



FOURTH STREET LEARNING CENTER

Student Handbook

2023-2024

Fourth Street Learning Center (4SLC)

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

Mrs. Krista Jarvey, Principal	841-2301
Judy Sheets, Secretary	841-2302
Mr. Robert Bertke, Associate Principal	841-2279
Kim Nichols, Secretary	841-2286
Ms. Destiney Davis, Assistant Principal	841-2285
Kim Edwards, Secretary	841-2304
Andrea Parker, Switchboard/Attendance.....	841-2292

Jackson Public Schools Administration

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

Superintendent of Schools	Jeff Beal, jeff.beal@jpsk12.org	841-2201
	Executive Assistant: Michele Oxley	841-2202
Assistant Superintendent Finance and Operations	Marcus Leon, marcus.leon@jpsk12.org	841-2208
	Finance Secretary: Laurie Nearpass	841-2152
Assistant Superintendent Elem Curriculum/Federal Programs	Julie Baker, Julie.baker@jpsk12.org	841-2157
	Curriculum Secretary: Rachel Hemry	841-2147
Assistant Superintendent, Secondary Curriculum	Jeremy Patterson, jeremy.patterson@jpsk12.org	
	Curriculum Secretary: Rachel Hemry	841-2147
Assistant Superintendent Communications & Comm Relations	Kriss Giannetti kriss.giannetti@jpsk12.org	841-2148
	Assistant: Lois Dunning	841-2187
Director, Human Resources	Jessica Carter, jessica.carter@jpsk12.org	841-2155

Board of Education

Pam Fitzgerald, President
Shalanda Hunt, Vice President
Libby Brown, Secretary
Derek Dobies, Treasurer
Marilyn Acton-Dowell, Trustee
Kesha Hamilton, Trustee
Angela Mitchell, Trustee

Please visit us on the web at: www.jpsk12.org

Jackson Public Schools 2023/24 Principals and Secretaries

Cascades Elementary School (K-2)	1200 S. Wisner Street, 03.....	PH 841-3900
	Principal: Crescenda Jones crescendo.jones@jpsk12.org	FAX 768-5902
	Assistant Principal: Amy Teriaco amy.teriaco@jpsk12.org	
	Dean of Students: Brett Kiesel brett.kiesel@jpsk12.org	
	Secretaries: Terri Downs, 841-3902	
	Erin Lauth, 841-3904	
Dibble Elementary School (K-5)	3450 Kibby Road, 03.....	PH 841-3970
	Principal: Martha Kuhn Martha.kuhn@jpsk12.org	FAX 768-5903
	Secretary: Mary Dillon, 841-3972	
Hunt Elementary School (K-5)	1143 N. Brown Street, 02.....	PH 841-2610
	Principal: Mary Jo Raczkowski-Shannon maryjo.raczkowski-shannon@jpsk12.org	FAX 768-5900
	Secretaries: Julie Yokom, 841-2614	
	Cathy Williams 841-2612	
John R. Lewis (K-5)	154 W Clark St, 03.....	PH 841-2600
	Principal: Jill Weatherwax jill.weatherwax@jpsk12.org	FAX 435-7508
	Secretary: Samantha Steelman, 841-2602	
JPS Montessori Center (Ages 5-8)	820 Bennett Street, 02.....	PH 841-3870
	Principal: Robert Campbell robert.campbell@jpsk12.org	FAX 990-0370
	Secretary: Jennifer Biela, 841-3897	
Northeast Elementary School (3-5)	1024 Fleming Avenue, 02.....	PH 841-2500
	Principal: Sandra Martin sandra.martin@jpsk12.org	FAX 768-5911
	Assistant Principal: Bradley Jayne, Bradley.jayne@jpsk12.org	
	Secretary: Jennifer Woods, 841-2502	
	Machelle Shelton, 517-841-2504	
Sharp Park Academy (K-5)	766 Park Road, 03.....	PH 841-2860
	Principal: Jasper Lusby jasper.lusby@jpsk12.org	FAX 784-1325
	Secretary: Dawn Rigelman, 841-2862	
<hr/>		
Middle School at Parkside (6-8)	2400 Fourth Street, 03.....	PH 841-2300
	Principal for Instruction, Krista Jarvey krista.jarvey@jpsk12.org	FAX 768-5968
	6th Grade Associate Principal, Robert Bertke, Robert.bertke@jpsk12.org	
	8th Grade Assistant Principal, Destiney Davis, destiney.davis@jpsk12.org	
	Secretary: Judy Sheets, 841-2302	
Fourth Street Learning Center (6-8)	2400 Fourth Street, 03.....	PH 841-2300
	Principal: Krista Jarvey krista.jarvey@jpsk12.org	FAX 768-5968
Jackson High School (9-12)	544 Wildwood Avenue, 01.....	PH 841-3700
	Principal for Instruction: Monica Pierce, monica.pierce@jpsk12.org	FAX 768-5910
	Assistant Principal, Anthony Coffie, anthony.coffie@jpsk12.org	
	Assistant Principal, Willie Lewis, willie.lewis@jpsk12.org	
	Secretary: Mary Csage, 841-3702	
Jackson Pathways (9-12)	544 Wildwood Avenue, 01.....	PH 841-3800
	Principal: Willie Lewis willie.lewis@jpsk12.org	FAX 768-5910
	Secretary: Rosie Talmage, 841-3728	
South Central Michigan Virtual (K-12)	1060 Jackson Crossing, 02.....	PH 841-2820
	Director of Operations: Fred Parker fred.parker@jpsk12.org	FAX 990-0002
	Secretary: Amy Barton, 841-2822	

