20</td>
<td>Downtown Holiday Parade w/JHS Marching Band - 6:00 p.m.</td>
</tr>
<tr>
<td>21</td>
<td>Thanksgiving Giving Assembly</td>
</tr>
<tr>
<td>22-29</td>
<td>NO SCHOOL - Thanksgiving Break</td>
</tr>
<tr>
<td>December</td>
<td>JPS Board Meeting @ Cascades Elementary - 5:45 p.m.</td>
</tr>
<tr>
<td>9</td>
<td>Symphonic &amp; VWE Holiday Band Concert - 7:00 p.m.</td>
</tr>
<tr>
<td>10</td>
<td>Varsity &amp; Cadet Holiday Band Concert w/Jazz Ensembles - 7:00 p.m.</td>
</tr>
<tr>
<td>12</td>
<td>JHS Orchestra Concert @ Parkside - 7:00 p.m.</td>
</tr>
<tr>
<td>17</td>
<td>School Improvement Meeting - 2:35 p.m.</td>
</tr>
<tr>
<td>19</td>
<td>Winter Choral Concert - 7:00 p.m.</td>
</tr>
<tr>
<td>20</td>
<td>EARLY DISMISSAL for Students &amp; Faculty - 10:45 a.m.</td>
</tr>
<tr>
<td>December 22 - January 3</td>
<td>NO SCHOOL - Winter Break</td>
</tr>
<tr>
<td>January</td>
<td>SCHOOL RESUMES</td>
</tr>
<tr>
<td>6</td>
<td>Progress Reports Mailed Home</td>
</tr>
<tr>
<td>20</td>
<td>NO SCHOOL - Martin Luther King Jr., Day</td>
</tr>
<tr>
<td>22</td>
<td>Parent/Teacher Conferences - 5:30-8:00 p.m.</td>
</tr>
<tr>
<td>24</td>
<td>EARLY DISMISSAL for Students - 10:45 a.m.</td>
</tr>
<tr>
<td>25</td>
<td>Professional Development for Faculty - PM</td>
</tr>
<tr>
<td>30</td>
<td>School Improvement Meeting - 2:35 p.m.</td>
</tr>
<tr>
<td>February</td>
<td>SNOWFEST WEEK</td>
</tr>
<tr>
<td>3</td>
<td>8th Grade Orientation (Class of 2024) 6:00 p.m.</td>
</tr>
<tr>
<td>4</td>
<td>MSBOA District Jazz Festival @ Mason High School</td>
</tr>
<tr>
<td>6</td>
<td>Pre-Festival Choral Concert - 7:00 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>Battle of the Classes w/Winter Athletic Recognition</td>
</tr>
<tr>
<td>8</td>
<td>Snowfest Dance - 8:00 - 11:00 p.m.</td>
</tr>
<tr>
<td>11</td>
<td>Symphonic &amp; VWE Pre-Festival Band Concert - 7:00 p.m.</td>
</tr>
<tr>
<td>12</td>
<td>STUDENT COUNT DAY</td>
</tr>
<tr>
<td>13</td>
<td>Varsity &amp; Cadet Pre-Festival Band Concert - 7:00 p.m.</td>
</tr>
<tr>
<td>14</td>
<td>NO SCHOOL for Students &amp; Faculty</td>
</tr>
<tr>
<td>17</td>
<td>NO SCHOOL - Presidents’ Day</td>
</tr>
<tr>
<td>20</td>
<td>School Improvement Meeting - 2:35 p.m.</td>
</tr>
<tr>
<td>26</td>
<td>2nd Trimester Exams - 1st &amp; 2nd Hours</td>
</tr>
<tr>
<td>27</td>
<td>2nd Trimester Exams - 3rd &amp; 4th Hours</td>
</tr>
<tr>
<td>28</td>
<td>EARLY DISMISSAL for Students - 10:45 a.m.</td>
</tr>
<tr>
<td>29</td>
<td>MSBOA HS Band Festival - PM/Evening - JHS Hosting</td>
</tr>
<tr>
<td>March</td>
<td>3rd Trimester Begins</td>
</tr>
<tr>
<td>2</td>
<td>Homeroom Held</td>
</tr>
<tr>
<td>6</td>
<td>EARLY DISMISSAL for Students &amp; Faculty - 10:45 a.m.</td>
</tr>
<tr>
<td>9</td>
<td>NO SCHOOL for Students</td>
</tr>
<tr>
<td>12</td>
<td>JPS Jazz Night - 7:00 p.m.</td>
</tr>
<tr>
<td>14</td>
<td>MSBOA HS State Solo &amp; Ensemble Festival - Location TBD - All Day</td>
</tr>
</tbody>
</table>
March 27 - April 3  
**SPRING BREAK**

**April**

6  SCHOOL RESUMES
10  NO SCHOOL for Students - Good Friday
13  Professional Development for Faculty - AM
14  Class of 2021 Meeting - 7:30 a.m.
14  SAT (11th Grade) & PSAT (10th) Grade Testing
15  PSAT (9th Grade) & Work Keys Testing
16  M-Step & NWEA Testing
23  School Improvement Meeting - 2:35 p.m.
24  Spring Musical Production - 7:00 p.m.
25  Spring Musical Production - 7:00 p.m.
25  Spring Musical Production - 3:00 p.m.

**May**

1  Decision Day Assembly
4-15  AP Testing
5  Symphonic & Varsity Spring Band Concert - 7:00 p.m.
7  Varsity & Cadet Spring Band Concert - 7:00 p.m.
9 2020 Prom - 8:00 a.m.-Midnight - City View Ballroom, Commonwealth Center
12  JHS/MSP Spring String Fling Concert @ JHS - 7:00 p.m.
14  School Improvement Meeting - 2:35 p.m.
15  Senior Send-Off Dance - 8:00-11:00 p.m.
18  Day in the Park if Seniors Win
20  Graduation Rehearsal - 7:30 a.m.
20  2020 Baccalaureate - 7:00 p.m.
21  Graduation Rehearsal - 7:30 a.m.
20  2020 Honors Convocation - 7:00 p.m.
22  EARLY DISMISSAL for Students & Faculty - 10:45 a.m.
20  2020 Commencement - 7:00 p.m.
20  Project Graduation - 10:00 p.m.-3:300 a.m.
25  NO SCHOOL - Memorial Day
26  Day in the Park if Seniors do not win

**June**

3  3rd Trimester Exams - 1st & 2nd Hours
4  3rd Trimester Exams - 3rd & 4th Hours
5  EARLY Dismissal - 10:45 a.m.

EARLY DISMISSAL - 10:45 a.m.
Last Day of School
Records Day for Faculty - PM
ART DEPARTMENT
Mrs. Debra Hirth
Mr. Bernie Nabozny

CAREER/TECHNICAL PROGRAM
Business/Marketing
Mr. Dan Crowley
Mr. Chuck Cunningham
Mrs. Lori Dailey
Mr. Andrew Turner

ENGLISH
Mr. Paris Anderson
Mr. Kevin Barkholz
Mr. Aaron Hunt
Mr. Blaine Knapp
Mr. Brandon Martin
Mrs. Jodie McEldowney
Mrs. Melonie Murray
Mrs. Amanda Sheffield
Ms. Jennifer Vinitski
(and Reflector Yearbook)

WORLD LANGUAGE
Mrs. Wendy Adams
Mrs. Jinsong Chen
Mrs. Janie Mendez
Mrs. Pam Nordhougen
Mrs. Raquel Rodriguez

MATHEMATICS
Mr. Paul Brunngraeber
Mrs. Linda Burns
Mrs. Teresa Double
Mrs. Maureen Hesslau
Mrs. Kristie Laird - JC
Mr. David Nearpass
Ms. Cynthia Page
Mr. Sam Ulstad

MUSIC
Mr. Nathan Heim
Mr. Jeff Lang
Mr. Joel Shaner

PHYSICAL EDUCATION
Mr. Scott Farley

GOVIKINGS!

COUNSELORS
Mrs. Pamela Hill
Mrs. Tammey Jackson
Mrs. Pamela Kunkel-Chappell
Mrs. Jill Raymond

SOCIAL WORKER
Mrs. Linda Spisak

SCIENCE
Mrs. Janeen Bush
Mrs. Emily Curry
Mr. Mark Granger
Mr. Tom Hunt
Mr. Geoffrey Lowes
Mr. Ray Savicke
Mr. Ken Wedgwood

SOCIAL SCIENCE
Mrs. Melissa Crist
Mr. Daryl Fleet
Ms. Beth Lawrie-Smith
Mrs. Elisha Shantz
Mr. Michael Whittaker

SPECIAL EDUCATION
Mrs. Jo Babcock
Mrs. Amy Bullock
Mr. Larry Cantlin
Mrs. Amy Cantu
Mrs. Janet DeVine
Mrs. Marsha Hackett
Mrs. Jonell Hasselback-Zenker
Mr. Kevin Miko
Mrs. Doris Nau
Mrs. Danielle Newbound
Mrs. Kim Nowlin-Brown
Mrs. Aaron Wright

SPECIAL EDUCATION CONSULTANTS
Mr. Robert Dillon
Mrs. Jen Murphy
COMMUNITY ENGAGEMENT SPECIALIST
Mrs. Linda Spisak

ATHLETIC DIRECTOR
Mr. Jack Fairly

SPEECH THERAPIST
Ms. Deb Blankenship

VIKING STORE COORDINATOR
Mr. Andy Turner

COLLEGE ADVISOR
Mr. Kwesi Prah-Awoti

SCHOOL PSYCHOLOGIST
Ms. Daniele Eiland

LIBRARY
Ms. Monica Lester

SECRETARIAL STAFF
Mrs. Lori Wilgenhof – Administrative Secretary & 12th Grade Secretary
Mrs. Lisa Coffey – 11th Grade Secretary
Mrs. Kim Edwards – 10th Grade Secretary
Ms. Beth Phillips – 9th Grade Secretary
Mrs. Krista Polaczyk – Switchboard/Receptionist
Mrs. Jane Sykes – Records Secretary
Mrs. Katy Worsham – Athletic Secretary
Mrs. Linda Wright - Bookkeeper
### Jackson Public Schools
#### 2019-2020 Principals and Secretaries

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Fax</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennett Elementary School (K-2)</td>
<td>820 Bennett Street, 02</td>
<td>PH 841-2730</td>
<td>Principal: Julie Baker <a href="mailto:julie.backer@jpsk12.org">julie.backer@jpsk12.org</a></td>
<td>768-5901</td>
<td>841-2732</td>
</tr>
<tr>
<td>Cascades Elementary School (K-2)</td>
<td>1226 S. Wisner Street, 03</td>
<td>PH 841-2600</td>
<td>Principal: Martha Kuhn <a href="mailto:martha.kuhn@jpsk12.org">martha.kuhn@jpsk12.org</a></td>
<td>768-6045</td>
<td>841-2313</td>
</tr>
<tr>
<td>Dibble Elementary School (K-5)</td>
<td>3450 Kibby Road, 03</td>
<td>PH 841-3970</td>
<td>Principal: Joe Zession <a href="mailto:joe.zession@jpsk12.org">joe.zession@jpsk12.org</a></td>
<td>768-5903</td>
<td>841-2372</td>
</tr>
<tr>
<td>Fourth Street Learning Center (6-8)</td>
<td>2400 Fourth Street, 03</td>
<td>PH 841-2300</td>
<td>Principal: Tim Allen <a href="mailto:timothy.allen@jpsk12.org">timothy.allen@jpsk12.org</a></td>
<td>768-5968</td>
<td>841-2313</td>
</tr>
<tr>
<td>Frost Elementary School (3-5)</td>
<td>1226 S. Wisner Street, 03</td>
<td>PH 841-2600</td>
<td>Principal: Martin DuBois <a href="mailto:martin.dubois@jpsk12.org">martin.dubois@jpsk12.org</a></td>
<td>768-6045</td>
<td>841-2313</td>
</tr>
<tr>
<td>Hunt Elementary School (K-5)</td>
<td>1143 N. Brown Street, 02</td>
<td>PH 841-2610</td>
<td>Principal: Mary Jo Raczkowski-Shannon <a href="mailto:maryjo.raczkowski-shannon@jpsk12.org">maryjo.raczkowski-shannon@jpsk12.org</a></td>
<td>768-5900</td>
<td>841-2602</td>
</tr>
<tr>
<td>JPS Montessori Center (Ages 5-8)</td>
<td>205 Seymour Ave., 02</td>
<td>PH 841-3870</td>
<td>Principal: Julie Baker <a href="mailto:julie.baker@jpsk12.org">julie.baker@jpsk12.org</a></td>
<td>990-0370</td>
<td>841-3879</td>
</tr>
<tr>
<td>Northeast Elementary School (3-5)</td>
<td>1024 Fleming Avenue, 02</td>
<td>PH 841-2500</td>
<td>Principal: Erik Weatherwax <a href="mailto:eric.weatherwax@jpsk12.org">eric.weatherwax@jpsk12.org</a></td>
<td>768-5911</td>
<td>841-2502</td>
</tr>
<tr>
<td>Sharp Park Academy (K-5)</td>
<td>766 Park Road, 03</td>
<td>PH 841-2860</td>
<td>Principal: Jasper Lusby <a href="mailto:jasper.lusby@jpsk12.org">jasper.lusby@jpsk12.org</a></td>
<td>784-1325</td>
<td>841-2862</td>
</tr>
<tr>
<td>Middle School at Parkside (6-8)</td>
<td>2400 Fourth Street, 03</td>
<td>PH 841-2300</td>
<td>Principal for Instruction: Jeremy Patterson <a href="mailto:jeremy.patterson@jpsk12.org">jeremy.patterson@jpsk12.org</a></td>
<td>768-5968</td>
<td>841-2302</td>
</tr>
<tr>
<td>Jackson High School (9-12)</td>
<td>544 Wildwood Avenue, 01</td>
<td>PH 841-3700</td>
<td>Principal for Instruction: Monica Pierce <a href="mailto:monica.pierce@jpsk12.org">monica.pierce@jpsk12.org</a></td>
<td>768-5910</td>
<td>841-3702</td>
</tr>
<tr>
<td>Jackson Pathways (9-12)</td>
<td>544 Wildwood Avenue, 01</td>
<td>PH 841-3729</td>
<td>Principal: Willie Lewis <a href="mailto:willie.lewis@jpsk12.org">willie.lewis@jpsk12.org</a></td>
<td>768-5968</td>
<td>841-3728</td>
</tr>
<tr>
<td>T.A. Wilson Academy (9-12)</td>
<td>310 W. Morrell Street, 03</td>
<td>PH 841-2800</td>
<td>Principal: Tim Allen <a href="mailto:timothy.allen@jpsk12.org">timothy.allen@jpsk12.org</a></td>
<td>783-3582</td>
<td>841-2802</td>
</tr>
<tr>
<td>South Central Michigan Virtual (K-12)</td>
<td>1060 Jackson Crossing, 02</td>
<td>PH 841-2820</td>
<td>Director: Fred Parker <a href="mailto:fred.parker@jpsk12.org">fred.parker@jpsk12.org</a></td>
<td>990-0002</td>
<td>841-2820</td>
</tr>
</tbody>
</table>

