



JPS Montessori School  
Elementary Student Handbook  
2023-24

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## 2023/24 Jackson Public Schools – Building Principals/Central Administration

<b>Cascades Elementary School (Y5-5)</b>	1200 S. Wisner Street, 03 Principal: Crescenda Jones <a href="mailto:crescenda.jones@jpsk12.org">crescenda.jones@jpsk12.org</a> Assistant Principal: Amy Teriaco <a href="mailto:amy.teriaco@jpsk12.org">amy.teriaco@jpsk12.org</a> Dean of Students: Brett Kiesel <a href="mailto:brett.kiesel@jpsk12.org">brett.kiesel@jpsk12.org</a>	PH 841-3900 / FAX 768-5902 Secretaries: Terri Downs, 841-3902 Erin Lauth, 841-3904
<b>Dibble Elementary School (K-5)</b>	3450 Kibby Road, 03 Principal: Martha Kuhn <a href="mailto:martha.kuhn@jpsk12.org">martha.kuhn@jpsk12.org</a>	PH 841-3970 / FAX 768-5903 Secretary: Kellie Sovoda, 841-3972
<b>Fourth Street Learning Center (6-8)</b>	2400 Fourth Street, 03 Principal: Krista Jarvey <a href="mailto:krista.jarvey@jpsk12.org">krista.jarvey@jpsk12.org</a>	PH 841-2300 / FAX 768-5968
<b>Hunt Elementary School (K-5)</b>	1143 N. Brown Street, 02 Principal: Mary Jo Raczkowski-Shannon <a href="mailto:maryjo.raczkowski-shannon@jpsk12.org">maryjo.raczkowski-shannon@jpsk12.org</a>	PH 841-2610 / FAX 768-5900 Secretaries: Julie Yokom, 841-2614 Cathy Williams, 841-2612
<b>John R. Lewis (K-5)</b>	154 W. Clark St, 03 Principal: Jill Weatherwax <a href="mailto:jill.weatherwax@jpsk12.org">jill.weatherwax@jpsk12.org</a>	PH 841-2600 / FAX 435-7508 Secretary: Samantha Steelman, 841-2602
<b>JPS Montessori Center (K-5)</b>	820 Bennett Street, 02 Principal: Rob Campbell <a href="mailto:robert.campbell@jpsk12.org">robert.campbell@jpsk12.org</a>	PH 841-3870 / FAX 990-0370 Secretary: Jennifer Biela, 841-3897
<b>Northeast Elementary School (Y5-5)</b>	1024 Fleming Avenue, 02 Principal: Sandra Martin <a href="mailto:sandra.martin@jpsk12.org">sandra.martin@jpsk12.org</a> Assistant Principal: Bradley Jayne <a href="mailto:bradley.jayne@jpsk12.org">bradley.jayne@jpsk12.org</a>	PH 841-2500 / 768-5911 Secretaries: Jennifer Campbell, 841-2504 Jennifer Woods, 841-2502
<b>Sharp Park Academy (Y5-5)</b>	766 Park Road, 03 Principal: Jasper Lusby <a href="mailto:jasper.lusby@jpsk12.org">jasper.lusby@jpsk12.org</a>	PH 841-2860 / FAX 784-1325 Secretary: Dawn Rigelman, 841-2862
<b>Middle School at Parkside (6-8)</b>	2400 Fourth Street, 03 Principal: Krista Jarvey <a href="mailto:krista.jarvey@jpsk12.org">krista.jarvey@jpsk12.org</a> Associate Principal: Bobby Bertke <a href="mailto:robert.bertke@jpsk12.org">robert.bertke@jpsk12.org</a> Assistant Principal: Destiny Davis, <a href="mailto:destiney.davis@jpsk12.org">destiney.davis@jpsk12.org</a>	PH 841-2300 / FAX 768-5968 Secretary: Judy Sheets, 841-2302
<b>Jackson High School (9-12)</b>	544 Wildwood Avenue, 01 Principal: Monica Pierce <a href="mailto:monica.pierce@jpsk12.org">monica.pierce@jpsk12.org</a> Associate Principal: Willie Lewis <a href="mailto:willie.lewis@jpsk12.org">willie.lewis@jpsk12.org</a> Assistant Principal: Anthony Coffie <a href="mailto:anthony.coffie@jpsk12.org">anthony.coffie@jpsk12.org</a> Assistant Principal: VACANT	PH 841-3700 / FAX 768-5910 Secretary: Mary Csage, 841-3702
<b>Jackson Pathways (9-12)</b>	544 Wildwood Avenue, 01 Principal: Willie Lewis <a href="mailto:willie.lewis@jpsk12.org">willie.lewis@jpsk12.org</a>	PH: 841-3729 / FAX 768-5968 Secretary: Rosie Talmage, 841-3728
<b>South Central Michigan Virtual (K-12)</b>	1060 Jackson Crossing, 02 Director: Fred Parker <a href="mailto:fred.parker@jpsk12.org">fred.parker@jpsk12.org</a> Dean of Students: Clifton Foster <a href="mailto:clifton.foster@jpsk12.org">clifton.foster@jpsk12.org</a>	PH 841-2820 / FAX 990-0002 Secretary: Amy Barton, 841-2820
<b>Superintendent of Schools</b>	522 Wildwood Avenue, 01 Jeff Beal <a href="mailto:jeff.beal@jpsk12.org">jeff.beal@jpsk12.org</a>	PH 841-2201 / FAX 789-8056 Executive Assistant: Michele Oxley, 841-2202
<b>Assistant Superintendent Finance and Operations</b>	522 Wildwood Avenue, 01 Marcus Leon <a href="mailto:marcus.leon@jpsk12.org">marcus.leon@jpsk12.org</a>	PH 841-2800 / FAX 768-6030 Finance Secretary: Laurie Neapass, 841-2152
<b>Assistant Superintendent Elementary Curriculum/Federal Programs</b>	522 Wildwood Avenue, 01 Julie Baker <a href="mailto:julie.baker@jpsk12.org">julie.baker@jpsk12.org</a>	PH 841-2157 / FAX 990-0556 Secretary: Rachel Hemry, 841-2147
<b>Assistant Superintendent, Secondary Curriculum</b>	522 Wildwood Avenue, 01 Jeremy Patterson <a href="mailto:jeremy.patterson@jpsk12.org">jeremy.patterson@jpsk12.org</a>	PH 841-2208 / FAX 990-0556 Secretary: Rachel Hemry, 841-2147
<b>Assistant Superintendent, Communications &amp; Community Relations</b>	522 Wildwood Avenue, 01 Kriss Giannetti <a href="mailto:kriss.giannetti@jpsk12.org">kriss.giannetti@jpsk12.org</a>	PH 841-2148 / FAX 990-0556 Assistant: Lois Dunning, 841-2187