Dear Parents and Guardians:

As the Principal for Instruction, it is my pleasure to extend a warm and heartfelt welcome to you as we begin the 2023-2024 school year at the Fourth Street Learning Center. To those students, parents, and guardians that may be new to the district, we sincerely thank you for choosing Jackson Public Schools, Where Community Comes Together! We believe we have much to offer your child socially, academically and extracurricularly. To those returning students and families, we value the established relationships and look to successfully build on your child's well rounded educational experience.

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

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

We hope that you will be an active partner with us, through your active participation in your child's day to day education. We welcome your involvement and appreciate the opportunity to serve your child here at FSLC!

Sincerely,
Krista Jarvey
Principal for Instruction



FOURTH STREET LEARNING CENTER 2023-24 Calendar

August	21	Professional Development (am-building and/or pm-district)
	21	Open House 6:00-8:00pm-Walk Thru (6th-6:00, 7th-6:30, 8th-7:00 in Auditorium)
	22	Professional Development (am-teacher work day/pm-district)
	23	FIRST DAY OF SCHOOL – Half Day Students/Full Day Staff
September	1	No School – Students/Teachers
	4	Labor Day, No Students/Staff
	12	Fall Picture Day
	15	Half Day Students (am) / Half Day Professional Development (pm)(Building)
	27	Early Release-Students/1 hour After school PD-Staff
October	4	Student Count Day
	6	End of 1. Marking Period
	11	Y5-8 Conferences, Half Day Students
	12	Y5-8 Conferences, Half Day Students, Night Conferences 4:00-7:00
	13	Y5-12 Half Day Students/Classroom Staff
	16	Full Day Professional Development (district), No Students
	25	Fall Picture "Retake" Day
	25	Early Release-Students/1 hour After school PD-Staff
November	17	End of 1. Trimester / K-12 Records Day, Half Day Students
	22-24	Thanksgiving Recess, No Students/Staff
	29	Early Release-Students/1 hour After school PD-Staff
December	25- Jan 5	Winter Break, No Students/Staff
January	8	School Resumes
	12	End of 3. Marking Period
	15	Martin Luther King, Jr. Day Observed, No Students/Staff
	18	6-12 Conferences, Evening Only
	24	Early Release-Students/1 hour After school PD-Staff
February	14	Student Count Day
	16	Full Day Professional Development (Building), No Students
	19	President's Day – No Students/Staff
	28	Early Release-Students/1 hour After school PD-Staff
March	1	End of 2. Trimester / K-12 Records Day, Half Day Students
	8	Half Day Students/Teachers
	11	Full Day Professional Development (District), No Students
	22-29	Spring Break, No Students/Staff
April	1	School Resumes
	19	End of 5. Marking Period
	24	Early Release-Students/1 hour After school PD-Staff
May	27	Memorial Day, No Students/Staff
June	5	Half Day Students, Full Day Staff
	6	Last Half Day Students/Full Day Staff (pm) Records Day