Thank you for your attention.
## FULL DAY SCHEDULE

<table>
<thead>
<tr>
<th>First Lunch</th>
<th>Second Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Hour</strong>&lt;br&gt;7:25 - 8:25</td>
<td><strong>1st Hour</strong>&lt;br&gt;7:25 - 8:25</td>
</tr>
<tr>
<td><strong>2nd Hour</strong>&lt;br&gt;8:30 - 9:30</td>
<td><strong>2nd Hour</strong>&lt;br&gt;8:30 - 9:30</td>
</tr>
<tr>
<td><strong>3rd Hour</strong>&lt;br&gt;9:35 - 10:35</td>
<td><strong>3rd Hour</strong>&lt;br&gt;9:35 - 10:35</td>
</tr>
<tr>
<td><strong>1st Lunch</strong>&lt;br&gt;10:40 - 11:04</td>
<td><strong>4th Hour</strong>&lt;br&gt;10:40 - 11:40</td>
</tr>
<tr>
<td><strong>4th Hour</strong>&lt;br&gt;11:09 - 12:09</td>
<td><strong>2nd Lunch</strong>&lt;br&gt;11:45 - 12:09</td>
</tr>
<tr>
<td><strong>5th Hour</strong>&lt;br&gt;12:14 - 1:14</td>
<td><strong>5th Hour</strong>&lt;br&gt;12:14 - 1:14</td>
</tr>
<tr>
<td><strong>6th Hour</strong>&lt;br&gt;1:19 - 2:19</td>
<td><strong>6th Hour</strong>&lt;br&gt;1:19 - 2:19</td>
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</table>

## FULL DAY w/20 minute HOMEROOM

<table>
<thead>
<tr>
<th>First Lunch</th>
<th>Second Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Homeroom</strong>&lt;br&gt;7:25 - 7:45</td>
<td><strong>Homeroom</strong>&lt;br&gt;7:25 - 7:45</td>
</tr>
<tr>
<td><strong>1st Hour</strong>&lt;br&gt;7:50 - 8:45</td>
<td><strong>1st Hour</strong>&lt;br&gt;7:50 - 8:45</td>
</tr>
<tr>
<td><strong>2nd Hour</strong>&lt;br&gt;8:50 - 9:45</td>
<td><strong>2nd Hour</strong>&lt;br&gt;8:50 - 9:45</td>
</tr>
<tr>
<td><strong>3rd Hour</strong>&lt;br&gt;9:50 - 10:45</td>
<td><strong>3rd Hour</strong>&lt;br&gt;9:50 - 10:45</td>
</tr>
<tr>
<td><strong>1st Lunch</strong>&lt;br&gt;10:50 - 11:14</td>
<td><strong>4th Hour</strong>&lt;br&gt;10:50 - 11:45</td>
</tr>
<tr>
<td><strong>4th Hour</strong>&lt;br&gt;11:19 - 12:14</td>
<td><strong>2nd Lunch</strong>&lt;br&gt;11:50 - 12:14</td>
</tr>
<tr>
<td><strong>5th Hour</strong>&lt;br&gt;12:19 - 1:14</td>
<td><strong>5th Hour</strong>&lt;br&gt;12:19 - 1:14</td>
</tr>
<tr>
<td><strong>6th Hour</strong>&lt;br&gt;1:19 - 2:19</td>
<td><strong>6th Hour</strong>&lt;br&gt;1:19 - 2:19</td>
</tr>
</tbody>
</table>

## HALF DAY SCHEDULE

| **1st Hour**<br>7:25 - 7:55 |
| **2nd Hour**<br>8:00 - 8:30 |
| **3rd Hour**<br>8:35 - 9:05 |
| **4th Hour**<br>9:10 - 9:40 |
| **5th Hour**<br>9:45 - 10:15 |
| **6th Hour**<br>10:20 - 10:45 |

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**DAILY CLASS SCHEDULES**

**2019-2020**
As in the world of work, a successful high school experience begins with good attendance habits. Being present in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion, demonstration, cooperative group activities, spontaneous dialogue between teacher and student, performance tests, audio-visual presentations and student laboratory activities. Students and parents alike share the responsibility to see that each student makes a concerted effort to attend every class every day. Students’ grades and learning are adversely affected when attendance is irregular.

**ATTENDANCE POLICY**

A parent or guardian is expected to telephone the respective grade office between 7:00 and 8:00 a.m. each day a student is absent. Written documentation following an absence is requested for all students and be submitted to the grade office upon return. Make-up homework shall be provided only upon receipt of a parent note, verifying a student’s absence. Students must sign in or out when entering the school during the day for any reason. Students who leave school must have written permission from the parent or guardian presented to the respective grade office before signing out. This note assures the school that the parent or guardian is aware of the student’s desire to leave the school grounds. If a note cannot be secured, a phone call from a parent or guardian prior to departure will suffice.

Students must be in class when the tardy bell stops ringing. If he or she is participating in an official Jackson High School sponsored activity and arrives after the tardy bell with a green pass from an administrator or counselor, the student will be admitted as present.

All students are to be accepted into class each hour without a pass, excluding first hour. Students who are late to school will sign in at the West End. Each student is allowed three tardies per class. 4th TARDY - Teacher will refer student to their grade office. Parent/guardian will be contacted by teacher. Student will be placed on the Early Release List*. 5th-6th TARDY - Teacher will refer student to their grade office. Student will be issued lunch detention. 7th-9th TARDY - Teacher will refer student to their grade office. Lunch detention and after school detention will be issued. 10th TARDY - Teacher will refer student to their grade office. Student will serve an all day in-school detention. Any tardy after 10 will be addressed using progressive discipline.

**TARDY** is defined as arriving to class within the first 5 minutes after the tardy bell rings. After 5 minutes the student shall be marked absent but will be admitted to the class as absent (LA – late absent). All students are expected to be in class on time. An individual classroom teacher may establish additional consequences regarding tardiness in his or her class.

The early release means that a student should be released five minutes from their current class to go to their next class, arriving to their next class before the bell rings to release students. The goal of the early release is to keep the student out of the hall during passing. If the student does not arrive before the dismissal bell for that particular class, the teacher is to mark that student tardy and notify his/her counselor.

PLEASE REFER TO THE ATTENDANCE ADDENDUM at the back of this handbook, from Henry C. Zavislak, Jackson County Prosecuting Attorney, regarding legal implication of poor attendance. Valid and invalid absences are outlined therein.

**AGE OF MAJORITY**

When a student turns 18, he or she may fill out an Age of Majority Request. Having done so, a letter will be sent to parents/guardians apprising them that their student has assumed full responsibility for report card, attendance, and other school related procedures and activities. From that point, the school cannot legally include parents or guardians in school issues related to that student without the student’s permission.

**IMPORTANT NOTE: AN AGE OF MAJORITY FORM DOES NOT ALLOW STUDENTS TO SIGN THEMSELVES OUT AT LUNCH. ALL SCHOOL POLICIES STILL APPLY TO ALL STUDENTS. THE AGE OF MAJORITY FORM ELIMINATES THE SCHOOL’S RESPONSIBILITY TO INFORM PARENTS, BUT DOES NOT GIVE STUDENTS PARENTAL RIGHTS OR PRIVILEGES NOT AFFORDED ALL STUDENTS.**

**GRADING SYLLABUS**

The teaching staff will be required to submit a grading syllabus the first week of school. The syllabus will be kept on file in the main office and posted in the classroom. The syllabus will include these main points: Assignments, Tests, Participation, and Make-up Work Procedures, as well as Tardy and Grading Policies. Additionally, any policies that are unique to that classroom shall be included. Plagiarism consequences shall also be included.

All students will be provided a copy in each of their classes upon enrollment. Students must follow the grading system in each class and be accountable for meeting the requirements of each individual course.

**HOMEBOUND SERVICES**

Eligibility is based on medical documentation from a physician, (per the State School Aid Act Sec. 109). Homebound inquiries should be made through the student’s grade principal when a student expects to be absent for more than two weeks. Prior to a student receiving homebound services, Jackson Public Schools must be in receipt of a doctor prescription prescribing homebound services. Those students who are not eligible for homebound services, but are medically excused by a physician, should contact the grade office to arrange for homework assignments.

**RECOGNITION OF PERFECT ATTENDANCE**

Perfect attendance shall be defined as:

1. Attends school or school sponsored activities every day of the school year.
2. Having no documented tardies, absences or late absences.
3. Absences due to medical, funeral attendance, or court appointments are considered an absence. Students with perfect attendance will receive a certificate of recognition and a gift certificate each year. Seniors with perfect attendance throughout high school will receive special recognition at Honors Convocation.

**SCHOOL SPONSORED ACTIVITY ABSENCE**

The Principal for Instruction must approve school-sponsored activities. This would include athletics, school field trips etc. Students will not be penalized, in any way, when they participate in school approved activities.

**SIGN-IN AND SIGN-OUT INFORMATION**

When a student leaves school prior to the end of the school day, he/she must bring a note from a parent requesting that the student be allowed to leave. **Text messaging the student is not an accepted means of communication.** A Temporary Excuse from Building will be issued from the Grade Office. The classroom teacher will excuse the student at the designated time. Before leaving, the student must sign out in the Grade Office. Upon returning from an appointment, the student must sign in at the same office. Failure to follow those procedures may result in administrative action.

**EMERGENCY INFORMATION**

In case of emergency, efforts will be made to contact the parent/guardian who will make arrangements for the proper care of the student. **It is necessary, however, that each student completes the "Emergency Information" portion of the Registration Card.** If the parent cannot be reached, an alternate contact, including address, telephone number, relationship of the person to the student, and the name of the family doctor must be indicated.

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**PROCEDURES, REGULATIONS, and CAMPUS LIFE**

**AGE OF MAJORITY**

Please refer to information under the attendance section.

**ANNOUNCEMENTS/PUBLIC ADDRESS AND POSTERS**

Announcements are limited to official school business or those approved by school officials for student organizations. Announcements will be made twice daily by the Principal for Instruction or his/her designee and should be submitted on a form available in the main office.

Printed materials to be distributed to students must be submitted to the Principal for Instruction no less than one (1) school day before distribution for administrative approval.

All posters must be approved and signed by the Principal for Instruction or Associate Principal prior to being placed in designated display areas. Posting of signs or announcements in any other areas in the building is **strictly prohibited** unless approved by the Principal for Instruction or Associate Principal. Immediately after the event, all posters, decorations, etc., must be removed by the organization authorized to hang them. Tickets, handbills and advertisements intended to procure revenue for outside projects shall not be distributed or posted on school premises.

Posters or signs are **never** to be taped to painted walls. The designated areas on each floor are above the drinking fountains or on stairway glass dividers. Any misspellings or inappropriate content or innuendo in flyers or posters will result in their removal.

**BUS TRANSPORTATION**

Bussing will be available for high school students who live more than **two miles** from the high school. Places and times of pick-up may be obtained by dialing 841-2180 or accessing the JPS web site, [http://jpsk12.org](http://jpsk12.org).

All students are within the jurisdiction under the Jackson High School Code of Conduct guidelines while at bus stops or while riding school district vehicles. Bus transportation is a privilege, not a right. Students may be expelled from the bus if persistent or flagrant misconduct is exhibited on the bus, at the bus stop, or while enroute to or from school or the bus stop.

Information may be mailed to parents in late August providing each student with his or her assigned bus stop and time of pickup. Students are expected to be at the place of pickup five minutes prior to the stated pick up time.

**CHEATING**

Cheating is a serious ethical breach. Whether students copy someone else’s work, or allow their own work to be copied, they are cheating. Each teacher will address cheating through classroom rules and consequences.

**PLAGIARISM**

Copying another’s work or failing to document the use of another’s ideas – is unacceptable in the high school classroom. Learning to paraphrase, summarize, and critique sources will demonstrate a student’s familiarity with, and understanding of, existing ideas and documents. Please note that academic dishonesty constitutes a serious violation of scholarship standards and can result in substantial penalties, including denial of credit in a course. JHS recognizes that truth and honesty are absolutely essential in academic work.
CLASSIFICATION BY GRADE:
Students are classified by grade level at Jackson High School depending upon the number of credits a student has earned.

<table>
<thead>
<tr>
<th></th>
<th>Class of 2020</th>
<th>Class of 2021</th>
<th>Class of 2022</th>
<th>Class of 2023 &amp; Beyond</th>
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</thead>
<tbody>
<tr>
<td>9th Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10th Grade</td>
<td></td>
<td></td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>11th Grade</td>
<td></td>
<td>25</td>
<td>28</td>
<td>32</td>
</tr>
<tr>
<td>12th Grade</td>
<td>38</td>
<td>41</td>
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</tr>
<tr>
<td>Total Needed for Graduation</td>
<td>55</td>
<td>57</td>
<td>60</td>
<td>64</td>
</tr>
</tbody>
</table>

Grade Promotion - Credits accumulated by August 1, of each school year, will determine class status. (Summer school credits will be added when they are received.) Students will not be moved to the next grade without proper credits, but will be able to continue with their original grade principal and counselor in an effort to allow them to catch up by 11th grade. If they have not done so by the end of 11th grade, they will not be moved up with their class and will be reassigned to the incoming 11th grade principal and counselor. Homeroom will be assigned by grade level.

CLUBS AND ORGANIZATIONS
Student Government provides a great opportunity for student involvement at Jackson High School. It is a student based, student-operated organization. Through its members’ efforts, there exists a continuing endeavor to contribute to the positive growth of Jackson High School and its students. Involvement can take place through any of the following committees: Building and Grounds, Entertainment, Public Relations, School Improvement, Social Service.

Incorporated into Student Government is the VIKING PRIDE Program. Viking Pride is an activity that allows for competition between the freshman, sophomore, junior and senior classes to develop cohesiveness within the class and overall pride in the high school. The competition increases attendance at, and interest in, various school events. In addition to the various committees and the Viking Pride Program, there are many clubs of interest at Jackson High School.

Included are:
- Academic Team/Quiz Bowl, African/American Culture Club, Art Club, Chess Club, Equations, Equestrian, GSA (Gay/Straight Alliance), Imagine This?, KEY Club, Prayer/LOVE, RAP, Robotics, S.A.D.D., Science Fiction-Fantasy & Horror, Ski Club, THOR, Youth in Government, Japanese Culture, Tea Club, Coding Club and others as interest grows.

CREDIT FROM OUTSIDE ORGANIZATIONS
Credit through online courses may be accepted to satisfy graduation requirements providing the course has been approved by the Principal for Instruction IN ADVANCE of the student’s enrollment in said course. Credit is earned through the satisfactory completion of courses offered by an institution accredited through North Central Association or one of the other regional accrediting associations that include the New England, Middle States, Southern, Northwest and Western Associations.

Credits will be granted based on the number of instructional hours. Credit from outside organizations will not be used to determine valedictory status or class ranking.

Additionally, students who wish to “test out” of courses, receiving the credit without taking the course, will be required to perform at 80% mastery on the final exam for each course.

DANCES AND CLUB ACTIVITIES
Throughout the course of the year, several dances will be held in addition to Prom and Homecoming. It is expected that students of Jackson High School will manage themselves with a level of integrity that demonstrates respect and personal dignity. Inappropriate dancing or attire as determined by the administration, shall be grounds for requesting that a student leave the dance for the evening, or for denying admittance. At administrative discretion, a student may be barred from dances for the remainder of the school year. Students are also subject to the disciplinary guidelines in the Student Code of Conduct, including detentions, suspensions, and expulsion. The following guidelines are in effect for all JHS dances:
1. Dances are not open to 8th grade students or below.
2. All students must present current student ID for admission.
3. Persons of high school age, not members of JHS, may attend some dances as a guest of a JHS student provided a guest registration form is filled out prior to 3:00 p.m. one week prior to the event.
4. Only one guest per student will be allowed.
5. Official representatives of the Board of Education may at any time reserve the right to refuse admittance to any person and may request any person to leave when this action seems desirable.
6. Students who are dressed inappropriately will be refused admittance or asked to leave. The final decision will be made by the Principal for Instruction or his/her designee. This includes prom and homecoming dances.
7. No student or guest may leave the building until he or she is ready to leave the campus entirely and shall not return. Students and/or guests may not loiter in the parking lot or other area on school property.
8. All rules and regulations covered in the Jackson High School “Disciplinary Code of Conduct” apply to all school activities, home and away.
9. Parents are always welcome at JHS dances and other events.
DUAL ENROLLMENT
Effective April 1, 1996, Public Act 160 (HB-4643) created the Post-Secondary Enrollment Options Act (PSEO), otherwise known as dual enrollment. This Act enables students to enroll in college courses when the content of those courses is not offered by their high school.