# Jackson Public Schools

## JPS Montessori Center

820 Bennett St. | Jackson, Michigan 49202  
Phone 517-841-3870 | Fax 517-990-0370  
[jpsk12.org/Montessori](http://jpsk12.org/Montessori)

Dear Montessori Families,

My name is Rob Campbell, and I am the Principal at the JPS Montessori School, the only tuition-free Montessori school in Jackson. We are proud to offer students an educational environment that promotes individualized learning, respects working at your own pace, nurtures children's innate desire to learn new things, and fosters a lifelong love of learning. Our academic curriculum aligns with Michigan state standards and frameworks, with an additional emphasis on social-emotional learning and 21st century skills. We strongly believe in the Montessori principle of educating the whole child.

At the school, learning is an exciting process of discovery that leads to self-discipline, concentration, and intrinsic motivation. In the classroom there is constant interaction, problem solving, peer teaching, and socialization. Children are challenged according to their ability, and are never bored. Our students look forward to coming to school each day!

Our school is housed in the JPS Montessori Center, where we share the building with the Felician Children's Center. The FCC offers before and after school childcare, childcare for children as young as two weeks, and three and four-year-old preschool programs. This allows our families with children of multiple ages to meet all of their childcare and schooling needs in one building, and allows children to experience the security of calling our school their home-away-from-home from infancy through fifth grade, an experience unmatched in most other school settings.

You will also find an exceptionally welcoming and safe climate and culture at the JPS Montessori School, where we teach students how to make PACEM (Latin for peace) in their environment. We promote the values of being Peaceful, Accountable, Courteous, Empathetic, and Mindful. We teach social skills as well as academics, and celebrate kindness and respect. We have a very active PTO, and our teachers work diligently to foster positive relationships with parents and students. Our school is a special place to be, and you can feel it as soon as you enter the building.

I encourage you to come visit our school, and to talk with me about what makes our school the unique and wonderful place that it is. We are grateful that you are part of the JPS Montessori community, and I look forward to the opportunity to talk with you about our program, and to answer any questions you may have.

JPS is truly "where community comes together".

Rob Campbell  
Principal  
JPS Montessori School

## Jackson Public Schools 2023-24 District Calendar

*Additional information from your student's individual school may be provided as the school year progresses.*

August	21	Professional development (building and/or district); no students
	22	AM – Teacher Work Day / PM – District professional development; no students
	23	FIRST DAY OF SCHOOL – Half day students/full day staff
September	1	No school – No students/classroom staff
	4	Labor Day, no school
	15	Half day students / half day professional development (building)
	27	Staff 1-hour After School professional development/Early Release
October	4	Student count day
	11 & 12	Y5-8 conferences, half day students
	12	9-12 conferences, half day students
	13	Y5-12, half day students/classroom staff
	16	Full day professional development (district), no school
	25	Staff 1-hour After School professional development/Early Release
November	15	JHS/Pathways exams
	16	JHS/Pathways exams (Early Dismissal, JHS/Pathways only)
	17	JHS/Pathways exams / End of 1 <sup>st</sup> Trimester / Y5-12 Records Day, half day students
	22-24	Thanksgiving recess, no students/staff
	29	Staff 1-hour After School professional development PD/Early Release
December	25-Jan 5	Winter break, no school
January	8	School resumes
	15	Martin Luther King, Jr. Day, no students/staff
	18	6-12 Conferences, evening
	24	Staff 1-hour After School professional development/Early Release
February	14	Student Count Day
	16	No Students/Staff only
	19	President's Day – No students/staff
	28	Staff 1-hour After School professional development/Early Release
	28	JHS/Pathways exams
	29	JHS/Pathways exams (Early Dismissal, JHS/Pathways only)
March	1	JHS/Pathways exams / End of 2 <sup>nd</sup> Trimester / Y5-12 Records Day, half day students
	7	Y5-5 conferences
	8	Y5-12 Half day students/classroom staff
	11	Full day professional development (district), no school
	22-29	Spring break, no students/staff
April	1	School resumes
	24	Staff 1-hour After School professional development/Early Release
May	24	Graduation Day, half day JHS/Pathways only, students/staff
	27	Memorial Day, no school
June	4	JHS/Pathways exams
	5	JHS/Pathways exams / Y5-12 half day students / full day staff
	6	JHS/Pathways exams; Y5-12 LAST HALF DAY students / Records Day