July 17, 2023

FOURTH STREET LEARNING CENTER

2023/2024

STAFF

Krista Jarvey	Principal
Tracy Higgins	Counselor
Russell Davis	Behavior Intervention Specialist
MacKenzie Zdanowitz	Social Worker
Melissa Dunklin	Teacher Consultant
Doug Maher	Teacher
Jennifer Koppin	Teacher
Matt Berkemeier	Teacher
Nathan Harbottle	Teacher
Rebecca Hilleary	IST Room
Majerle Neal	Resource Teacher
Latisha Harris	Teacher Assistant
Ken Carpenter	Security



4th Street Learning Center School Hours

Full Day 7:50 - 1:57 pm
Half Day 7:50 - 10:35 am
Early Release 7:50 – 12:45

First Lunch Schedule

1st Hour	7:50	-	8:48
2nd Hour	8:48	-	9:46
3rd Hour	9:46	-	10:44
Lunch A	10:44	-	11:09
4th Hour	11:09	-	12:07
5th Hour	12:07	-	1:10
6th Hour	1:10	-	1:57

Second Lunch Schedule

1st Hour	7:50	-	8:48
2nd Hour	8:48	-	9:46
3rd Hour	9:46	-	10:44
4th Hour	10:44	-	11:42
Lunch B	11:42	-	12:07
5th Hour	12:07	-	1:10
6th Hour	1:10	-	1:57

ACADEMICS

STUDENT SUCCESS STRATEGIES

The goal of the middle school is that all students will perform successfully in all classes. Students who fail to meet curriculum objectives are subject to the following interventions and strategies: Parent meeting (plan developed) Parent phone call Tutoring outside of school, before, after and lunch Mentoring ASSIST Counselor referral Refer to Administrator Refer to T.C. for testing Weekly Progress Reports Section 504 meeting Student/Teacher contract Parent/Student/Teacher contract Summer School Change schedule Proximity (place close to teacher) Alternative Education referral Court referral or meeting In-House placement County Attendance Officer Other Teams of teachers in conjunction with students, parents, and administrators will determine a course of action for each student's unique needs.

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

GRADE COMPLETION Successful completion of 6th, 7th, and 8th grade requires that a student pass (with a grade of D or above). A student who does not meet the criteria will be considered for the following: Student Success Strategies (see previous page) Parent conference with team Administrative conference Academic or attendance probation Alternative Education Retention.

GRADE APPEAL Students must initiate the grade appeal by completing the top portion of the grade appeal form and submitting it to the Teacher responsible for the grade in question. If the teacher agrees that the grade be changed, he/she will complete the 1st Level of the Appeal form and include the new grade and return it to the grade office. A grade change will be made and a revised report card will be sent home reflecting the change. If the teacher feels that the grade should remain, he/she will complete the 1st level of the appeal indicating that the grade should remain as is and return the form to the grade office. The form will then be logged and forwarded to the appropriated Grade Principal and a copy will be sent home. If the student is not satisfied with the response he/she received, the student must meet with the Grade Principal for the 2nd Level of Appeal. At this point the grade principal and teacher will determine if a grade needs to be changed. The grade principal and teacher will then sign the form and note if the grade should remain as is or if the grade is to be changed and return it to the grade office. If a change is made a revised report card will be mailed home, or if the grade is to remain a copy will be forwarded to the Principal for Instruction and a copy will be mailed home. If the student is not satisfied with this response, a meeting should be sent up with the Principal for Instruction for the 3rd Level of Appeal. At this point the Principal for Instruction and the Teacher will meet. Once a decision is made, both the Principal for Instruction and the Teacher should sign the form and return it to the grade office. Again, if a change is to be made a revised report card will be sent home, and if the grade is to remain, a copy of the appeal form will be mailed home.

REPORT CARDS AND PROGRESS REPORTS In order to keep parents informed and up-to-date on their child's progress, a report card is issued at the end of each marking period. In addition to report cards, progress reports may be sent to parents during the marking period, if expected progress on the part of the student is not achieved. The parents of any student receiving a "D" or "E" grade will be notified. Parents are urged to contact the school (841-2313) if there is any question about the progress of their child. Teachers have a scheduled conference period daily and are available to meet with parents at that time, or any other time that is convenient for both the teacher and parent.