Students who would like to dual enroll must meet with their counselor and gain approval from the Principal of Instruction. Students may take certain classes at colleges and universities paid for by the district with State aid (up to one half of their foundation allowance). These courses may be taken for high school credit, college credit or both. Students must notify both the high school and the college of their intent. Other eligibility requirements include:

1. Student must be enrolled in a least one high school class at JHS as a student of JHS.
2. Students must be enrolled in the district and enrolled at a college during the high school's regular academic year.
3. Students must select college courses that are not available at JHS. They may also elect classes that are offered at JHS, but it is determined by the Board of Education that it would not be possible to take the course from the high school due to scheduling conflicts beyond the student's control. Important Note: Elective course conflicts are not considered “conflicts beyond the student’s control.” A student must receive permission from the Principal for Instruction in order to enroll in a college course.

FIELD TRIPS
As part of the educational program of the school, students are taken on field trips requiring bus transportation. Such trips are made only if the parent signs a consent form. All field trips are supervised by a Jackson High School faculty member and must be approved by the Principal for Instruction. Students will adhere to rules and regulations in the Disciplinary Code of Conduct and Student Handbook while on all school-sponsored trips.

FUND-RAISING - SOLICITING FUNDS FROM AND BY STUDENTS
The board recognizes the existence of many worthwhile community and student activities, which require the raising of funds by the sale of merchandise and tickets or perhaps direct request for money. Because of the need to safeguard students in the educational program, the board limits participation of students to fundraising activities that have the superintendent's approval.

Students will not be allowed to solicit money for personal interest or personal projects.

It is the responsibility of the board to provide the necessary basic texts, materials, supplies, equipment, uniforms, buildings, and outdoor facilities to conduct the approved educational and co-curricular programs of the district. Community and school fundraising organizations may contribute to the enrichment of these basic programs through the contribution of funds and/or items considered to be non-necessities as long as those contributions have been determined consistent with the above and approved by the superintendent through the appropriate building or program administrator.

This policy is not to affect those regular school programs such as dramatics or musical concerts, etc., as those students will be selling tickets for an activity in which they are taking part. Elementary students will not be asked to sell tickets for middle school and senior high school activities.

If a fundraising project is conducted to sponsor a specific purchase, activity or trip, the purchase or trip must be approved prior to initiation of the fundraising effort. This shall apply to school related groups as well as to school organizations.

Every attempt shall be made to coordinate fundraising activities among buildings and various organizations in order that excessive demands are not made upon members of the community. Such coordination is especially important at Christmas or other holiday times when innumerable items are available for sale by the students.

Student Groups:
The Principal for Instruction must approve all fundraising events in advance. Requests must be on an approved application form and submitted to the grade principal at least one month prior to the proposed activity.

School-sponsored groups may sell or solicit in a school building only during non-instructional time. These groups may not sell in any other school building other than the one in which their members are enrolled.

There will be no selling or soliciting outside the school except as part of a booth at a fair, shopping center, or other locations where potential “customers” are coming to the sellers. Advertisements and sales may be solicited from establishments outside the district only if there is an apparent community of interest. School sponsored organizations may not have more than one money-raising event a year that involves going into the community. Cards, letters, or other identifying literature shall be provided all students authorized for sales in the general community.

Specifics:
Fundraising projects carried on for special trips or special projects shall not be started until approval of the trip or project is granted. Trips covered by this policy shall include out-of-state and overnight trips, as well as trips to foreign countries.

Any sale of commercial products or the solicitation of funds in a door-to-door campaign and/or through contracts with the businesses shall require approval of the grade principal in charge of fundraising before any oral commitment, written agreement, or contract is made or any advance publicity or group promotional activity is undertaken. Once approved, however, before sales begin or solicitations are made, contract agreements must be signed by the appropriate assistant principal.
Fundraising projects shall be compatible with the school's purpose, goals and general community expectations, but shall not unduly conflict with local business enterprises.

Adult Groups:
School related organizations, which are primarily adult, and raise funds used primarily for the improvement of the educational program, must submit a written request through the Principal for Instruction to the superintendent. This request should be submitted one month in advance and identify the nature of the activity. Fundraising activities should not commence until approval has been granted. The purpose is not to unduly limit the activities of these groups, but rather to:

- be assured that students are not being "used" or their educational program interrupted.
- assist with coordination of activities so that similar activities are not in conflict with each other.
- be assured of the appropriateness of the activity and that all fundraising activities with local and/or state regulations.

Since some courts have ruled that the Board is liable for fundraising activities of such groups, funds raised are to benefit the school or its organizations.

GRADE REPORTING
Insofar as possible, it is the practice of Jackson High School to report the academic progress of each student at the midpoint (6 weeks) of each trimester to the parent. Within two weeks following the end of each trimester, an official report card will be issued. This means that three times during the school year, parents will receive report cards through the mail at the address on record at school. If a copy is not received, please call 841-3704. Your student's current performance may be accessed at anytime through the PowerSchool parent portal. Access PowerSchool through the JPS Home Page, www.jpsk12.org under Families.

GRIEVANCE PROCEDURES
The basic objective of a grievance procedure is to give the student a speedy and direct answer to a complaint. An additional goal, however, is to provide an equitable hearing to each concerned party. The following procedure meets the dual aims of facility and equity.

Before filing a grievance, the student shall confer with the aggrieved party and make every reasonable effort to come to a resolution of the problem. **The process will not proceed without this important step.**

A student grievance may be one of four types:
1. against an action taken by a school administrator or member of the faculty.
2. against a fellow student.
3. against a school policy.
4. against a district policy affecting high school students.

Ground Rules:
1. If anything in this procedure conflicts with the PNA (Professional Negotiated Agreement), or the Jackson Board of Education Policy, those document rules take precedence.
2. All grievance forms must be completed, signed, and dated by grievant.
3. No confidential information may be discussed without written notarized permission from a parent or legal guardian of the grievant. If the student has reached age 18, a notarized signature will suffice, with the notification of parents.
4. Parties of interest have the right to obtain consultation and orderly representation of their choice.
5. All answers called for by this procedure will be in writing to the grievant.
6. A quorum (six members) of the grievance committee must be present to conduct business. Grievance forms will be available in the main office.

**A grievance filed against an administrator, faculty member or student will advance through the following procedures:**
Student must file a grievance within three (3) school days of the incident being grieved. Upon receipt of the grievance, the three copies will be divided as follows:
1. Chairperson of the Grievance Committee
2. Administrator in charge.
3. The person being grieved.

The administrator in charge will have five (5) school days to answer the grievance. The answer shall include a finding of the facts. Upon receipt of the administrator's answer in writing, the grievant will have two (2) school days to decide whether to continue or end the grievance.

If the decision is to continue, grievant may request that the Student Grievance Committee review the facts of the grievance. After review of the facts, the committee will decide by majority vote to support or not support the grievance. This decision will be made within five (5) school days. If the Grievance Committee supports the grievant, the grievance will be forwarded to the Superintendent of Schools or the designee where a full formal hearing will take place. If not supported, or if the committee feels all facts are not available, the grievant may appeal to the Superintendent or the designee with or without committee backing. The committee will write a report to be attached to the grievance in either case.

The Superintendent or the designee will be presented with the grievance and has ten (10) school days to investigate and make a decision. During this period, the Superintendent or the designee will hold a full hearing on all grievance committee grievances or others deemed necessary.

Present at this hearing will be the following individuals:
1. Administrator in charge (the student’s grade principal).
2. Individual filing grievance and/or a representative.
3. Individual being grieved and/or a representative.
4. Teachers may bring a Jackson Education Association representative.
The decision will be upon receipt of the Superintendent's or the designee's answer in writing. The grievant will have two (2) school days to decide whether to continue or end the grievance. Should the grievant decide to continue, the Board of Education will be presented with the grievance. The Board of Education will have fifteen (15) school days to investigate and make a decision. During this period the grievant will be allowed a formal hearing with Board members. Only material presented at such a hearing should be considered in the Board's decision.

A grievance filed against a school or district policy will advance through the following procedure:

A student may file such a grievance at any time. Upon receipt of the grievance, the copies will be divided as follows.

1. Administrator in charge (the student's grade principal), who has five (5) school days to answer the grievance.
2. Chairperson of the Grievance Committee.
3. Teacher Representative.

During this period, a conference will be held with all involved parties. Present at this conference will be the following individuals.

1. Administrator in charge (the student's grade principal).
2. Grievant and a representative.
3. Grievance Committee Representative.
4. Teacher Representative.
5. Other parties deemed necessary by Principal for Instruction or Grade Principal

If the grievant is not satisfied with the administrator's answer, he or she may request that the Student Grievance Committee investigate the grievance. After investigation, the Committee will decide by majority vote to support or deny support to the grievance. This decision will be made within five (5) school days. If the Grievance Committee supports the grievant, the grievance will be forwarded to the Superintendent of Schools. If not supported, the grievant may appeal to the Superintendent or the designee without committee backing. The committee will write a report to be attached to the grievance in either case.

Upon receipt of the Administrator's answer in writing the grievant will have two (2) school days to decide whether to continue or end the grievance.

The Superintendent will be presented with the grievance and has ten (10) school days to investigate and make a decision. During this period the Superintendent or the designee will, at the request of any, hold a hearing with all parties. The decision will be made on the basis of material presented at the hearing.

Upon receipt of the Superintendent's or the designee's answer in writing the grievant will have two (2) school days to decide whether to continue or end the grievance.

Upon receipt of the Superintendent's or the designee's answer in writing, the grievant will have two (2) school days to decide whether to continue or end the grievance.

Should he or she decide to continue, the Board of Education will be presented with the grievance. The Board of Education will have fifteen (15) school days to investigate and make a decision. During this period the grievant will be allowed a formal hearing with Board members. Only material presented at such a hearing should be considered in the Board's decision.

It is recognized that a student may continue his or her appeal through the courts or to the State Board of Education, if he or she so desires.

Working days will be substituted for school days during the summer months.

The references to time periods throughout this procedure are maximum allowable. Decisions should be made as quickly as possible with the consideration of fairness to all parties.

GRIEVANCE COMMITTEE STRUCTURE

The grievance committee will be composed of eleven (11) students elected or appointed for a school year.

- **8 elected members** - 2 from each grade.
- **3 appointed members** - These are to be appointed from unrepresentative groups by the faculty and administration. The committee will elect the chairperson.

HOMEROOM

Each student is assigned a homeroom that will remain the same throughout all four years of high school unless the student does not progress to the next grade due to credit loss. Attendance in homeroom period is mandatory.

IDENTIFICATION CARD/LANYARD

Each student will be issued a school ID card and colored lanyard. The lanyard color will represent the student's grade. All students must wear their ID and lanyard around their neck, outside their clothing, visible at all times. Students will not be allowed to attend classes if they fail to wear their ID and lanyard.

ID cards and lanyards will be issued when ID pictures are taken at, or before, the beginning of school. This ID must be shown at all school dances and many school functions. Students must respectfully identify themselves to any school personnel when asked.

ID cards and lanyards will be replaced at student cost if lost or defaced. Students are not to alter their card or wear another student's ID.

Students who fail to wear their ID and lanyard during school hours will be subject to disciplinary consequences including IST and/or suspension. A first offense will result in an hour IST with progressive discipline thereafter. Refer to the Code of Conduct for procedure details.

INSURANCE

Student accident insurance is available to all students. Contact the office for applications and details.

Whenever a pupil is injured while under the supervision of a member of the staff, an accident report is filed.

The student, if insured through student accident insurance, is given a claim form, which is to be submitted to the insurance company.
INTERNET POLICY

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

Use of the Internet at Jackson High School is a privilege. Consequently, a signed contract must be on file at the time of a student’s registration and in effect for the duration of the student’s stay at Jackson High School. The Technology Use and Safety Rules can be found in its entirety in the school office or on the district website at www.jpsk12.org. All students and parents are encouraged to read the full rules before signing the contract. All students and parents must sign the contract before using district Technology.

If misused, Internet privileges will be revoked for the remainder of that school year. A new agreement at the onset of the next school year will be considered.

Violation of any of the provisions of the district’s telecommunications policies is grounds for denial of online services and/or termination of privileges for the remainder of the school year. This includes allowing someone else to use your login, or accessing inappropriate sites.

LIBRARY

The library is an excellent source for student research and study. The automated catalog, Internet, and CD-ROMs provide up-to-date information that is easily accessible. The importance of showing respect and responsibility for each other while using the library is emphasized. Students must show identification to check out library materials and they must have passes stating their purpose and time frame for working, if entering the library during classes.

LOCKERS

Lockers are registered in the office of the 10th grade principal. Lockers remain the property of, and under the control of, the Jackson Public Schools at all times. Therefore, there should be no expectation of privacy for the items placed in the locker. Use of a locker by more than one person is discouraged. Neither Jackson High School, nor Jackson Public Schools is responsible for lost or stolen items.

LUNCH PERIOD

A breakfast program is available to all students each day prior to the start of the school day. Food will not be served after 7:15 in order for students to report to class on time.

Lunches are available in the cafeteria. Students may bring a sack lunch or purchase their lunch. Free/reduced lunch forms will be available in the grade principal’s office or cafeteria. Since many of our school programs are financed through government grants awarded on the basis of our free and reduced lunch count, all students are urged to apply.

All food and drinks are to be consumed in the cafeteria. Students are required to leave the table and floor around their seat, in clean condition for others. Failure to do so may result in IST or time spent cleaning the cafeteria.

In the interest of student safety and the importance of daily attendance in all classes, Jackson High School’s campus is closed during lunch. Students may not leave the building for any purpose, including getting their lunch out of their cars or retrieving sports apparel. Consequences are in place for violation of this policy. In the rare case that a student must retrieve an item from his or her car, the grade principal will issue a green pass for that purpose.

MAKE UP WORK PROCEDURES

Homework assignments are expected to be submitted on the determined due date. If a student is absent, a student will be permitted the number of days equal to the number of days absent, to submit a late assignment (providing the student returns with a note from a parent, doctor or court). Otherwise, no late assignments will be accepted.

MEMORIAL PROCEDURE

The Crisis Response Team will arrange recognition of deceased students enrolled at Jackson High School. The Lindsey Clore Memorial Garden may be used to place engraved brick memorials. Please contact your grade principal for more details.

MESSAGES FOR STUDENTS

Calling students out of class for messages or phone calls is disruptive to the educational process. Emergencies, however, do occasionally occur. A message concerning an emergency will be passed along to students if they can be found in their scheduled place. (Administrators will verify the validity/seriousness of the emergency.) No other messages will be delivered, and students will not be called to the phone.

MONEY AND OTHER VALUABLES

Students are not to bring large sums of money or other items of great value to school or any school events. Items such as coats, calculators, tennis shoes, etc., should be secured in a locker. The school will not be responsible for items stolen or lost. All stolen or lost articles of value should be reported to the school liaison officer or proper grade principal. When appropriate, a police report will be made.
NATIONAL HONOR SOCIETY  
The purpose of the National Honor Society is to honor outstanding JHS students. Junior or senior students who have a 3.5 or above cumulative average are eligible for membership. Election to National Honor Society is based on scholarship, leadership, service and character.