## **JPS Montessori School Staff**

**Rob Campbell, Principal**

**Jennifer Biela, Secretary**

### **Primary Staff**

Hillary Fairbanks.....Room 22

### **Lower Elementary Staff**

Melissa Choat.....Room 23

Stephen McCarty.....Room 25

Lisa Baur.....Room 27

### **Upper Elementary Staff**

Shona Terpay.....Room 24

Elise Fish.....Room 26

Rocio Baird.....Montessori Specialist/Spanish

### **Specialists**

Aleta Damm.....STEAM

Carlee Williams.....PE

### **Paraprofessionals**

Beverly Avery

Erin Hunt

Monica Curtis

Nina Quiroga

### **Teaching Assistants**

James Glaspie

Erika Steiner

### **Resource Room**

Kamryn McCloughan

### **Social Worker**

Tonya Kendra

### **Instructional Coach**

Kristin Benson

### **Custodial Staff**

Kari Chapman

Vern Hayes

### **Nutrition Services Staff**

Kelly Hardman

Katharine Artis

### **Community Partners**

PTO

Imagine Planet

True Community Credit Union

Jackson District Library

Jackson Health Department

Center for Family Health

Community Action Agency

# **JPS Montessori School School Hours**

## **Daily Schedule**

Doors Open/Breakfast	7:15 AM
School Begins	7:45 AM
Full Day Dismissal	2:47 PM
Half Day Dismissal	10:55 AM
Early Release	1:32 PM

*Early Release Dates: Sep 27, Oct 25, Nov 29,  
Jan 24, Feb 28, Apr 24*

## **Lunch Schedule**

Recess A: 11:30	Recess B: 12:05
Lunch A: 11:50	Lunch B: 12:25

## **Stay in Touch and Get the Latest Updates!**



Like us on Facebook and all of our announcements will pop up on your newsfeed!

<https://www.facebook.com/pages/JPS-Montessori-Center/330721533789106>

Follow us on Twitter!

<https://twitter.com/MontessoriJps>

Check out our webpage!

<http://jpsk12.org/site/Default.aspx?PageID=335>

**Download the Jackson Public Schools App available for IOS and Android devices in the  
App Store and Google Play Store!**



## **Absences, Tardiness, and Early Dismissals**

Schools are responsible for educating your child, but we can't do our job if your child is absent. A child who misses a day of school also misses a day of learning that may never be made up. You can make school a top priority for your child by building the habit of daily attendance. This sends the message to your child that you believe that school is important.

If your child is absent due to an emergency or illness, please send a doctor's excuse the following day, or a written note explaining why your child was absent. This will help us determine if the absence can be excused or not. We can excuse the following school absences, based on the guidelines set forth by the prosecuting attorney's office:

- Sickness with doctor's note, doctor's appointments
- Extreme family emergency
- Lice (3 days)
- Funeral (2 days)
- Suspension (not more than 10 days)
- Religious holidays

The following school absences will not be excused:

- Staying home to babysit/needed at home
- Too tired or Overslept
- Travel
- Weather
- Missed bus or kicked off of bus
- Child is not immunized
- Chronic lice (over 5 days)
- Suspensions (over 10 days)
- Parent or sibling illness or doctor's appointment

It is also important for your child to arrive on time. It is difficult for teachers and students to focus when they are disrupted by students walking in late each day. Your child is also missing valuable instruction each time he/she is tardy. We are asking for your support in ensuring that your son or daughter arrives on time to school each day.

If your child is going to be absent or tardy, please call the school office. Our phone number is 841-3897. Excessive tardiness and absences will be reported to the Jackson County Intermediate School District and the Juvenile Court. Truancy is against the law and we strongly enforce this policy.

If you are struggling to get your child to school, please contact us. If we can't help you, we will refer you to a community agency that can.

Please refer to the attendance policy in the common pages in this handbook for more information.

## **App**

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

## **Arrival and Dismissal**

Our doors open and breakfast is served each day at 7:15 AM. No students will be admitted into the building before 7:15 AM, and there is no school supervision prior to this time. If you arrive before the doors open, you must wait with your student until they are let into the building. Breakfast ends and classes begin at 7:45 AM.

School is dismissed at 2:47 PM. If your child is being picked up, please try to arrive as close to dismissal as possible. Unless there is an emergency, please do not ask us to call your child down to the office early. At the end of the day, many teachers are finishing instruction that your child will miss.

Parents who are picking up a student at dismissal need to pull around to the back of the building on Hallett Street and wait in our pickup line as we call students out to their cars. Parents coming to the office to avoid waiting in the line will be directed to pull around to the pickup line, or will need to wait until 3:00 for their student when the pickup line is completed.

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

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

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

In the event of an absence, you are required to notify the office by 9:00am. If a child is to be excused from school during the day due to illness or for an appointment, a parent or guardian (or emergency contact when appropriate) must come to the office to sign out the student. There are no exceptions. Students are not allowed to leave campus without being signed out and students may not be signed out by another minor. Any assigned class work missed because of absences must be made up in the amount of time equal to the absence(s). If a student is going to be absent for more than two (2) days, parents may arrange for homework to be collected from the teacher.

## **Bicycles**

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

## **Breakfasts and Lunches From Home**

Our wellness policy is in effect for breakfast, lunch, and throughout the school day. Please do not send donuts, pop, candy, sugary juices, or other sugary food items for breakfast or lunch. The sugar in these foods interferes with students' ability to focus and learn and violates the district Wellness Policy. If you have any

questions, please contact the office at 841-3897. Learn more about the district's Wellness policy in the common pages of this handbook.

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

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

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

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

### **Cafeteria Expectations**

Students are expected to use good manners and clean up after themselves in the lunchroom. Spills are common and a staff member will assist with these problems. If your child brings lunch to school, know that only small size snack bags are allowed. Children are also not permitted to trade or accept food from others. Parents with children with food allergies should notify the school office and the classroom teacher to assure accommodations as needed are in place before the first day of school.

Expectations for student behavior are the same in the lunchroom as it is throughout the school. Lunch is 20 minutes for each grade level. Students are encouraged to use the restroom before they enter the lunchroom. Hand washing is promoted before and after lunch. The supervision of the lunchroom is limited to our paraprofessional staff and parent volunteers. Chronic disruptive behavior by students will be referred for disciplinary action.