STUDENT ASSISTANCE PROGRAM offers help for students exhibiting behaviors, which negatively affect their academic and social performance. The program is broad based and can assist: Students with problems related to school attendance, discipline, academic achievement, etc.; Students with problems resulting from separation and/or divorce, abuse or neglect, bereavement, suicide, etc.; Students who are affected by someone else's abuse or dependency on alcohol or other drugs; Students whose use/abuse of alcohol and/or other drugs are problematic and who could best benefit from education, counseling and/or support. All information obtained regarding the student through the school or Central Diagnostic and Referral Services is confidential and is never included in the student's permanent record.

ATTENDANCE/TARDY POLICY

In order to get the most out of class, students must be on time. Tardiness is defined as any student who is not in class when the bell rings. Students who are tardy will be given progressive consequences per the tardy policy. If a school staff member causes a student to be tardy, the staff member shall give the student a pass explaining the student's tardiness. All other tardiness is "unexcused" and the student will be assigned consequences. **ATTENDANCE POLICY** All students are expected to be in school on time every day school is in session. As in the world of work, a successful middle school experience begins with good attendance habits. Being present in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Students and parents alike share the responsibility to see that each student makes a concerted effort to attend every class every day. Students' grades and learning are affected when attendance is irregular. In addition to increased learning and good work habits, the State of Michigan requires students to attend school on a regular basis until students are 16 years of age. Students with perfect attendance will be recognized and rewarded by the team on a quarterly basis.

Administrative procedures for absences

Daily and Single Period Absences – On the day the student is absent, we expect parents to call the school (517-841-2300) before noon to report the absence. The excused student reports to his/her class upon return to school; no admission slip required. If the home has not contacted the school during the student's absence, the student will be considered unexcused and will need to bring a written excuse signed and dated by the parent(s)/guardian(s) explaining the reason for being absent and the number of days missed. The returning student must bring the written excuse to the class. There is no differentiation made between "excused" and "unexcused" absences as they relate to a student's ability to earn credit in a class. Absences due to suspensions will not count against the student's record for non-attendance. The impact of missing school is explained under number 3. In addition to accruing an absence for attendance purposes, students accumulating all-day or single-period absences which are unknown to parents(s)/guardian(s), will also be assigned before and after school detention, Saturday school and in extreme causes, suspension pending a parent meeting.

ATTENDANCE AND TRUANCY GUIDELINES

It is the parents/guardians responsibility to see that their child is at school. If the parent believes their child would be subject to severe health hazards, it is their responsibility to provide transportation or use their discretion on sending their child to school that day. This is a procedure for working with truancy in each building. It is to be used as a Step process based on the total number of absences accumulated by a student. The Principal is responsible for monitoring attendance patterns of students. The following guidelines have been developed to provide consistency with the district for reporting abnormal attendance patterns. When evaluating these patterns, the Principal shall take extenuating circumstances into consideration (e.g. prolonged illnesses such as chicken pox, accidents). These guidelines are not meant to be a "lock-step" process, the Principal's judgment is important throughout this process.

THE PROCEDURE IS AS FOLLOWS:

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

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

Step 3 Upon the occurrence of eighth absence/tardy, the principal shall initiate another parent/guardian contact and parent will be referred to the Early Truancy Intervention (ETI) program.

Step 4 If the ETI was unsuccessful and 10 or more absences have been accumulated, then the principal will contact the Truant Officer of the Jackson County Intermediate School District, supply information (documentation) to them, and with the Truant Officer, parents/guardians and the student.

ATTENDANCE APPEALS

The parent(s)/guardian(s) may make an appeal to the grade principal when extenuating circumstances or medical emergencies have resulted in excessive absenteeism. Documentation of extenuating circumstances or medical emergencies will be kept on file in the grade principal's office. Decisions of granting extenuating circumstances and subtracting days from the attendance total will be made at the time of appeal and not at the end of the semester. The Student Grievance Procedure that is contained in the Parent/Student Handbook is to be used if an attendance procedure decision is appealed beyond the level of the grade principal.