PARKING LOT - STUDENT PARKING AND STUDENT CONDUCT  
1. Students wishing to park on school property during the school day must obtain a parking permit. A limited number of student parking spaces are available. School of Choice students and seniors will have first priority. To obtain a parking permit, an acknowledgment form must be picked up in the Athletic Office and be completed by the parent and student before a permit will be issued to park on school property.
2. The parking permit must be displayed on the rear view mirror. Upon entering the west parking lot from Wildwood Avenue, visitor and staff parking areas are identified. Students are prohibited from parking in those areas.
3. Cars parked in a restricted area or improperly parked may be “booted” with a $20.00 removal fee. A second offense may result in the loss of the right to park in the school parking lot for the rest of the year. Students may park only in student spaces the Steward Street lot. There is no student parking on the north side of the building, (tennis court side) including the small parking lot near the gym. No one may park in the east circle drive at any time.
4. Students are not permitted to go to the parking lot at any time during the school day unless given permission from a school administrator.
5. Jackson High School is not responsible for damages incurred while vehicles are parked in the school lot.
6. Students are expected to be respectful of parking lot areas. Litterers will face appropriate consequences including lawn clean up, detention or suspension.

PROGRESS CARDS  
Progress cards on academic progress, classroom behavior, and absence/tardy records may be requested by contacting the counseling office or the appropriate grade office. A student may present a progress card to his/her teachers any Friday except the last one of each trimester. Students are expected to take their copy home and leave remaining copies with their grade principal. Daily updates are available through PowerSchool.

RECORDS REQUESTS  
Transcripts can be requested through Parchment.com. Records obtained through the JHS Records Office will be charged the following processing fees:

- Transcripts: $3.00-1st copy/$1.00 ea. additional copy
- Health Records: $10.00
- Birth Certificates: $10.00
- Full Set of Records: $25.00

SCHOOL CLOSING  
If school is not in session because of severe weather conditions or other emergencies and this situation exists before the starting time of school, all students/families will be notified via the district’s communication system. In addition, all local radio and television stations will carry the announcement. Please confirm your contact information in PowerSchool is up to date.

SERIOUS OR CHRONIC HEALTH PROBLEMS  
The parent or guardian must furnish the school written documentation of serious or chronic health problems at the beginning of the school year or as soon as such problems become apparent. If a student is going to be out of school for an extended period of time and will not be going on a homebound services program, he/she or a parent may request homework from the school by calling the grade level office. A 48-hour period is required to gather assignments. Communicable diseases should be reported to the school to protect other children. Schools are required to exclude children who have: Chicken Pox, German Measles, Influenza, Measles, Infectious Hepatitis, Mumps, Head Lice, Hepatitis B, Pink Eye, Ringworm, Pinworms, Shingles, Scabies, Whooping Cough, Strep Throat, Scarlet Fever, or other communicable diseases when directed to do so by the Jackson County Health Department.

MEDICAL INFORMATION  
When an accident occurs, the school will give emergency first aid whenever possible. This aid is intended as a temporary measure until the parent can provide proper care. When unsure of the medical condition, 911 will be called.

When a student is too ill to remain in class, he or she will report to their grade level office who will call the parent and arrange for the student to go home. A Student Health Information Form must be completed each year in order to facilitate this process.

IMMUNIZATION INFORMATION  
School immunizations, which are not up to date, will result in removal from school until immunizations have been completed. Per state law any student changing school districts in Grades 6th and beyond are required to verify one dose of meningococcal (MCV4 or MPSV4) vaccine and one dose of tetanus/diphtheria/acellular pertussis (Tdap) vaccine (if 5 years have passed since last does of tetanus/diphtheria vaccine – DtaP, Td, or DT).

PRESCRIPTION MEDICATION  
Students may not possess prescription medications at school. For a student to be given prescription medication by school personnel, the following is required:

1. A completed School Administration Authorization Form.
2. Prescribed medications must be brought to the school by the parent in a regulation prescription container labeled with the date, student, physician and medication name, dosage and frequency.
3. The school will give the parent timely notice of the need for refills.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of all students and school personnel, school authorities may search students or student lockers and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Student lockers are school property and remain at all times under the control of the school district. Students, however, are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant.

A student's person and/or personal affects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities for ultimate disposition. A student's failure to permit searches and seizures, as provided in the procedure, will be considered grounds for suspension or expulsion.

SERVICE LEARNING

Twenty hours of academic service learning is a graduation requirement. The service learning hours will be documented by the student's counselor. It is the student's responsibility to make certain he or she completes this important requirement and retains appropriate documentation.

STUDENT HOTLINE

There are times when students are aware of activities that would not be in the best interest of the high school. It may be difficult for those students to tell an adult or an administrator about these activities for fear of reprisal or rejection from classmates.

In order to address that fear, students may contact OK2SAY to submit a confidential tip. OK2SAY allows anyone to confidentially report tips on criminal activities or potential harm directed at Michigan students, school employees, or schools. Submit a tip 24/7 online, by text or phone, email or using the OK2SAY app.

SUBJECT DROP AND ADD INFORMATION

Under special circumstances, a class may be changed the first week of school, provided a written request from the student is submitted and the change is approved by the Associate Principal. Permission will be granted for just cause and based on availability of space and classrooms. A student who wishes to withdraw from one class or drop a class after the first week of school, or after the first progress report is issued (6 weeks) will follow the guidelines listed below as determined by the Associate Principal and counselor:

Withdraw – If deemed educationally appropriate, a student may elect to withdraw from a class through the first six weeks of the trimester if he/she provides written permission from a parent. The grade shall be recorded as "W". Following this period, the grade will be entered as an “E”. Students may appeal this through the Principal for Instruction.

Program Changes – A student may make program changes for the following reasons:

Students who are misplaced academically may change class levels during the first three weeks of a trimester providing the parents submit a written request and approval is obtained from the Associate Principal and/or the Principal for Instruction.

Students who request changes for personality conflict reasons must do so during the first two weeks of a trimester, and a conference must be scheduled with the parent, teacher, and grade principal before a move will be made.

TELEPHONE/CELL PHONES

Students who find it necessary to call home during the day due to illness or other emergencies shall contact his/her grade office to make arrangements.

Students are expected to comply with the classroom protocol for the individual teacher.

Choosing not to follow classroom protocol will be treated as defiance.

Progressive discipline will result with subsequent events of non-compliance.

TEST OUT

The state of Michigan requires that high schools allow students the opportunity to “test out” of high school courses. A student may test out prior to enrolling in a course, by attaining a grade of 80% or higher on the test out exam. The credit granted will appear on the transcript with a grade of “P” (pass), but will not be included in computation of the grade point average. Once a credit is earned, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area. Test out opportunities will be provided at the end of each trimester as well as during the months of June/August.

Test Out Procedure:

- Students may obtain a test out form in Room 102.
- The test out form must be completed two weeks prior to the test out date.
- Specific dates and times will be posted in the Guidance Office.
- Students will be notified of the results within two weeks.
- A student may attempt to test out for credit recovery provided they are not currently enrolled in the course.

TEXTBOOKS AND OTHER SUPPLIES

Jackson High School will furnish textbooks to students free of charge. When the teacher-issued book is not returned, the student will be held responsible for the replacement cost of the book, payable prior to participation in graduation activities. It is expected that students take care of all unfinished business in a timely manner. Arrangements can be made through local bookstores for students to purchase their own textbooks if they desire. When a textbook is lost or damaged during the school year, the student must notify the teacher immediately and make arrangements with the bookkeeper to pay for the book. The student must return the exact book that was assigned to him/her, based on the number recorded by the teacher.
TORNADO SAFETY PROCEDURES
When the Jackson Public School District receives official notice from the Jackson City Police that the U.S. Weather Bureau has issued a tornado watch or warning, the following procedures shall be followed:

Tornado Watch - All students and staff shall remain in classes as scheduled or continue with scheduled activity. The administration will closely monitor the weather situation for further development.

Tornado Warning - Students and staff shall be retained within the building and moved to the safest location using the building's tornado plan. They are to remain there until the warning is lifted. During a tornado watch or warning, parents or guardians may personally sign out their student(s) in the attendance office. Students may not sign themselves out.

TRANSPORTATION TO CLASSES AWAY FROM JHS
School busses are available for transporting students to and from classes that are sponsored by the Jackson Public School District. Students who wish to drive or ride to these sites on their own must have permission of the Grade Principal and a signed waiver, including parental signature, on file in the main office. Jackson Public Schools is not liable for any loss or personal injury as a result of this choice.

UNFINISHED BUSINESS
Unfinished business, (debts to the school) should be taken care of prior to the close of each trimester. The following trimesters schedules may be withheld until all fees are paid.

VIKING STORE
The Viking Store is a student-operated retail store located in the high school. Students enrolled in the Marketing Education Program learn on-the-job skills through the sale of a wide variety of school supplies and products, including school jackets, t-shirts, sweaters, magazines, greeting cards and assorted gift items. The Viking Store is located on the lower level, west of the cafeteria seating area, and is open before school and during the lunch hours. The Viking Store is available to parents any time during the school day, and to alumni tour groups upon request.

VISITORS
All school visitors must enter at the West entrance to sign in and then report to the main office to receive permission from an administrator to be in the building. Parents are encouraged to call ahead for an appointment with administrators or teachers. Please be aware that appointments will be limited during the lunch periods due to the need for administrative supervision in the cafeteria.

Visitation to Classrooms - Parents are encouraged to visit Jackson High School, however, they must be cleared through the administrative office prior to going through the building. Teachers, contractually, are to be given 24 hour notice of a request for parent visit.

Keeping security in mind, parents are not allowed to visit a classroom before checking into the main office to obtain a visitor tag. The office will then notify the teacher of the visit. Teachers should be made aware of any legal situation that would impact on the visit. Parents are to observe only. There should be no talking or disrupting of class. Parents shall not try to help unless the teacher invites them to do so. If possible, the parent(s) should arrive before class and leave with the bell. There should be no more than two parents in a classroom at one time. Parents are expected to abide by the same rules and procedures that apply to students, which include no hats or coats worn in the building. Teachers have the right to dismiss a parent if that individual becomes disruptive. If necessary, a follow-up conference may be set up between the teacher and parent. Concerns from parents shall be dealt with at conference time or another appropriate time, mutually arranged, not on a "drop-in" basis. This meeting should be arranged through the grade principal. No video or audio taping is allowed during classroom visitations. Additionally, parents are asked not to visit their students at lunch.

Student Visitors - Students who wish to bring visitors to school must have prior permission from the Principal for Instruction. Student visitors must be enrolled and in good standing at another high school. Visits will be limited to outside students who are interested in attending Jackson High School. Student visits are limited to Fridays only, and will not be approved on a Friday prior to vacation, or a school event day such as Homecoming or during exams or other standardized testing dates. Students may not bring infants or younger children to school.

Trespassing Violations - Citations may be issued to individuals choosing to violate the procedures as listed above.

WORK PERMITS
Applications for work permits may be obtained in the 10th grade office.

YEARBOOK
There are strict requirements for senior pictures to be included in the senior portrait section of the yearbook. Contact Mrs. Vinitski for specific guidelines. Students and/or parents must provide a picture ID before receiving a pre-ordered yearbook. The yearbook advisor will define late pictures each school year. Pictures will NOT be accepted after the deadline.

For the Class of 2020, the following dates apply to senior photo submission.
- Regular deadline is November 1, 2019 by 2:19 p.m.
- Late pictures will be accepted until November 12, 2019, with a $50 late fee.
- No photos will be accepted after November 12, 2019.
- If you cannot afford senior pictures, or if yours won’t be done in time for yearbook inclusion, please see Mrs. Vinitski about an individual pose at school.
- Picture regulations can be viewed at jpsk12.org/jacksonhs under the Yearbook tab.
JACKSON HIGH SCHOOL GRADUATION REQUIREMENTS

Please follow the guidelines listed in the chart below to define specific graduation requirements. Further, be aware also of the following:

Courses taken at The Middle School at Parkside and/or through Dual Enrollment for high school credit, become a part of a student’s permanent record and are included in the calculation of the overall GPA. A request to not have a given course (or courses) part of a student’s permanent record, must be done immediately upon a course(s) completion. Any request to institute a grade change must be done within one trimester of having taken the course with the grade in question.

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REQUIRED CREDITS IN GRADES 9-12

NOTE: Graduation requirements at JHS will meet or exceed those of the Michigan High School Curriculum (MMC)

English - 8 credits: English 9, English 10, English 11, and a senior level English course are required. English electives may be taken in addition to the three specific requirements (Exceptions at the discretion of the Principal for Instruction may be made for extenuating circumstances that led to the trimester failure.)

Social Studies - 6 credits including 2 credits of U. S. History and Geography, 1 credit of Economics, 2 credits of World History and Geography, 1 credit of American Government.

Mathematics - 8 credits including Algebra, Geometry, Algebra II, and a senior year math class.

Science - 6 credits including Biology, Chemistry, and one additional credit or MDE-approved Computer Science or CTE program.

Health & Physical Education - 2 credits must be taken prior to the student's sophomore year or 1 credit in Health, 1 credit for district-approved participation in extracurricular athletics or activities involving physical activity.

Visual/Performing/Applied Arts - 2 credits

World Languages – 4 credits must be earned in World Languages. For graduating classes of 2019 through 2024 only, may partially or fully substitute 1 World Language credit with a MDE-approved CTE program (JACC) or by completing an additional visual or performing arts course.

Computer Literacy - 1 credit. (See your counselor for a list of qualifying courses).
The department charts on the following pages indicate what requirement(s) are met after passing the course. Code interpretations are as follows:

MMC - Michigan Merit Curriculum
NCAA - National Collegiate Athletic Association
CL - Computer Literacy
VPAA - Visual/Performing/Applied Arts
SME - Senior Math Experience

RETYRING CLASSES TO IMPROVE A GRADE
Students may retake a class to improve their grade and the highest grade will appear on the transcript. A student retaking a class for the purpose of grade improvement will not be considered for valedictorian or salutatorian status.

CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN SELECTION
Students must have completed their junior and senior years at Jackson High School with a cumulative grade point average of 4.0 for all four years of their high school career, through the second trimester of their senior year. (Students involved with a cross-cultural experience in their junior or senior year will be exempt.)
Additionally, for the Class of 2023 and beyond, the following must be met:
1) Students must take AP coursework equaling the average or greater than the average number per 4.0 student.
2) Students must take the number of dual enrolled or EC courses equaling the average or greater than the average number per 4.0 student.
The retaking of a course for a better grade will not be used in computation for Valedictorian or Salutatorian.
Independent studies or Internet classes will not be considered in the computation for selection of either Valedictorian or Salutatorian.

GRADUATION
JHS graduation requires a minimum of 12 trimesters of enrollment in grades 9, 10, 11 and 12, with a minimum of 56 credits Class of 2020, 59 credits Class of 2021, 62 credits Class of 2022, and 65 credits Class of 2023 and beyond including the required subjects and service learning hours. A full year of attendance in the 12th grade is expected of all transfer students. In addition, all students must take all State testing in order to graduate from Jackson High School.

● Students must obtain prior approval from the Principal for Instruction before enrolling in any course not taught at the high school.
● Students needing additional credits to graduate shall contact their counselor for further information. A number of options are available.
● Students who take classes in the fall/winter term and complete their requirements for graduation will receive a diploma in the year that is current with their enrollment.
● Students who do not graduate on time with their class may take classes in summer school and receive a diploma for the year of graduation just completed.
● Students who have completed their work in summer school will not be eligible to take part in the following year’s graduation activities.
● Students who fail to complete their graduation requirements within a year of their expected date of graduation will be required to seek their diploma through adult and community education classes.

SUGGESTED COURSE SEQUENCE FOR COLLEGE PREPARATION
In an effort to meet the student's need for general guidance in this area, the following course sequence is suggested. Other equal phase level courses may be substituted. In any event, a student wishing to prepare for college entrance should follow the entrance requirements of the college of his/her choice. These sequences are listed only as general guidelines. Students may plan a college preparatory program, a vocational program or a general program.