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

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

### **Chain of Command**

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

## **Change of Address & Telephone**

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

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

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

## **Communicating a Concern**

JPS Montessori encourages open communication about student concerns. Following the chain of command is the best way to resolve most issues. In order to best facilitate problem-solving, the initial concerns should be addressed in the following order:

Step 1 → Contact classroom teacher

Step 2 → Contact Montessori principal

Step 3 → Contact Assistant Superintendent for Elementary Curriculum

Step 4 → Contact Superintendent of Jackson Public Schools

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

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

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

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

## **Conflict Resolution**

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

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

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

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

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

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

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

### **Deciding When to Keep your Child Home**

Although regular attendance at school is of the utmost importance, please do not send your child to school if he/she:

- has any covid symptoms, until they are tested and receive a negative result.
- has a fever of 99 degrees or higher.
- has diarrhea, unless a medical exam indicates that it is not communicable.
- has vomited within the past 24 hours.
- has a rash, until a healthcare provider indicates that it is not communicable.
- has eye drainage/pinkness. Students with pink eye can return to school 24 hours after treatment by a doctor.
- has strep throat. The student must wait 24 hours after antibiotic treatment before returning to school.
- has lice. The student must be treated before returning to school and must be free of nits and live lice when checked upon return.
- has ringworm. The student can return as soon as medication from a doctor has been applied. The site must stay covered with a bandage.

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

After-school detention can be assigned for one of two reasons. First, if a student chooses to not work during work periods, and fails to complete their work for the day, they may be asked to stay after school to complete the unfinished assignments. Second, if a student repeatedly misbehaves, and does not change their behavior after multiple adult interventions, they may be asked to stay after school to work with an adult to get to the root

of the issue and to help ensure it does not happen again in the future. Parents or guardians will be notified in advance if a student receives a detention.

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

The Jackson Public Schools Elementary Code of Conduct addresses student behaviors and consequences. The discipline plan and definitions are available toward the end of this handbook starting on page 38.

### **Dismissal Procedures**

Dismissal begins at 2:47pm on full days, and 10:55am on half days. Students who ride the bus will be escorted out of the building and placed on the appropriate bus. Buses arrive at the front of our building around the circle drive.

Students who get picked up at dismissal wait in their classrooms. We ask that cars line up behind the building along Hallett Street, and continue around the corner onto Backus Street. Please do not block any driveways while you wait in the pick up line. Students will be called out by an adult when their car has moved toward the front of the line so that they can come out of the building to head home. Please remain in your car while waiting in the line.

Students are also permitted to walk to and from school, or ride their bike, if a parent or guardian contacts the school and gives up permission to let them walk home.

Any changes to a student's dismissal schedule must be made by a parent or guardian through the office prior to 2:00pm that day. No student is permitted to change their schedule, nor will we take a student's word for it that you told them to do so. You must call the school and inform us directly, or no changes will be made.

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

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

### **Dress Code**

Students are expected to wear clothing appropriate for an educational setting. The Montessori administrative team or a designee reserves the right to make judgment on any article of clothing, or mode of dress, which poses the potential to distract from or disrupt the learning environment. We reserve the right to modify our expectations for proper attire as needed.

### **Emergency Drills**

At the school, to ensure the safety of our students and staff, we periodically hold fire, tornado, and lockdown drills. These drills are unannounced, and staff are not informed ahead of time, to ensure that the drill provides valid, authentic responses by the staff and students.

If you arrive to pick up your child during a lockdown drill, our doors are locked. No one will be allowed in or out of the building until the drill is complete. We appreciate your cooperation and understanding as we work to ensure the safety of our children.

## **Early Release Days**

The school will have a series of Early Release Days during the school year. On these days, school dismissal will be at 1:32PM. The dates for Early Release are as follows: Sep 27, Oct 25, Nov 29, Jan 24, Feb 28, and Apr 24.

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

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

## **Foreign Language Experience**

All students receive 30 minutes of Spanish instruction daily in their classroom.

## **Freedom of Expression**

Students of JPS have the right to express their ideas as long as they do not libel or slander others, speak obscenities or profanities, or disregard the truth. Such expression will not be restricted unless it interferes with the educational process or orderly conduct of classes. We expect each of our students to be respectful of others and their right of freedom of expression. Students are afforded the opportunity to recite the Pledge of Allegiance, but may decline as long as they respect the rights of others who wish to do so. Students reciting the pledge must also be respectful of those who decline to participate.

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

JPS Montessori hosts several fundraisers per year that are planned with our PTO. All money raised from the fundraisers goes directly back into our school and classrooms to benefit our students and their academic success.

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

Report cards are distributed at the end of every trimester. Parents are encouraged to stay in contact with their child's teacher through Dojo, email, phone calls, or conferences to monitor progress. Parent/teacher conferences are scheduled at the end of the first and beginning of the third trimester.

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

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

Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. Bullying behaviors, including harassment, intimidation, and isolation are not tolerated. JPS Montessori recognizes the following specific types of behaviors as falling under bullying:

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

As part of our classroom guidance series, we teach students the difference between conflict and bullying. Students experience conflict and many times it is reported as bullying. Students can report bullying behavior anonymously by writing a letter to their teacher or principal, sending an email via their google account, or calling after hours.

### **Interacting with Students Other Than Your Own**

Attempting to chastise or discipline children other than your own is strictly prohibited. If your child has had a problem with another student, or you witness a student hurting another, please tell a member of the school staff.

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

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

The police will be called for students who bring weapons, alcohol or drugs to school. All other items will be confiscated and returned to the parent or guardian. The school is not responsible for the loss of any of the above items or valuables brought to school by students. These items, including jewelry, should be left at home.



## **Keeping it Healthy**

According to JPS Board policy, only HEALTHY treats or NON-FOOD treats for classroom birthdays, holiday parties, and award celebrations will be allowed (please no cupcakes). As a school, we are responsible for helping students learn lessons about good nutrition and healthy lifestyles. The JPS School Board is encouraging this policy.