SERIOUS OR CHRONIC HEALTH PROBLEMS

The parent(s)/guardian(s) shall furnish to the student's grade principal written documentation of serious or chronic health problems at the beginning of the school year or as soon as such problem becomes apparent. Students in approved programs such as homebound, tutoring and educational support programs in hospitals are exempt from the provisions of these attendance procedures. Such a student, upon meeting all the requirements of the special program, may earn course credit. If a student is going to be out of school for an extended period of time and will not be going on homebound services, he/she or parent(s)/guardian(s) may request homework from the school by calling the Attendance Office at 517- 841-2313. A 24-hour period is required to gather assignments.

HOMEBOUND SERVICES

Homebound services are available to students who must be out of school for more than two weeks due to an accident or an illness. Written doctor's verification must be presented to qualify. Please contact the appropriate grade principal to make arrangements for homebound services. **MAKE-UP PRIVILEGES** Make-up work, as a result of being absent, is the responsibility of the student. Immediately upon returning to school following an absence, the student is to make arrangements with her/his teacher(s) to obtain assignments and to establish reasonable deadlines for the completion of make-up work. When a student is absent more than one day, a homework request should be made to the Attendance Office. A 24-hour period is required to gather assignments.

SCHOOL-SCHOOL-SPONSORED ACTIVITY ABSENCES

Anytime a student is away from the classroom while involved in a school-sponsored activity, he/she will not be marked absent or tardy. **UNAVOIDABLE TRIPS** The normal school schedule contains time for vacations at Christmas, spring vacation and during the summer. Parents(s)/Guardians(s) are requested to plan vacations during these periods of time. Any unavoidable trips may be appealed to the Principal for Instruction.

SIGN-IN AND SIGN-OUT INFORMATION

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

DISCIPLINE

DISCIPLINE GUIDELINES

Recognizing that a safe and orderly environment is an essential component of an effective school, rules and consequences have been established for the most common offenses. There will certainly be other acts of misbehavior that are not included in the list. In such instances, disciplinary action consistent to similar offenses will be at the discretion of the principal or her/his designee. All students are within the jurisdiction of the school rules anytime they are in attendance at school sponsored activities, on or off school property. There are circumstances under which any of the violations indicated, when considered in the context of the circumstances surrounding their occurrence and/or the student's past behavior record, can lead to a recommendation for expulsion. However, in any event, a referral to the Student Assistance Program will be made for repeated disruptive behaviors. Students and parents shall have access to our appeals procedure. The teacher has the right to assign a before or after school detention and the responsibility to notify the parent(s)/guardian(s) of the detention. If a one hour detention is not served, the teacher will notify the administrator who will assign a one-day school suspension.

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

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

These four options allow a student to remain in school without being suspended. They are available for students who have committed a minor offense of the rules. They are offered only at the discretion of the principal. Our goal is to provide a safe and orderly environment and to encourage appropriate behavior in all students. If these non-suspension options are not supported by the home, students will be suspended.

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

APPEAL PROCEDURE

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

MIDDLE SCHOOL GRIEVANCE PROCEDURE

Parent(s)/Guardian(s) desiring to question actions taken by school personnel may follow this procedure: If the problem is related to the classroom, the parent(s)/guardian(s) will arrange a conference with the classroom teacher, as soon as possible, to discuss the problem. If this conference does not resolve the situation, the teacher and parent(s)/guardian(s) will arrange for a conference with the principal or his/her designee with a minimum of delay. If the problem is not related to the classroom, the parent(s)/guardian(s) will contact the principal directly.

CORPORAL PUNISHMENT POLICY

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

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

JPS Mission

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

JPS Vision

We envision a community where all students become lifelong learners.

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; ^{1,2}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{1,2}
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. ²

B. Effective Communication

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

C. Volunteer Opportunities

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

D. Learning at Home

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

E. Engaging Families in Decision Making and Advocacy

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

F. Collaborating with the Community

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

Implementation

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

¹ Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

² Indicates Title I Section 1118 parent involvement requirements

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

Visitors/Parents/Guardians

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 must make prior arrangements through the teacher/principal.
- No classroom observations will be made while testing is being administered.
- Parents should be advised of the need to respect the confidentiality of what is observed in the classroom. Teachers have the right to ask the parent to leave if they 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 parental consent.

Chain of Command

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

- Step One: Contact Teacher
- Step Two: Contact Grade Principal/Principal
- Step Three: Contact Assistant Superintendent of Secondary Curriculum
- Step Four: Contact Superintendent

Student Records

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

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

Directory information includes:

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

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

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

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

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

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's 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

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

FERPA@ED.Gov and PPRA@ED.Gov.