COLLEGE PREP SUGGESTED COURSES – all phase 4

<table>
<thead>
<tr>
<th>Subject</th>
<th>Phase 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>(4 years)</td>
</tr>
<tr>
<td>9th Grade</td>
<td>English 9, Composition-Literature</td>
</tr>
<tr>
<td>10th Grade</td>
<td>English 10, Composition-Literature</td>
</tr>
<tr>
<td>11th Grade</td>
<td>American Literature-Composition</td>
</tr>
<tr>
<td>12th Grade</td>
<td>English 12 Honors or AP Literature</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>(4 years)</td>
</tr>
<tr>
<td>9th Grade</td>
<td>Geometry or higher</td>
</tr>
<tr>
<td>10th Grade</td>
<td>Algebra II or higher</td>
</tr>
<tr>
<td>11th and 12th Grade</td>
<td>Advanced Math Courses</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>(4 years)</td>
</tr>
<tr>
<td>9th Grade</td>
<td>Biology/Chemistry</td>
</tr>
<tr>
<td>10th Grade</td>
<td>Chemistry/Physics</td>
</tr>
<tr>
<td>11th and 12th Grades</td>
<td>Physics, Advanced courses</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>(4 years)</td>
</tr>
<tr>
<td>9th Grade</td>
<td>U.S. History Honors or AP U.S. History</td>
</tr>
<tr>
<td>10th Grade</td>
<td>World History and Geography Honors or AP World History</td>
</tr>
<tr>
<td>11th Grade</td>
<td>Government/Economics of AP Government or AP Economics</td>
</tr>
<tr>
<td>12th Grade</td>
<td>Elective</td>
</tr>
<tr>
<td><strong>World Language</strong></td>
<td>(2-4 years)</td>
</tr>
</tbody>
</table>

Other requirements and electives:
● Physical Education/Health (one year)—graduation requirement;
● Computer Literacy (one semester)—graduation requirement;
● Electives: two credits required from among Art, Career & Technical Education, Foreign Language and Music

CAREER & TECHNICAL EDUCATION PROGRAMS

Programs may be planned in the following areas: Business, Marketing, Construction & Building Maintenance including drafting, and pre-engineering. Co-op is also an option for highly motivated, responsible students. In addition, the Jackson Area Career Center offers other Career & Technical Education programs that give students a significant head start on their careers and hone their work ethic for the next level of education.

ADVANCED PLACEMENT

Advanced placement courses are available in many disciplines. All AP teachers have submitted their syllabi for the AP Course Audit. This process provides teachers and administrators with clear guidelines on curricular and resource requirements that must be in place for AP courses and helps colleges and universities better interpret secondary school courses marked “AP” on students’ transcripts. AP exams are offered in May. Depending upon the score earned, they may earn college credit for their high school work or they may enter college in advanced standing. Please see a counselor for special details.

Additionally, Jackson High School has been granted permission by the National College Board to issue an AP identifying diploma. Students who receive credit for AP classes at JHS will receive a special diploma with those courses listed. Students must request this designation.

INDEPENDENT STUDY FOR ADVANCED STUDENTS

An Independent Study Program is an opportunity to foster independent self-motivated learning. This form of study is designed to allow a student to study an area above and beyond the JHS curriculum. A packet to be completed by the student and the receiving teacher may be picked up in the main office. This packet is to be reviewed and approved by the Principal for Instruction before an independent study can take place. It is the policy of Jackson High School not to grant independent study requests if the class is offered in the regular curriculum.

Independent study requests will not be approved for students who are merely switching teachers or class periods and will not be used in the computation for valedictorian.

AWARDS AND SCHOLARSHIPS

Jackson High School awards many tuition scholarships to graduating seniors. Interested students must complete an application, which may be obtained in the College & Career Resource Room. These scholarships are awarded by a committee, which considers academic qualifications as well as citizenship and school involvement.

Each year at the Honors Convocation, JHS recognizes those senior students who have maintained excellence in achievement. The various departments also give awards and citations of honor to senior students who have demonstrated excellence and have met other department criteria.

During the year, awards are presented to students in grades 9-12 for achievements in other areas such as music, art, sports, and attendance.

ACADEMIC LETTER

Students who achieve a combined grade point average of 3.5 or higher for a school year at Jackson High School are awarded a block letter “J” for the first year. A certificate is awarded for the second year; a pin for the third year and a plaque is given for the fourth year.

CUM LAUDE RECOGNITION

Graduating seniors will receive recognition of their scholastic achievement based upon their grade point average through four (4) years of high school. They will receive recognition for Honor Roll Status (3.0 – 3.19 grade point average), Cum Laude (3.20 – 3.40 grade point average), Magna Cum Laude (3.41 – 3.70 grade point average) or Summa Cum Laude (3.71 – 4.0 grade point average). During graduation ceremonies, seniors will wear a different color cord denoting their level of achievement.

AMBASSADORS’ SCHOLARSHIP AWARD FOR VALEDICTORIANS

Scholarships will be granted annually to each 4.0 valedictorian.

ART DEPARTMENT AWARD

Requirements:
● A minimum of four trimesters of art at Jackson High School. Transfer students may be considered if they enter no later than the beginning of their junior year.
● A scholastic record of 3.5 in all art courses.
● Exceptional attitude toward art, fellow art students, and the Art Department.
● Selection of the recipient rests solely upon the judgment of the Art Department faculty.
● Approval of the Art Department faculty.

BUSINESS, MARKETING, and TECHNOLOGY DEPARTMENT AWARD

Requirements:
● Minimum of four trimesters of Business and Marketing courses at Jackson High School.
● Scholastic record of 3.5 or above in Business and Marketing courses.
● Consensus of the Business and Marketing staff that the student displayed exemplary character, leadership, and academic traits.
BUILDING TRADES AWARD
Requirements:
● A minimum of four trimesters of enrollment in Building Trades courses at JHS.
● Scholastic record of 3.0 in Building Trades courses.
● Laboratory and classroom work is consistently over and above basic requirements in both quality and quantity.
● Approval of the Building Trades Department.

DRAMA
Requirements:
● To be given to students involved in at least 4 productions.
● Selection will be made by the faculty members involved.

ENGLISH AWARD
Requirements:
● Successful completion of 8 trimesters of English in grades 9-12.
● Attain at least six trimesters of "A's" in required classes.
● Demonstrate a willingness to do more than the required work and be of recognized personal integrity.
● Achieve an exemplary attendance record.
● Successfully complete AP Prep, AP Literature and Composition, or AP English
● Final approval will be made by majority decision of the English faculty.

WORLD LANGUAGES AWARD
Requirements:
● Three years in one language.
● Six trimesters of A's.
● Recommended by department member.
● Must be willing to do more than minimum work.

JOURNALISM HONORS AWARD
Requirements:
● A minimum of three trimesters of enrollment in journalism courses.
● Superior performance through the student's journalistic program.
● Evidence of exceptional leadership in publications.

LIBRARY DEPARTMENT AWARD
Requirements – Selection made by Media Specialist.
● Must have completed at least one trimester as library assistant.
● Scholastic record of 3.0 or higher in library-type courses.
● Takes directions well, assists others, consistently performs assigned everyday tasks, and shows respect for all.

BUSINESS SERVICES & TECHNOLOGY DEPARTMENT AWARD
Requirements:
● A minimum of four trimesters of Business and Marketing courses at JHS.
● Scholastic record of 3.5 or above in Marketing courses.
● Consensus of the Business and Marketing staff that the student displayed exemplary character, leadership, and academic traits.

MATHEMATICS DEPARTMENT AWARD
Requirements:
● A minimum of eight trimesters of high school mathematics.
● Math courses must include AP Calculus or AP Statistics.
● A scholastic record of 3.75 in mathematics.
● Recipients must demonstrate a passion for mathematics and perform at an explanatory level as decided by the consensus of the Math Department.

MUSIC DEPARTMENT AWARD
Requirements:
● Participants are in band, choir or orchestra.
● Nominees are seniors and members of the organization for three or more years.
● Each director makes final selections for each group.

NASSP AMERICAN CITIZENSHIP AWARD
Graduating seniors who consistently exhibit the kinds of behaviors expected of responsible citizens in our community will receive an NASSP pin of recognition.
PHYSICAL EDUCATION AWARD
Requirements:
● A minimum of six trimesters of advanced physical education.
● Regular attendance at JHS for three years.
● Scholastic record of 4.0 in physical education.
● Approval of the physical education staff.

QUILL AND SCROLL INTERNATIONAL HONORARY SOCIETY AWARD
Requirements:
● Seniors must be in upper third of their class either the year of graduation or for all four school years.
● Must be a staff member on a JHS publication and have done superior work in one or more of the fields of writing, editing, page layout and technical machines.
● Observes rules established by the school and by the publication advisor.

SCIENCE DEPARTMENT AWARD
Requirements:
● A minimum of 8 trimesters, grades 9-12, of science including advanced science.
● Attain at least six trimesters of A's or exemplary performance in the student's final year of science.
● Demonstrate a willingness to do more than the required work and indicate a desire to major in science at the college level.
● Awards given to those students who are deemed worthy by the department and have an exemplary attendance record.
● Approval of the science department staff.

SOCIAL SCIENCE DEPARTMENT AWARD
Requirements:
● A minimum of 8 trimesters of social science.
● Attain at least 6 trimesters of A's.
● Demonstrate a willingness to do more than the required work and indicate a desire to major in social science at the college level.
● Awards given to those students who are deemed worthy by the department and have an exemplary attendance record.
● Final approval made by majority decision of the social science faculty.

SPECIAL EDUCATION DEPARTMENT AWARD
Requirements:
● A minimum of 4 trimesters of enrollment in the department.
● Work of consistently high quality and quantity over and above minimum participation requirements.
● Excellent attendance.
● Good school-wide citizenship.
● Awards to be given only to those students deemed worthy by the department's faculty and will not automatically be considered an annual award.

COLLEGE AND CAREER INFORMATION

COLLEGES AND UNIVERSITIES
Most financial aid is granted through the colleges themselves. There is space on the college application to indicate interest in financial aid and there is a separate form to accompany the application. Most financial aid granted by colleges is called a "package" and usually consists of:
1. Scholarships and Grants
2. Loans
3. Work/Study Programs

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)
This form is used to establish financial need. Need is calculated on the basis of the parents’ Federal Income Tax report for the year ending December 31 of the student's senior year.
The FAFSA website is www.fafsa.gov.
Students who are eligible for the Michigan Competitive Scholarship must file the FAFSA form prior to the designated deadline.
NOTE: Male students applying for Federal Financial Aid must register with Selective Service to be eligible for Federal Funds.

LOCAL AND NATIONAL LISTINGS
The Jackson High School Guidance Department publicizes information about scholarships and loans. For all grant and scholarship awards, families must file the FAFSA.

FEDERAL PROGRAMS
Pell Grant
This is a Federal Aid Program designed to provide financial assistance to those who need it to attend post-high school educational institutions. The program is intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. Grants may vary from $200 to $2,000. The amount is determined on the basis of need as established by the FAFSA. The Jackson High School Guidance Department urges all students planning to attend college to apply for this scholarship program. Many colleges require proof that application for PELL has been made before they will consider financial aid. To apply, file the FAFSA. Application for PELL is included within the FAFSA form.
STATE OF MICHIGAN COMPETITIVE SCHOLARSHIPS AND TUITION GRANTS

Each year the legislature of the State of Michigan votes money to be awarded to Michigan students attending college in Michigan in the form of:

Competitive Scholarships
A student must earn a minimum of 1200 on the SAT. Learn more at www.michigan.gov/mistudentaid.

Tuition Grants
These grants are given to students attending private colleges within the State of Michigan. There is no minimum test score qualification for these grants. The amount is determined annually by the legislature. A partial tuition grant may be awarded with or without regard to need.

Tuition Incentive Program (TIP)
TIP is a Michigan sponsored program that pays college tuition and fees for students from low-income families. TIP covers mandatory fees for courses leading to a certificate or college degree, or for courses that are transferable to a four-year college. Students can continue to receive TIP funds as long as they meet the academic requirements of the school. If the student completes a community college within 2 1/2 years, they may be eligible for $2,000 toward a four-year degree. Students who are under 20 years of age and who graduated from high school after April 1990 are eligible to receive funds. See your counselor for more information.

CIP, College Incentive Program – formerly the Care Program
Jackson Community College offers Jackson County youth an opportunity for a college education and a brighter future. Students who are in the sixth grade are invited into this program and offered six years of academic support (6th-12th grade) and two years of free college tuition. Their school, based on their ability to benefit from the program, selects students. See your counselor for further information.

COLLEGE ADMISSION
Each college has its own standards for admission. Consequently, a student may be admitted to one institution but not another. Generally speaking, admission to college is granted or denied after consideration is given to the applicant’s overall record: courses taken, grades earned, rank in class and standardized test scores (ACT or SAT).

COLLEGE PLANNING
Students and parents should begin to think about career and college plans as early as the 9th grade so that the courses taken in high school will enable students to meet the requirements of the colleges and careers they may wish to enter. Although 9th grade may seem a little early to determine specifically which college a student may attend, it is not too early to investigate the various kinds of colleges. In addition to current catalogs, books and college guides are available that can be checked out from the Guidance Office. The counseling staff encourages parents to call for appointments to discuss their child’s college plans. Campus visitations are strongly advised during the student’s junior year or early senior year.

COLLEGE PREPARATORY COURSES
Colleges generally recommend the following high school courses:
- Four years of English, preferably the Honors and AP courses (grades 9-12).
- Four years of mathematics (Algebra, Geometry, Algebra II, Pre-Calculus, AP Calculus). Some colleges recommend even higher levels of math for some programs such as medicine, engineering or business.
- Four years of science, including at least two lab courses (biology, chemistry or physics).
- Four years of social science, preferably U.S. History, World History, American Government, economics and one elective (3,4 phase courses).
- Two years of the same foreign language

EDUCATIONAL DEVELOPMENT PLANS
The Educational Development Plan (EDP) has an entirely new appearance. Career Cruising can be accessed through your student’s PowerSchool account, which is accessed from the internet source. It is necessary to have the student’s EDP ID No. (student’s school ID no. plus “07”) and the student’s password, an assigned alpha/numeric combination which can be obtained from the guidance office. The GUIDE on the home page is very helpful in understanding the EDP procedure.

The EDP process begins at the eighth grade level when students investigate and consider various occupations and “Pathways” (academic courses) that will enable them to achieve their goals. EDPs are designed to be revisited as often as necessary throughout the high school years. Career Exploration should be multi-faceted, involving schools, the community, businesses, organizations, guest speakers, etc. In an all-encompassing effort to assist and guide students in developing a greater understanding of the work force of the 21st Century, it is important that students are aware of the training and/or education necessary to make knowledgeable choices.

JACKSON COUNTY EARLY COLLEGE (JCEC)
Jackson High School students now have an opportunity to enroll in the Early Middle College program at Jackson College. This program enables students to continue being a high school student through their 13th year while earning college credits. Students who meet all of the requirements enroll in the program in the spring and follow through with program requirements throughout the summer. Students will work with their JHS counselor to meet graduation requirements and their JC advisor to take classes that will meet their needs. This is a great opportunity to earn college credits at little to no costs to the student and their family. It is recommended that students who are entering into the Early College program work with the colleges/universities in which they intend to transfer to plan the best route.

If you are interested in getting more information for this program, you can visit the website: https://www.jcisd.org/JCEC
STANDARDIZED TEST INFORMATION

Many colleges require that a student submit scores on one or several tests with an application. Two major tests are the AMERICAN COLLEGE TEST (ACT) and the SCHOLASTIC ASSESSMENT TEST (SAT). These are published and administered by separate companies. Colleges and agencies subscribe to either or both. Colleges use the ACT or SAT to help determine eligibility for admission and to help in appropriate class placement after admission. Jackson High School serves as a liaison between the students and the testing agencies providing registration materials information and is a test center. All juniors will take the SAT as part of the MME, at no cost.