Here is a list of healthy snack choices or non-food items to consider, but not limited to, for classroom party and birthday events:

- Fresh fruit and vegetables
- Frozen yogurt
- Dried fruit
- Yogurt
- Mini Bagels with low fat cream cheese
- Baked chips
- Baby carrots and other vegetables with low fat dip
- Pens, pencils, or erasers
- Granola bars
- Soft pretzels and mustard
- Pizza
- Popcorn
- 100% fruit juice (small single-serves)
- Pudding
- Mini Muffins- Apple/ Blueberry
- Birthday favors
- String cheese
- Crayons or Markers
- Animal crackers
- Stickers
- Cheese & Crackers
- Cereal bar
- Single-serve milk
- Note pads

## **Late Arrival**

If you and your child arrive late, we ask that you drop your child off and sign your child in at the front desk. Parents and guardians are not permitted to go to the classroom with their student. This disrupts the learning that has already begun in our classrooms.

## **Lost and Found**

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

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

Office personnel provides first aid including ice packs, and band aids. Students should be kept home from school for suspected contagious conditions such as chicken pox, pink eye, strep throat, COVID19, and parasitic infestations. In cases of infestations, your child must be 100% free of nits. If your child becomes ill at

school and has a fever, vomiting or diarrhea they will be sent home for 24 hours or until symptom free for 24 hours without medication.

Children should be kept at home if:

- They have a fever of 99 or higher.
- They have diarrhea.
- They are vomiting.

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

Only physician prescribed medications with the proper permission matching the prescription label will be administered at school. All medications must be in the original container with the child's name, doctor's name, dosage and instructions for use. All medications must be stored in the nurse's office. Parents and the doctor must sign paperwork authorizing office staff to give the medicine. Medications for chronic conditions (asthma, hyperactivity) must be renewed at the beginning of each school year. If your child is frequently absent from school due to a chronic health condition, please contact the school office for paperwork that will protect the student from failing school due to absences. All students must be immunized prior to being enrolled in school. The child's immunization record must be presented at the time of registration. Students without proof of immunizations will need to bring an exemption form from their family physician.

### **Parent Involvement (Board Policy 2112, 2261.01)**

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

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

A strong partnership between home and school will make a great difference in your child's education. Together, we share the responsibility for your child's success. We ask that you support your child's learning by making sure that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Reads daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Tells you if he/she needs extra help in any area or subject
- Completes all of his/her work
- Knows that you expect him/her to succeed in school and go on to become college and workforce ready.

## **Parent/Teacher Conferences**

One of the best ways to learn about your child's progress is by talking with his/her teacher. We encourage all parents to make time in their schedules to talk with the teachers who work with your children. A parent/teacher conference early in the year helps you to see the plans for your child's school year. You may call the school office or send a note with your child to make arrangements for a meeting. We encourage you to get to know your child's teacher and support their efforts with your child. Please make an appointment to meet with a teacher. If you come to school expecting the teacher to meet without a scheduled appointment, the teacher will be teaching students, and not able to meet with you. Thank you for following this procedure.

## **Parking**

Parking is available in the right hand lot as you approach the school on Bennett Street. Parking along Bennett Street is also available. There is an additional lot behind the school, as well as parking along Hallett Street. All visitors, no matter where they park, must enter the building through the main entrance at the front of the school.

## **PBIS**

JPS Montessori uses Positive Behavior Interventions and Supports (PBIS) to teach desired social expectations in each area of the school. The students recognize these behaviors as making PACEM. Students have these expectations modeled and demonstrated regularly. Students display PACEM behavior by being Peaceful, Accountable, Courteous, Empathetic, and Mindful. When students are caught displaying exceptional PACEM behavior they are awarded a PACEM Card. PACEM Cards are read over announcements and then displayed in the cafeteria. When the wall is full students are rewarded with an Extravaganza!

If a student is not showing PACEM behavior, they receive a 15 second intervention in accordance with our PBIS procedures. A 15-Second Intervention is a conversation between an adult and the student with the purposes of redirection. At this time the student is given an opportunity to correct the behavior and do better moving forward. Students who continue to receive 15 Second Interventions will lose time off of their Extravaganza and may have other consequences assigned.

## **Personal Items**

Students are not allowed to use cell phones during school hours. If your child must have a cell phone to contact you after school, he/she must give it to his/her teacher upon entering class or bring it to the office to be picked up after school. Students not following this procedure will have their phone taken to the office.

Toys, stuffed animals, and other play items are not permitted at school. They distract from the learning environment, and students will be asked to put them in their backpack and not bring them back to school. Parents or guardians will be notified if this becomes an issue for their student.

Items such as coats, jackets, gloves, book bags, lunch bags, etc. should be labeled with names and room numbers. Lost items are more easily returned when they are labeled.

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

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

## **Picking Your Child Up Early**

On occasion, you may have to take your child out of classes for a short time or before the end of the day. Please report to the office and inform the secretary. She will call your child to the office and show you where to sign them out. School is dismissed at 2:47 PM. Unless there is an emergency, please do not ask us to call your child down to the office early. At the end of the day, many teachers are finishing instruction that your child will miss. Unless you have an appointment to volunteer in a classroom or meet with a teacher, we ask that parents do not go to classrooms.

## **Picking Your Child Up Late**

Students are dismissed at 2:47 PM. Parents who pick up their child are expected to be respectful of our staff and to do so by that time. If you know that you will be late, please contact our office. If we don't hear from you and can't contact you, we will call the emergency numbers you have provided in an attempt to reach you and/or find someone to pick up your child.