Armed Forces Recruiting

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

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

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

Review of Instructional Materials and Activities

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

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

ASSIST (Achieving Success-Student Intervention Study Team)

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

Jackson Public Schools recognizes that all students must be successful learners. Through this recognition, students must have intervention strategies that are derived from scientific-based research. It is the charge of all to ensure all students are achieving. With this in mind, JPS will institute *Response to Intervention* (RTI). RTI is a “multi-tier delivery system that uses a data-driven, problem-solving model to identify specific student 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 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 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

Whenever possible, you are encouraged to administer medication at home and/or ask the physician to adjust the time given to avoid the school day. If you are unable to administer your child's medication at home, please follow these guidelines:

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

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

Immunization

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

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

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

Birth Certificates

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

Emergency School Closings

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

Fire, Tornado and 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.

Use of Tobacco on School Premises (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/designee 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.

Secondary Code of Conduct for Students

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

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

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

PROCEDURE A:

- A. A conference with the parties involved
- B. At administrative discretion, any or all of the following consequences may be assigned:
 - 1. 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 or all 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 the action taken

PROCEDURE C:

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

PROCEDURE D:

- A. A conference with the parties involved
- B. At administrative discretion any or all of the following consequences may be assigned:
 - 1. ten (10) school days out-of-school suspension
 - 2. 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 the action taken

PROCEDURE E:

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

DEFINITION OF VIOLATIONS WITH DESIGNATED PROCEDURES

The Code of Conduct includes, but is not limited to, behavior that takes place in school buildings, at school sporting events or 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 E

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

First Violation refer to building specific information

Second Violation refer to building specific information

5. **DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY**: Refusal to comply with reasonable requests of school personnel. (ex: skipping school or students who refuse to identify themselves when asked).

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 B or C

Repeat Violation Procedure D

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

First Violation Procedure A or B

Repeat Violation Procedure B or C

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

First Violation Procedure B or C

Repeat Violation Procedure C or D

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

First Violation	Procedure C or D
Repeat Violation	Procedure E

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

- clothing or jewelry that symbolizes gang membership, hatred, sexually explicit behavior/standards, alcohol, tobacco, or illegal drugs
- pants that sag
- skirts or shorts that are less than mid-thigh in length; including athletic shorts
- bulky outerwear (ex: coats, quilted jackets worn as outerwear, etc.)
- sunglasses
- blankets
- shirts may not be below the armpit or above the belly button
- visible undergarments
- see-through or mesh tops without anything under
- bottoms with holes that are shorter than mid-thigh and/or expose private parts
- any other clothing or accessory that is disruptive to the educational atmosphere or classroom (including the odor of prohibited substance)

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

11. **DRUGS: USE, POSSESSION OR UNDER THE INFLUENCE OF MIND ALTERING DRUGS INCLUDING ALCOHOL AND LOOK-A-LIKE DRUGS OR POSSESSION OF DRUG PARAPHERNALIA ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED EVENT (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.

- **MIP Marijuana**

333.27954 Scope of act; unauthorized activities with marijuana and marijuana accessories; limitations; application of privileges, rights, immunities, and defenses under other marijuana laws; employer rights; property owner rights.

1st offense

3 day suspension, referral to JUMP program
JUMP - 8, 30-minute sessions
No civil infraction

2nd offense

5 day suspension
Discipline Hearing
MIP (Misdemeanor)

(c) any person under the age of 21 to possess, consume, purchase or otherwise obtain, cultivate, process, transport, or sell marijuana;

(e) consuming marijuana in a public place or smoking marijuana where prohibited by the person who owns, occupies, or manages the property, except for purposes of this subdivision a public place does not include an area designated for

consumption within a municipality that has authorized consumption in designated areas that are not accessible to persons under 21 years of age;

(h) possessing marijuana accessories or possessing or consuming marijuana on the grounds of a public or private school where children attend classes in preschool programs, kindergarten programs, or grades 1 through 12, in a school bus, or on the grounds of any correctional facility;

3rd offense

10 day suspension
Expulsion hearing
MIP (Misdemeanor)

(c) any person under the age of 21 to possess, consume, purchase or otherwise obtain, cultivate, process, transport, or sell marijuana;