PSAT/NMSQT (PRELIMINARY SCHOLASTIC ASSESSMENT TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST)

Any junior who plans to attend college following graduation should take this test when given. It is published by the same company that publishes the SAT (Scholastic Aptitude Test), sometimes referred to as the “College Board”.

Reasons for taking the PSAT/NMSQT are as follows:
1. It gives students a chance to learn what the SAT is like and may increase confidence when that test is taken during the senior year.
2. It provides an opportunity to predict SAT scores from PSAT/NMSQT scores.
3. It allows students to compare scores with those of applicants at hundreds of colleges.
4. It permits students to estimate the chance of being admitted to and succeeding at his/her chosen college.
5. It makes it possible for a student’s name to be sent (with consent) to colleges that are looking for particular ranges of students.
6. It allows students an opportunity to compare their scores with those of other students in the same grade nationwide.
7. It enters the student into competition for scholarships awarded through the National Merit Scholarship Program or the National Achievement Scholarship Program for Outstanding African Americans.

All Juniors will be taking the PSAT or NMSQT in October 2019.

ACT (AMERICAN COLLEGE TEST)

This is a standardized test published and administered by the American College Testing Program, Iowa City, Iowa.

Scores are reported in percentiles for three different norm groups, local high school, state college bound and national college bound. In five categories: English, math, reading, science reasoning and a composite. The testing agency sends these scores to the specific colleges and/or agencies requested by the student. The State of Michigan Competitive Scholarship Program requires these scores. All other Michigan colleges will accept them except Marygrove College and St. Mary’s College.

Jackson College does not require the ACT but requests that students take it. JC uses it to assist in placing students at the appropriate initial level.

Application materials and test booklets may be obtained in the College Resource Room. The State of Michigan advises students to take the ACT in April or June of their junior year or October of their senior year in order to receive financial aid consideration from the State of Michigan Scholarship Program. Visit the ACT website for registration and test dates, and test fee information. CODE NUMBERS: JHS -- 232-132; JHS Test Center --190350; State of Michigan Scholarship--2076.

NOTE: All juniors will take the SAT free of charge as part of the State of Michigan’s Merit Exam during their regular spring testing period.

SAT I (SCHOLASTIC ASSESSMENT TEST)

This is a standardized test administered by the College Board, a private company with offices in Princeton, New Jersey. Scores ranging from 200-800 are reported in two categories: Verbal and Math. Sub-scores are provided for Reading Comprehension, Vocabulary and The Test of Standard Written English. Scores are sent by the testing agency to the specific colleges or agencies that the student requests.

Application materials and information may be obtained in the guidance department office. For fees, registration and test date information, visit the SAT College Board website.

CODE NUMBERS: JHS--232-132; JHS Test Center--23-360
**WALK-IN REGISTRATION**

Students, who have not registered before the late registration deadline, may find limited walk-in registration available.

**SAT II: SUBJECT TESTS**

These are standardized tests administered by the College Board in various subject matter areas. Some colleges require several of these. Students usually take these tests in the spring of their senior year. Check the admissions standards of the college of your choice for the tests required.

**APPLICATION MATERIALS**

Application materials may be obtained in the Guidance Department or College Resource Room. Fees: Vary according to test subject. Students are to enclose fee with application when mailing.

**CODE NUMBERS:**  JHS: 232-132; JHS Test Center: 23-360.

**ADVANCED PLACEMENT EXAMINATIONS**

Advanced Placement exams are administered over two weeks in May 2020. The Advanced Placement Program is an activity of the College Board. It may enable some young people to complete college level studies while they are still in high school. Jackson High School students participate in Advanced Placement Art, Biology, Chemistry, Calculus, English, Economics, Fine Arts, U.S. History, World History, American Government and Foreign Languages. Students who feel qualified in other areas should see their counselor early in their senior year. Scores are from one to five. A score of three or more may be accepted for college credit. Some colleges will grant credit. Others do not grant credit but allow the student to enter classes at an advanced level. Students interested in this program should talk to their advanced placement subject matter teacher and their counselor.

**MICHIGAN MATHEMATICS PRIZE COMPETITION**

The Michigan Section of the Mathematical Association of America, Michigan Colleges and Universities, Professional Organizations and Industries sponsors this test. Given in October, this test is designed to screen candidates for mathematical scholarships. Only those students who have studied advanced mathematics should consider taking the test. Students may wish to take the test in both their junior and senior year. Students may register with their mathematics teacher during the first three weeks of school. FEE: small fee. Test Date: Early October

**ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)**

A multi-aptitude test battery. The ASVAB helps students identify their different abilities. It matches interests, abilities, and preferences with occupations. Student scores can qualify him or her for certain jobs and training in the Armed Forces.

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**CURRICULUM & COURSE DESCRIPTIONS**

Available on the JHS website - www.jpsk12.org/jhs

Specific courses offered each year are based on student interest and teacher availability.
ATHLETIC PROGRAM

Philosophy of Athletics

Athletics is a part of the total educational program of Jackson Public Schools. We realize not everyone can be a team member, but we do realize everyone can benefit from the program. Participation in the Interscholastic Athletic Program is for those that have above average physical skills in the respective sports offered. Athletics must fulfill its proper role in the total educational program. It is important that we make every effort to provide equal opportunity for each student. At no time should the athletic program place the total educational curriculum secondary in emphasis; the program should function as a part of the whole curriculum and strive for the development of a well-rounded individual, capable of taking his or her place in our modern society.

Objectives

The Jackson Public Schools Athletic Program is dedicated to providing all athletes an opportunity to grow physically, emotionally, and spiritually. In an attempt to accomplish this objective, the Athletic Department will teach the following 10 educational principles:

- To compete within a given set of rules.
- To maintain physical well-being.
- To maintain a constructive release of energies.
- To handle socially acceptable recognition.
- To understand other people's feelings.
- To be under emotional control.
- To maintain self-discipline.
- To persevere toward a goal.
- To think under pressure.
- To be loyal to a situation, cause, school or nation.

Governing Bodies

The Board of Education is the local governing body for interscholastic athletics. The Athletic Department shall follow all policies of the Jackson Public School Board of Education.

The Michigan High School Athletic Association (MHSAA) has been voluntarily selected by the Jackson Public School Board of Education as the governing body for athletics. The Athletic Department shall enforce all rules and regulations of the MHSAA.

The Southeastern Conference (SEC) has been voluntarily selected as Jackson High School's conference affiliation. The Athletic Department shall enforce all policies and regulations of the SEC. JHS is a member of the White Division which includes the following schools: Adrian, Chelsea, Dexter, Pinckney, Tecumseh, Ypsilanti and Lincoln.

JPS Organizational Flow Chart

Board of Education
Superintendent
Director of Athletics / Principal for Instruction
Head Athletic Game Coaches, Junior Varsity Coaches, 9th Grade Coaches
Assistant Director of Athletics
Middle School Coaches, Assistant Coaches, Trainer Supervisors

<table>
<thead>
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<th>Sports</th>
<th>FALL</th>
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<th>SPRING</th>
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<tr>
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<td>Boys Basketball</td>
<td>Boys Baseball</td>
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<td>Girls Basketball</td>
<td>Girls Softball</td>
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<td>Boys Golf</td>
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<tr>
<td>Girls Golf</td>
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MHSAA/JACKSON PUBLIC SCHOOL POLICY

ACADEMIC REQUIREMENTS

High school students must have on file evidence of having earned four credits in the previous trimester; otherwise they will beineligible for the entire next trimester. Note: Summer school classes are recorded on the second trimester transcript and can be used in determining eligibility for the first trimester of the following school year. A high school student must be currently passing four full credit courses. A high school student, who has earned a minimum 2.0 GPA for the last trimester, shall be eligible to represent Jackson Public Schools in extra-curricular activities.

ACADEMICS/ELIGIBILITY

MHSAA athletic eligibility for all students/athletes is conditioned upon meeting the following academic requirements:
• Each student/athlete must have passed four of five classes from the previous trimester, and be passing four of five classes during the current trimester. (Those who did not pass four classes the previous trimester would be ineligible for 90 school days.)
• Additional JPS athletic eligibility: Each student/athlete that meets the above MHSAA requirement must have achieved a grade point average of at least 2.00 for the trimester previous to the season of competition. Students/athletes who meet the MHSAA requirement but have failed to establish a grade point average of 2.0 during the previous trimester have the option of being placed on probationary status to start a given sports season.

ACADEMIC PROBATION
Academic probations are only used to start a given sports season. High school students/athletes can go on academic probation only twice during their high school career. Athletes on probation are required to turn in a weekly progress report to the athletic office. If student/athlete does not have a 2.0 GPA for the week, he/she will not be eligible to participate in contests the following week. (The week shall be defined as the Monday through Sunday following the Friday grade check.) The athlete would remain ineligible until the next progress report indicates a GPA of 2.00 or above.

ACADEMIC ELIGIBILITY CHECK
At the seven week mark of the trimester, the MHSAA requires that grades be checked on all students/athletes participating in a sport at that time. If a student is not passing 66% of the full credit load potential for a full-time student (4 of 5 classes for JPS students/athletes) when checked, that student/athlete is put on a MHSAA weekly grade check. This MHSAA weekly grade check operates the same as the JPS academic probation. When grades are checked, the athletic director will contact those students who are not passing at least 4 classes and those that do not have a 2.0 GPA or above. After the contact by the athletic director, the student will have one week to make up any incomplete grade or to discuss any other grade changes with his or her instructors. If the student’s responsibility to make sure the teachers inform the athletic director of any grade changes that affect eligibility. If there are no grade changes in that week which would raise the GPA above a 2.00, the MHSAA probation will begin on the following Monday.

Note: Students/Athletes that start their sports season using probation and have above a 2.00 at seven week grade check will remain on probation for the remainder of the season.

Eligibility Procedures - To increase student opportunities for success, the administration has implemented the following procedures:
A student entering the 7th grade or the 9th grade for the first time may participate for the first trimester without reference to his/her record in the previous grade.
Transfer students will be given a one trimester grace period for meeting the 2.0 GPA requirements. Athletes joining a sport team must participate in a minimum of 10 practice days prior to competing in a contest. (In football, the MHSAA requires 15 days of practice.)

IMPORTANT NOTE: All transfer students are not eligible until cleared by the Athletic Director. All new students should report to the Athletic Director prior to going out for a sport to determine eligibility.

Age - A high school student/athlete may not have reached his/her 19th birthday before September 1 of the current school year to be eligible to participate. A 7th grade student may not have reached his/her 14th birthday before September 1 of the current school year to be eligible to participate. An 8th grade student may not have reached his/her 15th birthday before September 1 of the current school year to be eligible to participate.

Physical Examination - Each school year, a student/athlete must have on file in the athletic office a physical exam card signed by a M.D., D.O., Physician's Assistant, or a Nurse Practitioner certifying that he/she is physically able to participate in athletics. Forging of a doctor or parent's signature will result in a one-year suspension from interscholastic athletics. In addition, the doctor and parents will be informed of this illegal activity. Note: Complete and signed Physical should only be turned into the Athletic Office, not to a coach or grade office.

Enrollment - Students must be enrolled in the school for which they compete. They must have been enrolled by the fourth Wednesday after Labor Day (1st semester) or the fourth Wednesday of February. Students cannot be enrolled in high school for more than eight semesters. The seventh and eighth semesters must be consecutive. Student athletes in high school are allowed only four course years. Students cannot compete if they have graduated from high school.

Transfer Students - Unless a student in grades 9 through 12, who transfers meets one of the 15 exceptions to the MHSAA transfer rule, the student is not eligible to participate in any interscholastic contest in any sport that they played at their previous school, during the prior year before their transfer. The student would be automatically eligible for any sport they did not participate in at their other school during the prior year to their transfer.

Undue Influence - The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes shall cause the student to become ineligible for a minimum of 90 scheduled school days. The offending school shall be placed on probation for up to four years and the offending individuals disconnected from the program. The offending coach or coaches shall not be permitted to coach at that school for up to four years in any sport and not coach at any other member school in any MHSAA tournament in any sport.

Amateur Practices - A student/athlete must not accept any award for athletic performance that exceeds $15.00 in value. If you have any questions about accepting an award, please contact the Athletic Director. A student/athlete must not accept any money or other valuable consideration (merchandise, etc.) for participation in any form of athletics, sports or games, for officiating in interscholastic athletic contests, or have signed a contract with a professional team.

All-Star Competition
A student who have completed his or her 12th grade season in a sport may participate without loss of eligibility for other sports in one high school All-Star event in that sport if held after the MHSAA Final in that sport, providing the following are complied with: The athlete meets MHSAA academic standards, there is no required financial support to participate, participation is approved by the high school Principal and the MHSAA is notified at least 30 days prior to contest.

Limited Team Membership
A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) days of competition and maximum of the remainder of that season.
in that school year. The following exceptions apply: During the high school season in bowling, cross country, golf, gymnastics, alpine skiing, swimming & diving, track & field or wrestling, a member of the school team in that sport may participate in a maximum of two non-school meets or contests in that sport while not representing his or her school.

**STUDENT ATHLETE CONDUCT**

**Good Sportsmanship**

Any student/athlete participating on any interscholastic team is responsible for his/her conduct on or off the playing area. The student/athlete will display and adhere to good sportsmanship while a member of a Jackson High School team. A signed contract by parent and athlete reflecting these guidelines must be on file with the athletic office. Participation is contingent upon the completion of this process.

**Note 1.** MHSAA rules require a one game suspension for any athlete who is removed from a contest for unsportsmanlike conduct. (JHS consequences are often more severe.)

**Note 2.** To be eligible to enter or continue in the MHSAA tournament in a sport, a member school must agree to prohibit from being present on the property of the tournament venue for the remainder of the tournament series any player who has been disqualified for unsportsmanlike conduct three or more times in that sport that season or any player who has been ejected for hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season.

**Travel Requirements** - Any student/athlete participating on any interscholastic team must abide by the rules set by the Jackson Public Schools concerning travel from one site to another. Travel to and from a contest must be with the team unless permission is granted through a written parent/guardian/student request with the Athletic Director. Coaches may release a student/athlete to his/her parents/guardian/student to travel home, but not to a friend, neighbor, etc. of said athlete without an approved written request.

**Age of Majority** - A student who has reached age 18, and who has properly filled out the Age of Majority request, may take responsibility for himself/herself regarding signing athletic forms.

**Adverse Publicity** - All student/athletes at all times must refrain from drawing adverse publicity to the school. Such behavior could result in suspension for a number of contests, for the entire sport season, or for the balance of the school year.

**Participation Requirements** - No student/athlete may quit one squad and go out for another in the same season without mutual consent of both coaches involved. If mutual consent is not achieved, the student/athlete may forward a request to the Athletic Director for resolution. Student/athletes are discouraged from missing practice. Student/athletes who go on vacation during sport seasons with anyone other than their parents or legal guardian will be dropped from the team.

When a student/athlete will be going on vacation with someone other than the parents or legal guardian, the parent or legal guardian may submit a request to the Athletic Director requesting the absences be excused. The athletic director may direct the coach to excuse the absences. Any student/athlete, who receives a school suspension, will not be allowed to take part in practice or athletic contests during the time of his/her suspension.

**Equipment-Student** - Athletes are responsible for all school equipment that is issued during a sport season. Student/athletes will be required to pay for any lost equipment and will be restricted from participating in any other extra-curricular activity until this obligation has been cleared by the coach or Athletic Director.

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

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

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

**Penalties For Violation Of Training Rules:**

Penalties shall be accumulative beginning with his/her 7th grade year and continuing through the final season of his/her senior year, (starting with the first time he/she joins a team.)