## **Playground Procedures**

Our students are required to play within the boundaries of the school in a safe and respectful manner. Rough play and profanity are not allowed. Older students are asked to be especially careful of how they play around the younger students. All students will obey the directions of adults. Students who are redirected by an adult may be asked to serve a time out. If a student is habitually having difficulty following rules and procedures on the playground they may be assigned a detention, or sent to conference with the principal. Students are to remain on the playground during outdoor recesses. Dangerous activities such as piggyback riding, play fighting, wrestling, rock throwing, snowball throwing and use of baseball bats are not permitted. Misuse or destruction of playground equipment will not be tolerated. Contact sports are not permitted.

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

## **Popcorn**

Each week on Friday, PTO volunteers make popcorn. Popcorn is available for 50 cents a bag, or students can buy a popcorn pass at the beginning of the year, which gets them one bag of popcorn every Friday that school is in session.

## **Reset/Refocus**

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

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

When appropriate, students will engage in restorative practices to address behavior infractions. This may include victim impact statements (understanding how their behavior impacted others), community service, (fixing, or helping make improvements for the good of the educational community) or other activities that help to mitigate the damage their behavior has caused.

## **School Materials/Supplies**

All necessary school supplies and materials are provided by the school. Should a student purposefully damage or destroy their materials or supplies, families may be asked to pay for their replacement.

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

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

## **Sending Someone Else to Pick Up Your Child**

If you send someone to pick up your child, we will not release your child to them unless that person is listed as an emergency contact on your child's registration papers and has a valid picture ID. We will also accept verbal permission directly from you.

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

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

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

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

## **Smoking**

JPS Montessori School is a tobacco and drug free campus. Smoking is not allowed on school grounds or in the parking lot.

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

It is Jackson Public School's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21

years and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years. The District is responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to the Early Intervention Program for evaluation and appropriate services. We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction, and without charge to the parents.

### **Stay In the Know!**

We do our very best to keep our parents informed of what is going on at JPS Montessori and with their children in a number of ways:

- Daily notes
- Texts, phone calls, and emails
- Announcements on the JPS app, which is available for all types of Smartphones
- Our Facebook and Twitter account
- Our website
- Parent/Teacher Conferences
- Newsletters, fliers
- Your child's PowerSchool account (see our secretary if you need help)
- Letters mailed home

*Please make sure to keep your phone number, email, and home address up to date so that you get the latest news and information.*

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

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

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

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

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

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

## **Telephone Use**

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

## **Telephone Calls - Teachers**

The office is happy to take a message from parents wishing to speak with a teacher, who will return their call at a convenient and appropriate time. Phone calls will not be transferred and teachers will not be called away from their classrooms to take a phone call during instructional time. If you call a classroom directly, your call will automatically be sent to voicemail, and may not be checked until after school that day.

## **Transportation Changes**

If you need to make a change to your child's normal transportation plan, you must call the office and inform us of the change. This applies whether your child is changing routes, changing bus stops, staying behind to get picked up by a parent, or walking home instead of riding. We will not make changes to your child's transportation plan without this information from you. We will not make a change based on what a student tells us.

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

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

## **Visitors**


All visitors to the school are required to sign in at the front office. Parents who would like to visit a classroom are encouraged to do so and are asked to make arrangements first with the classroom teacher. Parent-teacher conferences may be scheduled by calling the office or sending the teacher a note with the student. Conferences should not be scheduled during instructional class time. You may visit and observe your child's classroom for the purpose of observing instructional activities based on the following guidelines.

- 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 observation will be made while testing is being administered.
- The parent must make prior arrangements through the teacher and the building principal of the child's school.
- 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 picture, video or audio taping is allowed during classroom visitations, or when visiting the playground or cafeteria.

## Volunteers (Board Policy 3120.09)

We encourage our parents to volunteer at school and appreciate the valuable services our volunteers can provide both at school and from home. Parents volunteering in the schools must have a completed Ichat form on file. Please contact the school office for more information on how to volunteer.

## JPS Montessori Home-School Compact



JPS Montessori School students make

# PACEM

(Latin for "Peace")

Which stands for...

- Peaceful
- Accountable
- Courteous
- Empathetic
- Mindful

### Vision

*We envision a community where all students become lifelong learners.*

### Mission

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



## JPS Montessori Home-School Compact 2023/24



*Montessori School*

820 Bennett Street  
Jackson, MI  
49202

(517) 841-3870

[www.jpsk12.org](http://www.jpsk12.org)

<https://www.facebook.com/JPSMontessoriSchool/>



## JPS Montessori School 2023-2024 Home-School Compact

*"Together, may we give our children the roots to grow and the wings to fly."*

### As a PARENT, I can...

- ☐ Make sure my child attends school each day and arrives on time.
- ☐ Keep the lines of communication open by providing the school with up-to-date contact information and contacting the teacher with questions and concerns
- ☐ Attend parent-teacher conferences and participate in other school activities.
- ☐ Encourage my child to do their best each and every day.
- ☐ Check for homework and notes on a daily basis.
- ☐ Read to and with my child several times a week.
- ☐ Encourage my child to follow rules and behavior expectations in school and on the bus.
- ☐ Other \_\_\_\_\_

\_\_\_\_\_  
Parent

### As a STUDENT, I can...

- ☐ Believe that I can and will learn!
- ☐ Listen, do my best, and complete all of my work.
- ☐ Work independently, but ask for help when I need it.
- ☐ Follow the rules and behavior expectations in school and on the bus.
- ☐ Be respectful and kind to everyone in our school community.
- ☐ Be responsible for sharing notes and work between home and school.
- ☐ Make PACEM each and every day.
- ☐ Other \_\_\_\_\_

\_\_\_\_\_  
Student

### As a SCHOOL, we can...

- ☐ Provide a safe, respectful, and positive learning environment.
- ☐ Communicate often and openly with parents about their child's academic, social, and emotional progress.
- ☐ Offer assistance to parents so they can help their child at home.
- ☐ Effectively teach the Jackson Public Schools' curriculum using Montessori methods and materials.
- ☐ Provide extra support and differentiated instruction when needed to help each child succeed.
- ☐ Welcome the involvement of parents in our classroom and school community.
- ☐ Set high expectations.
- ☐ Other \_\_\_\_\_

\_\_\_\_\_  
Teacher

**Parents + Students + School = SUCCESS**

### Parent-School Partnership Agreement

JPS Montessori School is committed to aiding in the full development of our students through the Montessori Philosophy. Our students thrive when their homes and school operate in harmony with each other. To best serve the child, school and home must work together, sharing educational values and expectations.