(e) consuming marijuana in a public place or smoking marijuana where prohibited by the person who owns, occupies, or manages the property, except for purposes of this subdivision a public place does not include an area designated for consumption within a municipality that has authorized consumption in designated areas that are not accessible to persons under 21 years of age;

(h) possessing marijuana accessories or possessing or consuming marijuana on the grounds of a public or private school where children attend classes in preschool programs, kindergarten programs, or grades 1 through 12, in a school bus, or on the grounds of any correctional facility;

- **MIP Alcohol**

436.1703 Purchase, consumption, or possession of alcoholic liquor by minor; attempt; violation; fines; sanctions; furnishing fraudulent identification to minor; use by minor; prior violation; screening and assessment; prior judgment; chemical breath analysis; notice to parent, custodian, or guardian; exceptions; recruitment of minor for undercover operation prohibited; affirmative defense; definitions.

1st offense

3 day suspension, referral to JUMP program
JUMP - 8, 30-minute sessions
No civil infraction

2nd offense

5 day suspension
MIP (Civil Infraction)
\$50.00 fine

For the first violation, the minor is responsible for a state civil infraction and must be fined not more than \$100.00. A court may order a minor under this subdivision to participate in substance use disorder services as defined in section 6230 of the public health code, 1978 PA 368, MCL 333.6230, and designated by the administrator of the office of substance abuse services, and may order the minor to perform community service and to undergo substance abuse screening and assessment at his or her own expense as described in subsection (5). A minor may be found responsible or admit responsibility only once under this subdivision.

3rd offense

10 day suspension
Discipline hearing
MIP (Misdemeanor)
\$200.00 Fine

If a violation of this subsection occurs after 1 prior judgment, the minor is guilty of a misdemeanor. A misdemeanor under this subdivision is punishable by imprisonment for not more than 30 days if the court finds that the minor violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, or by a fine of not more than \$200.00, or both. A court may order a minor under this subdivision to participate in substance use disorder services as defined in section 6230 of the public health code, 1978 PA 368, MCL 333.6230, and designated by the administrator of the office of substance abuse services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense as described in subsection (5).

- **MIP Vape**

722.642 Prohibited conduct by minors for tobacco products, vapor products, or alternative nicotine products; violation and penalties; participation in health promotion and risk reduction assessment program; costs; community service; exceptions; other violations.

1st offense

3 day suspension, referral to JUMP program
JUMP - 8, 30-minute sessions
No civil infraction

2nd offense

5 day suspension
MIP (Civil Infraction)
\$50.00 Fine

(3) Subject to subsection (6), a minor shall not do any of the following:

(a) Purchase or attempt to purchase a vapor product or alternative nicotine product.

(b) Possess or attempt to possess a vapor product or alternative nicotine product.

(c) Use a vapor product or alternative nicotine product in a public place.

(d) Present or offer to an individual a purported proof of age that is false, fraudulent, or not actually his or her own proof of age for the purpose of purchasing, attempting to purchase, possessing, or attempting to possess a vapor product or alternative nicotine product.

(4) An individual who violates subsection (3) is responsible for a state civil infraction or guilty of a misdemeanor as follows:

(a) For the first violation, the individual is responsible for a state civil infraction and shall be fined not more than \$50.00. The court may order the individual to participate in a health promotion and risk reduction assessment program, if available. In addition, the court may order the individual to perform not more than 16 hours of community service.

3rd offense

10 day suspension
Discipline hearing
MIP (Civil Infraction)
\$50.00 Fine

For the second violation, the individual is responsible for a state civil infraction and shall be fined not more than \$50.00. The court may order the individual to participate in a health promotion and risk reduction assessment program, if available. In addition, the court may order the individual to perform not more than 32 hours of community service.

- **MIP Tobacco**

722.642 Prohibited conduct by minors for tobacco products, vapor products, or alternative nicotine products; violation and penalties; participation in health promotion and risk reduction assessment program; costs; community service; exceptions; other violations.

1st offense

3 day suspension, referral to JUMP program
JUMP – 8, 30 minute sessions
No civil infraction

2nd offense

5 day suspension
MIP (Misdemeanor)
\$50.00 Fine

(1) Subject to subsection (6), a minor shall not do any of the following:

(a) Purchase or attempt to purchase a tobacco product.