**First Violation** - Penalty for Violation of Training Rules: After confirmation of the first violation, the student/athlete shall lose eligibility for 33% of the season he/she is participating in. If a student/athlete serves part of suspension in one sport, he/she must finish the suspension in the next sport in which he/she participates. All splits will be rounded up. He/she must complete that season (other than for injury purposes) or the remainder of the suspension will be applied to the next sport he/she goes out for. The District may direct a student to undergo an assessment for drug/alcohol abuse. If so directed, the student/athlete will undergo the assessment and this assessment will be provided and paid for, by the District, if the District's recommended service is used. The student/athlete may use another mutually agreed upon assessment service at his/her personal expense. Failure to take the assessment will result in suspension until assessment and recommendation is completed. After assessment is made, a meeting will be held with the student/athlete, parents, athletic director, principal and coaches involved discussing the drug/alcohol assessment and recommendation, any contract made, and the consequences of that contract and or recommendation.

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

**Third Violation** - Penalty for Violation of Training Rules: After confirmation of the third violation, the student/athlete will be ineligible for the remainder of his/her high school career at Jackson High School. It is strongly recommended that the student/athlete seek additional drug/alcohol rehabilitation.

**Individual Sport Rules**

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

**Athletic Rule Violation Procedures**

This procedure should be used for all violations of training rules, adverse publicity cases, and any suspension/removal from the team cases. The head coach should make sure the Athletic Director is informed of any violations. Under no circumstances should an assistant coach make any decisions to suspend or remove a player without involving the head coach and the Athletic Director. The coach and/or Athletic Director shall investigate the alleged rule violation.

The coach and/or Athletic Director shall inform the student/athlete of the charges. If the student/athlete denies the charges, the coach and/or Athletic Director shall explain the evidence that they have against the student/athlete to support the charges.

The coach and/or Athletic Director shall give the student/athlete an opportunity to present his/her side of the story. The coach and/or Athletic Director shall, without undue delay, decide whether a rule violation has occurred and what, if any, disciplinary action should be taken. If the coach and Athletic Director decide to suspend the student/athlete from participation, they shall inform the student/athlete and the student/athlete's parents in writing. If the student/athlete is not satisfied with the coach's and/or Athletic Director's decision, the student/athlete may, within the three (3) days after receipt of the decision, appeal the decision to the Principal.

The Principal for Instruction shall convene the Appeal Panel to render a written decision to the student/athlete and parents within ten (10) school days after the filing of the appeal. The Appeal Panel shall consist of one high school: student, administrator, parent, certified teacher (non-coach), off-season coach. The decision of the Appeal Panel shall be final, subject to the student/athlete's right to pursue the matter further under the grievance procedure as set forth in the Student Handbook beginning at the Superintendent's level. The Athletic Director may, but shall not be required to, postpone the suspension pending a final decision of the appeals. The Athletic Director may require the student/athlete to attend team practice during a suspension and during the appeal process. A student/athlete who refuses to attend may be removed from the team.

**PARENT INFORMATION**

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

**Communication You Should Expect from Your Child's Coach:** Philosophy of the coach, expectations the coach has for your child as well as all of the players on the squad, locations and times of all practices and contests. (Sometimes contests are changed at the last minute and we apologize for any inconvenience.) Team requirements, i.e., special equipment, off-season conditioning, team rules, procedure should your child be injured during participation, discipline that results in the denial of your child's participation.

**Communication Coaches Expect From Parents:** Concerns expressed directly to the coach in a private meeting - (If you have a problem with a coach, your son or daughter should not be made aware of it. Keep the cooperative spirit alive for the betterment of the athletes and program.) Notification of any schedule conflicts should be made well in advance. Specic concerns in regard to a coach's philosophy and or expectations should be directed to the coach. There may be times when things do not go the way your child wishes. Help your child learn to resolve his or her own differences. When a student successfully deals with difficult situations, he or she learns and grows. Of course, a parent always has the right to intervene on behalf of a child.

**Appropriate Concerns to Discuss with the Coach:** The treatment of your child, mentally and physically to help your child improve. If you child is not playing, it can be very difficult to accept. Coaches are professionals. They make decisions based on what they believe to be the best for all students involved.

**Issues Not Appropriate to Discuss with the Coach:** Playing time, play calling, team strategy, and other student/athletes.

**Coach/Parent Discussion Procedure:** Call and set up an appointment. Call the Athletic Director to assist you in making an appointment, if the coach cannot be reached. Please do not confront a coach before or after a contest or practice. Meetings of this nature do not promote resolution. Start directly with the source of your concern. Talk directly with the coach, in private, face to face, away from the practice site and away from the athletes. If necessary, talk next with the head coach of the sport, then the athletic director, then the Director of Secondary Education.

**MEDICAL INFORMATION**

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

**Certified Athletic Trainer:** The Board of Education has also sub-contracted with Orthopedic Rehab Specialists for full time athletic training services. The athletic trainer works solely with the high school sport teams. Please call the Jackson High School athletic office for assistance in reaching the athletic trainer. (JHS Athletic Office: 841-3715). Parents should be aware that the trainer is a highly qualified athletic injury specialist. When he is present at an athletic contest, the coach may not go on the field when a player is injured, because the trainer is trained to take care of that situation.

**Athletic Doctors:** In the case of athletic injury, the athletic trainer can arrange appointments within 24 hours or sooner with one of our two-team doctors, if desired.

**NCAA ELIGIBILITY REQUIREMENTS AND CLEARINGHOUSE INFORMATION**

The NCAA has established a central clearinghouse to certify athletic eligibility at a Division I or II institution. The following is important information you will need to know to be eligible for financial aid, practice, and competition during your first year. If you have any questions, please contact your guidance counselor, athletic office, or the NCAA National Office at (877) 262-1492. You should apply for certification before graduation, if you are sure you wish to participate in athletics at the college to which you will be admitted.
The Clearinghouse will issue a preliminary certification report when you have had all your materials submitted. After you graduate, the Clearinghouse will review your final transcript to make a final certification decision according to NCAA standards. You can apply to the Clearinghouse any time during your junior or senior year at www.ncaaclearinghouse.ne

Approved Core Classes for Jackson High School

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<thead>
<tr>
<th>English</th>
<th>Social Science</th>
<th>Mathematics</th>
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<tbody>
<tr>
<td>Composition/Advance</td>
<td>AP American Government</td>
<td>Algebra I</td>
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<tr>
<td>Creative Writing</td>
<td>Am Government</td>
<td>Algebra I Honors</td>
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<tr>
<td>College Writing</td>
<td>Am Government Honors</td>
<td>Algebra II</td>
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<tr>
<td>College Writing Honors</td>
<td>Criminal/Civil Law I</td>
<td>Algebra II Honors</td>
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<td>English 10</td>
<td>Criminal/Civil Law II</td>
<td>AP Calculus</td>
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<tr>
<td>English 10 Honors</td>
<td>Economics</td>
<td>Geometry</td>
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<td>English 11</td>
<td>Economics Honors</td>
<td>Geometry Honors</td>
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<td>English 11 Honors</td>
<td>AP Economics</td>
<td>Pre-Calculus</td>
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<td>English 9</td>
<td>Michigan History</td>
<td>AP Statistics</td>
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<tr>
<td>English 9 Honors</td>
<td>Psychology</td>
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<td>English 12</td>
<td>AP Psychology</td>
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<td>English 12 Honors</td>
<td>African American History</td>
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<td>Mythology</td>
<td>Sociology</td>
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<tr>
<td>Mythology II</td>
<td>AP US History</td>
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<td>Speech/ Basic</td>
<td>World History/Geography</td>
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<td>Speech/Advanced</td>
<td>World History/Geography Honors</td>
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<tr>
<td>AP Literature</td>
<td>AP World History</td>
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<td>AP Composition</td>
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<td><strong>Natural/Physical Science</strong></td>
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<td>Chemistry Honors</td>
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<td>Environmental Science</td>
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<tr>
<td>AP Physics</td>
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**Additional Core Courses**
- American Sign Language
- French I, II, III, IV
- German I, II, III, IV
- Spanish I, II, III, IV
- AP French
- AP Spanish
- AP German

NOTE: In addition to the courses listed, all other Advanced Placement courses qualify.

Division III College Athletics

If a student plans to attend a Division III school to participate in athletics, he/she should contact the school to determine National Clearinghouse requirements. Financial aid in Division III schools is granted either on the basis of financial need or in the form of academic scholarships. No athletic scholarships are awarded at Division III schools. NCAA contact information: (877) 262-1492.

ATHLETIC AWARDS

**Varsity Awards**
First time Varsity award winners will receive the Varsity chenille letter. When an athlete wins a Varsity award for the first time in a different sport, he/she will receive a first year bar. Second year Varsity award winners will receive a second year bar. Third year Varsity award winners will receive a third year bar. Fourth year Varsity award winners will receive a four-year plaque.

**Junior Varsity Awards**
Those athletes earning a JV award will receive a certificate.

**9th Grade Awards**
Those athletes earning a 9th grade award will receive a certificate and their numerals.

**Special Team Awards**
Generally, there are three special trophies awarded at the high school Varsity level. Examples of the awards are:
- Most Valuable Player, Most Improved Player, and Coaches’ Award
  Some coaches and/or teams have additional special awards relative to their sport. Those awards are provided by private donors.
  - Scholar-Athlete Award – Each student/athlete, who maintains a 3.0 grade point average (GPA) while competing in a sport, shall receive a Scholar-Athlete certificate.
  - Captain’s Pins - Each captain of the Varsity teams will receive their captain’s chenille pin. Similar pins may be given at the 7th or 8th grade levels, if captains are selected at that level.

**W. Earl Holman Award**
Selection of the individuals for this prestigious award will be based on a point system awarded for interscholastic sports recognized by the following manner:
**Athletic Achievement Points:**
Six (6) points for a Varsity Award. Three (3) points for a Reserve Award.
Ten (10) points for being a member of a State Championship Team.
Ten (10) points for finishing first, second or third place in State Finals Competition as an individual. (Parts 3 and 4 cannot both be counted). Ten (10) points for being selected as a member of an All-State Team as voted by the coaches of that sport. Honorable-mention selection shall not count. Five (5) points for being a member of a Conference Championship team or for finishing first in an individual Conference championship.

**Leadership Points:**
Ten (10) points for serving as a class officer or student government officer.
Five (5) points for being selected as the captain of your sport.

Points for Academic Achievement: Cumulative GPA for 4 years

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<th>GPA</th>
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Ten (10) points for being selected as a member of an All-State Academic team as determined by the coaches association of that sport. Honorable mention does not count.

Twenty (20) points for being selected as the MHSAA Scholar-Athlete for a sport. The candidates must have been student/athletes at Jackson High School for at least three years to qualify for this award. The student/athlete’s record for the fourth year of high school in another school would be considered in determining the recipient of the award.
The following pages contain information that is consistent for secondary schools within Jackson Public Schools

**JPS Mission**

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

**JPS Vision**

We envision a community where all students become lifelong learners.

**Parental Involvement, Board Policy 2112**

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

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

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

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

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

**A. Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;

2. providing professional development for school staff that helps build partnerships between families and schools;  

3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;  

4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.
B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;

2. providing information to families about school policies, procedures, programs, and activities; \(^1,2\)

3. promoting regular and open communication between school personnel and students' family members;

4. communicating with families in a format and language that is understandable, to the extent practicable; \(^1,2\)

5. providing information and involving families in monitoring student progress; \(^2\)

6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; \(^1,2\)

7. preparing families to be involved in meaningful discussions and meetings with school staff. \(^1,2\)

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; \(^2\)

2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. \(^2\)

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; \(^1,2\)

2. working with families to establish learning goals and help their children accomplish these goals;

3. helping families to provide a school and home environment that encourages learning and extends learning at home. \(^1\)

E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning; \(^2\)

2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families. \(^1,2\)

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources; \(^1,2\)

2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. \(^1,2\)
Implementation

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

1Indicates IDEA 2004 Section 650 & 644 parent involvement requirements
2Indicates Title I Section 1118 parent involvement requirements

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Legal
Sec. 1112, 1118 ESEA
M.C.L. 380.1294

Parental Visitation Procedures

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

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

Field Trip Consent

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

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

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

**Chain of Command**

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

<table>
<thead>
<tr>
<th>Step One: Contact Teacher</th>
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<tr>
<td><strong>Step Two:</strong> Contact Assistant Principal/Principal</td>
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<tr>
<td><strong>Step Three:</strong> Assistant Superintendent, Secondary Curriculum</td>
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<tr>
<td><strong>Step Four:</strong> Contact Superintendent</td>
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</table>
Notice for Directory Information

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.11

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

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

School Year: __________

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

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

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

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

Parent’s Name: ____________________________________________

Student’s Name: ___________________________________________

Signature: _____________________________________________

Date: ____________________________________________
Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

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

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

Student Name _____________________________ (please PRINT clearly)

Parent/Guardian 1 _______________________________ (please PRINT clearly)

School Building _____________________________ (please PRINT clearly)

Parent/Guardian 2 _______________________________ (please PRINT clearly)

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

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

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

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

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

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

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

________________________________________  _______________________________
Student Signature/Date  Parent 1 Signature/Date

________________________________________  _______________________________
Received By - Signature/Date  Parent 2 Signature/Date
UNDERSTANDING CONCUSSION

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

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

Some Common Symptoms

| Headache | Balance Problems | Sensitivity to Noise | Grogginess | Not "Feeling Right"
<table>
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<tbody>
<tr>
<td>Pressure in the Head</td>
<td>Double Vision</td>
<td>Slightness</td>
<td>Poor concentration</td>
<td>Feeling Irritable</td>
</tr>
<tr>
<td>Nausea/Vomiting</td>
<td>Slurred Vision</td>
<td>Hanziness</td>
<td>Memory Problems</td>
<td>Slow Reaction Time</td>
</tr>
<tr>
<td>Dizziness</td>
<td>Sensitive to Light</td>
<td>Fogginess</td>
<td>Confusion</td>
<td>Sleep Problems</td>
</tr>
</tbody>
</table>

WHAT IS A CONCUSSION?

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

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

IF YOU SUSPECT A CONCUSSION

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.

2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s OK. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Repeat or second concussions can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. It is better to miss one game than the whole season.

3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** - Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

**SIGNS OBSERVED BY PARENTS**

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

**CONCUSSION DANGER SIGNS**

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

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

**HOW TO RESPOND TO A REPORT OF A CONCUSSION**

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

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

CONCUSSION AWARENESS
EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

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

Participant Name, Printed ____________________________ Parent/Guardian Name, Printed ____________________________

Participant Name, Signature ____________________________ Parent/Guardian Name, Signature ____________________________

Date ____________________________ Date ____________________________

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

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

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

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

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

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.

Testing

Jackson Public Schools administers the following assessments for students in grades 6 – 11:

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

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

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

ASSIST (Achieving Success-Student Intervention Study Team)

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

Jackson Public Schools recognizes that all students must be successful learners. Through this recognition, students must have intervention strategies that are derived from scientific-based research. It is the charge of all to ensure all students are achieving. With this in mind, JPS will institute Response to Intervention (RTI). RTI is a “multi-tier delivery system that uses a data-driven, problem-solving model to identify specific student need and match appropriate instructional strategies.” (MASSE, 2006). Based on this premise, the ASSIST process has been put in place.
ASSIST is a collaborative process to address the needs of students who may require additional support in achieving the standards of academic/behavioral development. The Team recognizes that parents and classroom teachers may find it necessary to meet with other staff for guidance and/or assistance regarding intervention strategies to help students. The process also meets the requirements of state and federal legislation regarding the special needs of students.