This agreement aims to:

- Make clear what the school and parents can and should expect from one another
- Pave the way for a strong partnership

What does the school expect from parents?

- To understand and trust the Montessori model of education so that we can support one another in the care and nurturance of the child.
- Be willing to learn Montessori principles, and to bring these concepts into the home environment and your parenting. Principles include:
  - Allow your child to do things for themselves. Allow even the youngest child to engage in real life activities and household tasks, building independence, confidence and skills.
  - Allow your child to overcome challenges on their own. This builds self-esteem, a sense of purpose, and the determination to master life skills.

- Use positive discipline with your child.
  - Attend all regularly scheduled Parent/Guide Conferences and parent education events.
  - Become familiar with our parent handbook, your classroom's expectations, and what it means to be an active and supportive parent in our community.
- Be respectful of all adults and children in our community, the school, and the school's programs and policies.
  - Model respect for your child. Speak of the school and every member of the Montessori community in positive terms when your child, or any Montessori student, is present.
  - Always work to resolve misunderstandings and conflicts respectfully and graciously.
  - Share your time, talent, and resources to support our school community.
  - Maintain respectful, direct, and active communication with the school.
    - Communicate about all important events in your child's life.
    - Share any concerns about your child or classroom experience directly with the child's lead teacher.
  - Read all school bulletins, newsletters, emails, and calendars that are sent home.

### **What can parents expect from the school?**

- We are first, and foremost, a Montessori school, committed to best practices of Montessori education.
- Our focus is always on the growth of your whole child. By nurturing curiosity and initiative, the child develops strong work habits, a clear sense of purpose, and the will to learn and grow.
- We recognize your child as a unique individual. Therefore, our Montessori teachers will create lesson plans based on meeting each student's specific needs.
- We encourage deeper exploration and internalization of concepts rather than the memorization of facts.
- Students are given freedom with responsibility. They can choose from available activities and the order in which they do them. This helps children develop motivation, perseverance, independence, and concentration.
- All students are encouraged to take on works and projects that feel out of their reach. By doing this, they learn that mistakes are part of the learning process.
- We will communicate as partners, working hard to provide open, timely, information about your child and the school community.
- We will communicate regularly about the growth of your child.
- We will offer opportunities to support your own ongoing Montessori education.
- We will listen when you speak and respond with respect, always communicating in a timely, professional, and confidential manner.
- We will contact you directly in the event of special concerns about your child. Should you have difficulty resolving any issue, our administrative staff will facilitate efforts to reach a solution.
- We will keep you informed about school-wide events through bulletins, emails, and newsletters, as well as our website and Facebook page.
- We strive to ensure an environment that is physically and emotionally safe and supportive, as well as positive and peaceful.
- We provide materials and activities in each classroom, which directly correspond to the developmental needs of your child. The materials are challenging and inviting.
- We maintain buildings and grounds that are physically safe, secure, and well maintained.
- Adults, students, and environments form the whole of our Montessori community and culture. We strive to make the learning environment supportive and safe for every child in every way.

*We look forward to a working partnership with you to provide both an outstanding educational experience and warm, welcoming community for both you and your child.*

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

### **JPS Mission**

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

### **JPS Vision**

We envision a community where all students become lifelong learners.

## **Parent and Family Engagement - Board Policy 2112**

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

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

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

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

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

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

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

## **B. Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; <sup>1,2</sup>
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; <sup>1,2</sup>
5. providing information and involving families in monitoring student progress; <sup>2</sup>
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; <sup>1,2</sup>
7. preparing families to be involved in meaningful discussions and meetings with school staff. <sup>1,2</sup>

## **C. Volunteer Opportunities**

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

## **D. Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; <sup>1,2</sup>
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home. <sup>1</sup>

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

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

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

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

## Implementation

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

<sup>1</sup> Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

<sup>2</sup> Indicates Title I Section 1118 parent involvement requirements

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

### Visitors/Parents/Guardians Visitation

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

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

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

- Parents/guardians must make prior arrangements through the teacher/principal.
- No classroom observations will be made while testing is being administered.
- Parents/guardians 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/guardian to leave if they become disruptive.
- No video or audio taping is allowed during classroom visitations.
- The use of cell phones in the classroom is not permitted.

### Field Trip Consent

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

## Chain of Command

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

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

## Student Records

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

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

Directory information includes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

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

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

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

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

We believe parent/guardian 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/guardian 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 needs 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/guardians 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) is an important problem-solving and pre-referral process that can be used to develop strategies and interventions that promote a student’s success.

The Student ASSIST Team consists of the parent/guardian, building principal/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 issues may be referred to our alternative program.

## **Special Education Services**

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

## **School Attendance**

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

## **Head Lice – Board Policy 8451**

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

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

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

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

## **Communicable Diseases**

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

COVID-19  
Chicken Pox  
German Measles  
Head Lice  
Hepatitis B

Influenza  
Measles  
Mumps  
Pink Eye  
Pinworms

Ringworm  
Scabies  
Shingles  
Strep Throat (Scarlet Fever)  
Whooping Cough

## **Medication**

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

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

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

## **Immunization**

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

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

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

## **Birth Certificates**

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

## **Inclement Weather/Recess Weather**

It is the policy of Jackson Public Schools that when the actual temperature or wind chill is below ten degrees Fahrenheit, children will not go outside for recess. In addition, the extreme heat crisis plan is followed when the heat index reaches 95 degrees.