(b) Possess or attempt to possess a tobacco product.

(c) Use a tobacco product in a public place.

(d) Present or offer to an individual a purported proof of age that is false, fraudulent, or not actually his or her own proof of age for the purpose of purchasing, attempting to purchase, possessing, or attempting to possess a tobacco product.

(2) An individual who violates subsection (1) is guilty of a misdemeanor punishable by a fine of not more than \$50.00 for each violation. Pursuant to a probation order, the court may also require an individual who violates subsection (1) to participate in a health promotion and risk reduction assessment program, if available.

3rd offense

10 day suspension
Discipline hearing
MIP (Misdemeanor)

(b) For a second violation, in addition to participation in a health promotion and risk reduction assessment program, the court may order the individual to perform not more than 32 hours of community service.

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

First Violation	Procedure D or E
Repeat Violation	Procedure E

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

First Violation	Procedure D
Repeat Violation	Procedure D or E

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

First Violation	Procedure D
Repeat Violation	Procedure E

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

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

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

First Violation	Procedure B or C; parent/guardian meeting required. Any student involved in a physical altercation (fight) will be referred to the school counselor or social worker for conflict resolution.
Repeat Violation	Procedure C or D; second fight within one school year will result in referral to Superintendent/designee for discipline hearing before returning to school.

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

Consequences will be cumulative for grades 6-12.

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

First Violation	Procedure D
Repeat Violation	Procedure D or E

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

First Violation	Procedure B
Repeat Violation	Procedure C

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

20. INAPPROPRIATE SHOW OF AFFECTION/SEXUAL ACTIVITY: Public show of affection between students including, embracing, kissing, etc., is inappropriate.

First Violation	Warning
Repeat Violation	Procedure A or B
Sexual activity	Procedure C, D, or E, depending on the circumstances
Repeated sexual activity	Procedure E

21. INDECENT EXPOSURE: Wearing clothing that exposes private body parts, or removing clothing to expose parts of the body that would be considered socially inappropriate for public display.

First Violation	Procedure C
Repeat Violation	Procedure D or E

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

First Violation	Procedure D
Repeat Violation	Procedure D or E

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

First Violation	Procedure B
Repeat Violation	Procedure C

24. LOITERING ON PRIVATE PROPERTY ADJACENT TO SCHOOL PROPERTY: Being on adjacent or nearby, privately owned property without authority or permission of the property owner.

First Violation	Procedure B
Repeat Violation	Procedure C

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

First Violation	Procedure B
Repeat Violation	Procedure C

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

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

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

28. SEXUAL HARASSMENT: 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 C or D
Repeat Violation	Procedure D or E

29. THEFT: The possession of stolen property, the taking of property, the conspiring to take property or being an accomplice in the taking of, or hiding, property not belonging to the student.

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

30. TOBACCO: 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 C
Repeat Violation	Procedure D

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

First Violation	Procedure D or E
Repeat Violation	Procedure E

32. WEAPON, USE OF: The use of, or threat to use, any object that can inflict bodily injury to another person. (for example: A student who threatens to bring a weapon to school, or to harm someone with a weapon, even if they have no access to a weapon, including those items listed in #31).

First Violation	Procedure D or E
Repeat Violation	Procedure E

33. BULLYING: Bullying of a student at school is strictly prohibited. Bullying, as per Board Policy 5517, is defined as any sustained written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person who know is likely to harm one or more students either directly or indirectly by doing any of the following: a) substantially interfering with educational opportunities, benefits, or programs of one or more students; b) adversely affecting a student's ability to participate in or benefit from the district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; c) having an actual substantial detrimental effect on a student's physical or mental health; or d) causing substantial disruption in, or substantial interference with, the orderly operation of the school. Recording, videotaping, or taking pictures of and/or posting of other students and teachers without their permission will result in the following consequence as well.

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

Secondary Placement Procedures (updated 6-8-21)

Intake

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

In-District Transfer

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

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

Transition by Grade

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

Participation in Extra Curricular Activities

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

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

Appeal Process

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



It is the policy of the Jackson Public Schools Board of Education not to discriminate on the basis of Protected Classes in its educational programs and activities and employment. Protected Classes generally include race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital status, military status, ancestry, genetic information and such others as 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. 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.