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

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

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

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

**Special Education Services**

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

**Student Dress/Attire**

Since good grooming and appropriate dress are important in today’s life, our young people are encouraged to take pride in their appearance. The development of this pride is a responsibility shared by parents/guardians, students, community and school. We recognize that the primary responsibility for the manner in which a student is dressed rests with the parent/guardian. Articles of clothing promoting gangs, alcohol, tobacco, drugs, obscenities and/or clothing that promotes sexually explicit material may not be worn. Hats, bandannas, do rags and head scarves may not be worn in the school building or in any classroom. Coats may not be worn after the start of the school day. Shoes must be worn at all times for the health and safety of the students. Book bags must be left in a locker or secure place. Students should remember that the way they dress is a reflection of their self-respect. Student violations will be covered under #10 of the Code of Conduct.

**Attendance and Truancy Guidelines**

Please refer to “Building Specific Pages”.

**Head Lice – Board Policy 8451**

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

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

The Board recognizes the importance of educating staff, students, and parents/guardians on the management and prevention of head lice. The district policy will be available to staff and parents.
Parents/guardians should seek information regarding treatment from their private physician or the
Jackson County Health Department (788-4420).

**Communicable Diseases**

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

- Chicken Pox
- German Measles
- Head Lice
- Infectious Hepatitis (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), Health Centers at Northeast Elementary (787-4361), Middle School at Parkside (788-6812) or Jackson High School (780-0838).

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

**Birth Certificates**

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

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

Information to Parents and Students on Tornado Safety

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

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

Tornado Watch

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

Tornado Warning

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

Tornado/Fire Drills

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

School Food/Party Guidelines

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

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

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

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

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

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;

B. "use of a tobacco product" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
2. the inhaling or chewing of a tobacco product
3. the placing of a tobacco product within a person's mouth
4. the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance

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

**Anti-Harassment, Board Policy 5517**

*(for the complete policy, refer to the district website: www.jsk12.org)*

**Reports and Complaints of Harassing Conduct**

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

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

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

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

Mrs. Willye Pigott                                      Dr. William Patterson
Assistant Superintendent                             Assistant Superintendent
517-841-2157                                        517-841-2208
522 Wildwood Ave.                                    522 Wildwood Ave.
Jackson, MI 49201                                    Jackson, MI 49201
willye.pigott@jpsk12.org                             wiliam.patterson@jpsk12.org

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

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

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

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

Investigation and Complaint Procedure

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

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).
The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

**Informal Complaint Procedure**

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

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

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

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

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

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

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

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

A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.

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

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

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

**Formal Complaint Procedure**

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

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

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

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

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

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

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.
Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the “Respondent,” that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board’s Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

A. interviews with the Complainant;

B. interviews with the Respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board’s legal counsel before finalizing the report to the Superintendent.

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

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

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

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

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

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

Name __________________________________________ Date ______________________

School __________________________________________ Grade __________________

Homeroom Teacher’s Name ______________________________________________

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

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature________________________________ Date Complaint Filed ______________

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

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

Building Principal Signature: ________________________________

Date Building Principal Received: ______________________________

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

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

Expulsion

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

Weapon Free School

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

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

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

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

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

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

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

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

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

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

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

1. **AGGRESSIVE MISBEHAVIOR**: Physical contact or threat of physical contact towards school employees, or other adults working in the building, with the intention of doing bodily harm by a student or group of students. This can include written, verbal and electronic communication.

   State law mandated Procedure E

2. **ARSON OR ATTEMPTED ARSON**: Starting, or attempting to start, a fire for any purpose.

   First Violation Procedure D or E
   Repeat Violation Procedure E

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

   First Violation Procedure E

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

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

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

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

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

   First Violation Procedure B or C
   Repeat Violation Procedure D

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

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

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

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

First Violation  Procedure C or D
Repeat Violation  Procedure E

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

- clothing or jewelry that symbolizes gang membership, hatred, sexually explicit behavior/standards, alcohol, tobacco, or illegal drugs
- hats or head coverings (do-rags, scarves, bonnets) unless mandated by religious belief
- skirts or shorts that are less than mid-thigh in length; including athletic shorts
- bulky outerwear; for example, coats, quilted jackets worn as outerwear, etc.
- sunglasses
- halter tops, muscle shirts, sleeveless jerseys, tank tops with narrower than 2” straps, tube tops, off the shoulder tops, backless tops
- clothing of a revealing nature such as shirts that show cleavage
- pants that sag revealing undergarments
- slippers
- pajamas
- crop tops that show midriff when the wearer is standing, walking or sitting
- visible undergarments
- see-through or mesh tops
- bottoms with large holes that expose skin above the knee
- any other clothing or accessory that is disruptive to the educational atmosphere within the classroom or school or inappropriate as determined

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

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

First Violation  Procedure C or D
Repeat Violation  Procedure E
Violators of the above will be referred for a professional evaluation to an outside agency.

12. **DRUGS: SALE OR ATTEMPT TO SELL OR DELIVER (TRAFFICKING) OF ANY MIND ALTERING DRUG INCLUDING ALCOHOL, AS WELL AS LOOK-A-LIKE DRUGS**

First Violation  Procedure D or E
Repeat Violation  Procedure E
13. **EXTORTION**: The solicitation of money or something of value from another student, regardless of the amount, in return for protection or in connection with a threat (implied or actual) to inflict harm.

- First Violation: Procedure D
- Repeat Violation: Procedure D or E

14. **FALSE FIRE ALARM**: Falsely alerting the fire department or school to a non-existent fire.

- First Violation: Procedure D
- Repeat Violation: Procedure E

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

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

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

- First Violation: Procedure B or C; parent meeting required. Any student involved in a physical altercation (fight) will be referred to the school counselor or social worker for conflict resolution.
- Repeat Violation: Procedure C or D; possible referral to Superintendent/designee for alternate placement or expulsion.

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

17. **FIREWORKS OR OTHER EXPLOSIVE MATERIAL, POSSESSION AND/OR USE**: Student(s) using or having in their possession any explosive device that is illegal or dangerous to themselves or to others. This would include something as innocuous as sparklers if used on school property or at a school-sponsored activity.

- First Violation: Procedure D
- Repeat Violation: Procedure D or E

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

- First Violation: Procedure B
- Repeat Violation: Procedure C

19. **HABITUAL OFFENDER**

Student(s) who have been recipients of disciplinary action for an offense that falls into the category of Procedure C, or D, four (4) or more times in a single school year can, upon the recommendation of the principal, be subject to Procedure E.
20. **INAPPROPRIATE SHOW OF AFFECTION/SEXUAL ACTIVITY**: Public show of affection between students including, embracing, kissing, etc., is inappropriate.

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<tr>
<th>First Violation</th>
<th>Procedure A or B</th>
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<td>Repeat Violation</td>
<td>Procedure C, D, or E, depending on the circumstances</td>
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21. **INDECENT EXPOSURE**: Wearing clothing that exposes private body parts, or removing clothing to expose parts of the body that would be considered socially inappropriate for public display.

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<td>Repeat Violation</td>
<td>Procedure D</td>
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22. **INTIMIDATION OF WITNESS**: Any physical or verbal intimidation of any witness to a school or legal violation.

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<td>Procedure D or E</td>
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23. **LOITERING ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED EVENTS**: Being on school grounds or in the school without authority or permission of school personnel. Students may not loiter after school, after dances, or after other events, including athletics. **This would include students who are in shortened programs or suspended.**

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<td>Repeat Violation</td>
<td>Procedure C</td>
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24. **LOITERING ON PRIVATE PROPERTY ADJACENT TO SCHOOL PROPERTY**: Being on adjacent or nearby, privately owned property without authority or permission of the property owner.

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

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<td>Repeat Violation</td>
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26. **PROFANITY AND/OR OBSCENE BEHAVIOR**: Use of profanity or obscene behavior including gestures.

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<td>Repeat Violation</td>
<td>Procedure B or C</td>
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27. **RADIOS, ETC., IN SCHOOL**: Refer to Item 4, Communications Devices, Possession of.

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

<table>
<thead>
<tr>
<th>First Violation</th>
<th>Procedure C or D</th>
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<tr>
<td>Repeat Violation</td>
<td>Procedure D or E</td>
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29. **THEFT**: The possession of stolen property, the taking of property, the conspiring to take property or being an accomplice in the taking of, or hiding, property not belonging to the student.

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

30. **TOBACCO**: The use or possession of tobacco in any form is illegal. Use of a tobacco product means any of the following: the carrying by a person of a lighted cigar; cigarette, pipe or other lighted smoking device; the inhaling or chewing of a tobacco product; the placing of a tobacco product within a person's mouth; the smoking of electronic, vapor, or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning of tobacco or any other substance.

   First Violation  Procedure C
   Repeat Violation Procedure D

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

   First Violation  Procedure D or E
   Repeat Violation Procedure E

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

   First Violation  Procedure D or E
   Repeat Violation Procedure E

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

   First Violation  Procedure C or D
   Repeat Violation Procedure D or E

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

   First Violation  Procedure B and student must change clothes or cease behavior
   Repeat Violation Procedure C - E and student must change clothes or cease behavior
Secondary Placement Procedures (updated 6-15-17)

**Intake**

1. All new students meet with the grade principal. The grade principal will interview, orient and schedule the student. Emphasis will be on placing the student in a “like” program from their previous district.

2. If the child has special needs (IEP or 504), the principal will immediately involve the teacher consultant or special education administrator for assistance. The child will be given a 30-day placement in a “like” program and IEP/504 meeting scheduled.

3. If the child is coming from an alternative placement such as a juvenile home, alternative school or has not been in school for some period of time the child will be placed in a “like” program for a 45-day placement. In extreme cases, the district may provide homebound services. A 45-day placement meeting will be scheduled between the building principals to discuss the child’s individual needs, options and placement. Failure to reach a consensus will result in the Superintendent making the final decision.

**In District Transfer**

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

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

**Transition by Grade**

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

**Participation in Extra Curricular Activities**

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

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

**Appeal Process**

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

Student: ____________________________ ID#: __________________

School Year: ____________ Term: 1st Tri: _______ 2nd Tri: _______ 3rd Tri: _______

Date: _______________________

Grade In Question Information:

Class: _________________ Teacher: _________________ Grade Given: _________

Rationale for Appeal: ____________________________________________________

_______________________________________________________________________

_______________________________________________________________________

1ST LEVEL OF APPEAL – Teacher

Teacher Response: _______________________________________________________

_______________________________________________________________________

Grade Should Remain as is: _____________ Grade should be changed to: __________

Teacher Signature __________________________ Date ________________________

2nd LEVEL OF APPEAL – Grade Principal

Grade Principal’s Response: _______________________________________________________

_______________________________________________________________________

Grade Should Remain as is: _____________ Grade should be changed to: __________

Grade Principal Signature __________________________ Date ________________________

Teacher’s Signature __________________________ Date ________________________

--over--
3RD LEVEL OF APPEAL - Principal for Instruction

Principal for Instruction Response

Grade should remain as is: ___________  Grade should be changed to: ________________

Principal for Instruction – Signature  Date

Teacher’s Signature  Date

Procedures for Grade Appeal Forms

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

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

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

The JHS Spirit Rock was donated by the Class of 1997 as a forum for our students to express their school spirit or acknowledge an upcoming event. Over the years, it has been used to wish students Happy Birthday, Good Luck and Best Wishes! In difficult times, it has been a place to grieve or to eulogize a lost loved one.

Current Vikings are encouraged to reserve the rock to express to our community the creative, caring, and supportive side of our student body.

Don’t wait to reserve your date, they fill up fast!

Group/Student: __________________________________________________________

Purpose: _______________________________________________________________

Date Request Made: _______________________________________________________

Requested Reservation Dates: ____________________________________________

Requested By: __________________________________________________________

Contact Phone: _________________________________________________________

Return completed form to Administrative Secretary.

Approved: ____________________________ Date: ____________________________

Not Approved: _________________________ Date: ____________________________
Personal Curriculum

A personal curriculum (PC) is a document process that modifies certain requirements of the Michigan Merit Curriculum (MMC). All students in grades 9-12 are eligible. Students with a documented disability and individualized Education Plan (IEP) may be eligible to further modify the MMC in areas directly related to their disability.

The use of a PC is allowed by state statute for only four reasons:

1. A student wishes to modify the mathematics requirement

2. A student wishes to go beyond the academic credit requirements by adding more math, science, English language arts or world language credits.

3. A student with a disability needs to modify the credit requirements based on his/her disability.

4. A student transfers to the district from out of state or a non-public school.

Parents, guardians, or emancipated students must initiate the Personal Curriculum process, Forms may be obtained from the student’s counselor.

*Please note that this language and information is subject to change, based upon information and decisions through Michigan Department of Education.*
August 28, 2013

Dear Parent/Guardian:

As the Prosecuting Attorney for Jackson County, I have a keen interest in the problem of truancy. Chronic truancy hurts our children and our community. Research has shown that truancy is a strong predictor of adult criminal behavior. And, a person who has little or no education will likely have a tough time in the job market which is tough enough already. Education is vitaly important for the future success of our children and our community, and chronic truancy threatens that future.

Michigan law requires all children from the age of six to eighteen to attend school. It is the legal responsibility of the parents and guardians of children to ensure their attendance throughout the entire school year. A child will be considered truant if he/she has 10 or more unexcused absences.

Valid/Lawful School Absences:
- Sickness with doctor’s note
- Doctor appointments
- Religious holidays
- Extreme family emergency
- Lice (3 days)
- Funeral (2 days)
- Suspensions (less than 10 days)

Invalid Excuses:
- Staying home to baby-sit
- Too tired
- Travel
- Needed at home
- Weather
- Missed bus or kicked off bus
- Child is not immunized
- Overslept
- Sickness (no doctor’s note)
- Chronic lice (over 5 days)
- Suspensions (over 10 days)

If you have questions about the validity of an absence, call your school’s principal.

There is a direct correlation between truancy, delinquency and criminal behavior. Education is a vital tool in a community’s effort to reduce crime. For the sake of the future well-being of our children and our community, I urge you to help make sure our kids are in school.

Sincerely,

Jerard M. Jarzynka
Prosecuting Attorney

[517] 788-4283  Fax [517] 789-4214
www.co.jackson.mi.us/prosecutor
Jackson High School
2019-2020 Handbook

“Fair doesn’t always mean equal”

Goal
To provide a safe, orderly and caring environment where all students succeed.

Belief Statements
- Students who are focused on learning and involved in school will be successful
- Zero Tolerance means inappropriate behavior is never acceptable and requires immediate intervention
- Parents are our key partners in the educational success of their children
- Attendance is critical to success
- Mutual respect begins with the adult
- Adults are responsible to teach, model and demonstrate appropriate behavior on a consistent basis, specifically in language and dress
- Positive relationships improve student behavior
- All students need a support system
- Students with special needs require individual attention and interventions

Positive Interventions
- Continuous communication – written and verbal
- Establish decision making procedures
- Social workers/staff teach and demonstrate appropriate behavior
- Behavior plan/contract
- Positive parent contact
- Keep accurate records – discipline, attendance and grades
- Involve parents in problem solving
- Negotiate lesser consequences for steps taken to improve behavior – consistent amongst administrators
- All transition requires meeting between sending and receiving parties
- Letters to parents
- Greet students at the door and in the hallways
- Honors Awards
- After-school tutoring
- Attendance awards
- Community service in place of consequences
- Restorative circles
- Positive office referrals
- Viking Vouchers - PBIS
- Dochas counseling
- ASSIST plans
- 504 plans
- Team meetings
It is the policy of the Jackson Public Schools District that no discriminatory practices based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, political affiliation, sexual orientation or disability or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Human Resources Office at Jackson Public Schools, 522 Wildwood Avenue, Jackson, Michigan 49201 or call (517) 841-2153.