## **Emergency School Closings**

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

## **Fire, Tornado and School Safety Drills**

Jackson Public Schools complies with all fire, tornado and school safety drills and will conduct drills in accordance with State law. In addition, JPS has revamped its emergency operations procedures so students, staff and the community are using standardized terminology. A few key terms that you and your student should be familiar with include:

**Shelter-In-Place:** taken when conditions are safer inside the building than outside. Taking shelter inside a sealed building is highly effective in keeping students, faculty and staff safe.

**Secure Mode:** appropriate for, but not limited to, situations that involve potential violence outside the school facility and/or major hazardous materials situations that immediately and directly affect the safety of the students, faculty, staff and other personnel.

**Lockdown:** appropriate for, but not limited to, situations that involve potential violence inside the school and/or Secure Mode failure has occurred.

## **Crossing Guards**

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

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

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

The Board of Education recognizes that the use of tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

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

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

For purposes of this policy:

- A. “electronic smoking device” means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah;

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C. tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria);

This includes parent companies and subsidiaries.

- D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;
- E. "use of a tobacco product" means any of the following:

inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);

- 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
- 2. the chewing of a tobacco product;
- 3. the placing of a tobacco product within a person's mouth.

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

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

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

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

It is allowable to possess or provide to another person (but not inhale or ingest) a tobacco product (excluding electronic smoking devices) for an Indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony, or practice.

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

### **Anti-Harassment**

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

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

[5517.01 Annual Bullying Notice](#).

### **Title IX Sexual Harassment**

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

[2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities](#)

### **Suspension**

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

### **Permanent Expulsion**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

## Elementary Code of Conduct for Students

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

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

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

### **PROCEDURE A:**

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

### **PROCEDURE B:**

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

### **PROCEDURE C:**

- A. A conference with the parties involved
- B. At administrative discretion, any of the following consequences may be assigned:
  - 1. up to ten (10) school days out-of-school suspension
  - 2. a referral to the appropriate police authorities
- C. Parent(s)/Guardian(s) will be notified of action taken

### **PROCEDURE D:**

- A. A conference with the parties involved
- B. At administrative discretion, any of the following consequences may be assigned:
  - 1. ten (10) school days out-of-school suspension
  - 2. in extreme cases, a recommendation for expulsion/discipline hearing will be sent to the Superintendent/Designee
  - 3. referral to appropriate police authorities
- C. Parent(s)/Guardian(s) will be notified of action taken

### **PROCEDURE E:**

- A. A conference with the parties involved
- B. The following consequences will be assigned:
  - 1. mandatory ten (10) school days out-of-school suspension
  - 2. a recommendation for expulsion to the Superintendent/Designee
  - 3. referral to proper police authorities
- C. Parent(s)/Guardian(s) will be notified of action taken

## Definitions of Violations with Designated Procedures

The Code of Conduct includes, but is not limited to, behavior that takes place in school buildings, at school sporting events, extracurricular activities on school transportation, on social media 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 a fire for any purpose that results in destruction or disruption.

First Violation            Procedure D or E  
Repeat Violation        Procedure E

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

First Violation            Procedure D or E  
Repeat Violation        Procedure E

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

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

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

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

6. **DESTRUCTION OR DEFACEMENT OF SCHOOL PROPERTY/PROPERTIES ON SCHOOL GROUNDS OR PROPERTIES USED IN A SCHOOL ACTIVITY:** 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 A or B  
Repeat Violation        Procedure B or C

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

First Violation            Procedure A  
Repeat Violation        Procedure A or B



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

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

24. **LOITERING ON PRIVATE PROPERTY ADJACENT TO SCHOOL PROPERTY AND/OR LEAVING SCHOOL GROUNDS WITHOUT PERMISSION:** Being on adjacent, privately owned property without authority or permission of the property owner. This also included destruction of adjacent, privately owned property.
- |                  |             |
|------------------|-------------|
| First Violation  | Procedure B |
| Repeat Violation | Procedure C |
25. **MALICIOUS REMARKS OR AGITATION:** Malicious remarks, sound-a-like words, slurs or agitation directed at individuals because of race, color, religion, national origin, ancestry, age, gender, marital status, sexual orientation, or handicapping condition will not be tolerated. This can include written, verbal and electronic communication.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure A or B |
| Repeat Violation | Procedure B or C |
26. **PROFANITY AND/OR OBSCENE BEHAVIOR:** Use of profanity or obscene behavior including gestures.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure A or B |
| Repeat Violation | Procedure B or C |
27. **RADIOS/PERSONAL PROPERTY IN SCHOOL:** Refer to Item 4, Communication Devices, Possession of.
28. **SEXUAL HARASSMENT:** Physically, verbally or electronically offending an individual in a sexual manner. This may include telling inappropriate jokes or stories as well as spreading rumors and may include anyone who witnessed the behavior as well as the primary victim.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure B or C |
| Repeat Violation | Procedure D or E |
29. **THEFT:** The possession of stolen property, the taking of property, the conspiring to take property or being an accomplice in the taking of property not belonging to the student.
- |                  |                  |
|------------------|------------------|
| First Violation  | Procedure A or B |
| Repeat Violation | Procedure B or C |
30. **TOBACCO:** Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY,"

“BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

First Violation                      Procedure A

Repeat Violation                      Procedure B

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

First Violation                      Procedure C or D

Repeat Violation                      Procedure E

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

First Violation                      Procedure D or E

Repeat Violation                      Procedure E

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

First Violation                      Procedure A or B

Repeat Violation                      Procedure B, C, D or E

- 34. GANG RELATED:** Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. District will partner with local law enforcement to assist in identification of relevant gang-related activity.

First Violation                      Procedure A

Repeat Violation                      Procedure B or C



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