



**JACKSON PATHWAYS
HIGH SCHOOL
Student Handbook
2021-2022**

JACKSON PUBLIC SCHOOLS

MISSION STATEMENT

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

VISION STATEMENT

We envision a community where all students become lifelong learners.

Jackson Pathways High School TOWER INSCRIPTION

*"Faith without credulity
Conviction without bigotry
Charity without condescension
Self respect without vanity
Meekness with power."*

ALMA MATER

(James L. Moore, JHS 1952)

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

VIKING FIGHT SONG

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

Score, score you Vikings
We are sure to win this game
We will mark this win with all the rest
In the Jackson Hall of Fame

**Jackson Pathways High School
STUDENT HANDBOOK 2021-2022**

Jackson Pathways High School ADMINISTRATION
544 Wildwood Ave., Jackson, MI 49201, 517-841-3700

Web Site: www.jpsk12.org/jacksonhs

Mr. Willie Lewis Principal for Instruction – 841-3729

Mr. Jack Fairly Athletic Director – 841-3710

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

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

PH 841-2201
FAX 789-8056

Mr. Marcus Leon
Assistant Superintendent for Financial and Operations, (jmarcus.leon@jpsk12.org)
Finance Secretary: Laurie Nearpass, 841-2152

PH 841-2203
FAX 768-6030

Human Resources, HR Associates: Jessica Carter, 841-2155 and Jennifer Way, 841-2154
FAX 768-5193

Ms. Julie Baker
Assistant Superintendent for State/Federal Programs & Elementary Curriculum,
(willye.pigott@jpsk12.org)
Curriculum Secretary: Donna Mizerik, 841-2147

PH 841-2157
FAX 990-0556

Dr. William Patterson
Director of Secondary Curriculum & State/Federal Programs, (William.patterson@jpsk12.org)
Curriculum Secretary: Donna Mizerik, 841-2147

PH 841-2208
FAX 990-0556

Ms. Kriss Giannetti
Assistant Superintendent, Communication and Community Relations (kriss.gianetti@jpk12.org)

FAX 768-5918

PH 841-2148

BOARD OF EDUCATION

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

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

Welcome to Jackson Pathways High School

August 4, 2021

Hello Vikings

This is Mr. Willie Lewis, the Principal of Pathways High School. On behalf of the staff of Pathways I would like to welcome you to the 2021-2022 school year.

We are looking forward to a great year filled with smiles, accomplishments and hard work. The hallways and classrooms are being cleaned, the floors are being waxed, and the rooms are being assembled with you in mind. We are looking forward to getting back to in-person learning 5 days a week and finding ways to teach and learn in this new world. We have revamped some of the courses we teach and have built some new relationships with community partners to bring back to life our career oriented high school experience.

We have some exciting changes in store for this school year. We are welcoming two new staff members to the Pathways teaching staff. Mrs. Bocher will be teaching our Science courses and Mrs. McElDowney is our new English instructor. We are looking forward to starting the year off on a great note with excellent new teachers.

We are hosting a few events to kick the year off.

- **August 24th from 6pm-7pm** we will be hosting our **Parent and Student Back to School Dinner in the High School Cafeteria.**

Summer preparations are underway and **schedules will be available to be picked up** in the **cafeteria** based on the timeframes below:

Class of 2022	Monday, August 16	8:00 a.m.- 12:00 p.m.
Class of 2023	Monday, August 16	12:00- 4:00 p.m.
Class of 2024	Tuesday, August 17	8:00 a.m.- 12:00 p.m.
Class of 2025	Tuesday, August 17	12:00- 4:00 p.m.

JPHS classes will begin on Wednesday, August 25, 2021.

First ½ day of classes	August 25, 2021	7:25 a.m.- 10:45 a.m. Homeroom (7:25- 7:45 a.m.)
First full day of classes with homeroom	August 26, 2021	7:25 a.m.- 2:17 p.m. Homeroom (7:25- 7:45 a.m.)
First full day of classes without homeroom	August 27, 2021	7:25 a.m.- 2:17 p.m.

We have a few changes for our upcoming year! The new west side entrance is now complete and students will enter through the safe and secure entrance. Students who ride the bus will continue to enter on the east end. Seniors and juniors will be required to use the west end parking lot after acquiring a parking permit from the Athletic Office.

The school year is just around the corner and the fall sports teams are gearing up for their first official practices so if you are interested in participating in any of the fall sports it is not too late. Please contact the athletic office for details @ 517-841-3715/

We would like to invite you to like us on Facebook at **JPS Jackson Pathways** to see Pathways students and staff in action.

We are thankful that you have made the choice to partner with us in graduating your student into adulthood. We welcome your input and support so please communicate with us so that we can serve you best. If you have any questions please contact the Pathways office at (517) 841-3729.

Sincerely,

A handwritten signature in dark ink, appearing to read "Willie R. Lewis". The signature is fluid and cursive, with the first name "Willie" being more prominent.

Willie R. Lewis
Principal of Jackson Pathways High School
517-841-3729
willie.lewis@jpsk12.org

Jackson Public Schools
2021-2022 District Calendar

August	23	Professional Development (am-district & bldg and pm-teacher work day)
	24	Professional Development (district level)
	25	FIRST DAY OF SCHOOL - Half day students/Full day staff
September	3	No School - No students/staff
	6	Labor Day, No School
October	20	Half Day students (am) / Half Day professional development (pm)
	6	Student Count Day
	9	JPHS Conferences, Half day students (JPHS only)
	16	K-5 Conferences, Half day K-5 students
	17	K-8 Conferences, Half day K-8 students
	18	K-12, Half day students/staff
	21	No School for students Full day Professional Development (district)
November	13	JPHS Exams
	14	JPHS Exams (Early Dismissal, JPHS only)
	15	JPHS Exams / End of 1st Trimester / K-12 Records Day Half Day students
	24-26	Thanksgiving Recess, No students/staff
December		K-12, Half Day students/staff
	20-Jan 1	Winter Break, No School
January	4	School Resumes
	17	Martin Luther King, Jr. Day observed, No students/staff
	22	JPHS Conferences, evening
	23	Parkside/4th Street Conferences, evening
	24	Half Day students (am) / Half Day Professional Development (pm)
February 12		Student Count Day
	14	No School - No students/staff
	21	No School - Presidents' Day - No students/staff
	26	JPHS Exams
	27	JPHS Exams (Early Dismissal, JPHS only)
	28	JPHS Exams / End of 2nd Trimester / K-12 Records Day, PM / Half Day students
March	5	K-5 Conferences
	6	K-12 Half Day students/staff
	9	Full Day Professional Development
		No School students
	25 - Apr 1	Spring Break, No students/staff
April	4	School Resumes
	10	Half Day Professional Development
May	27	JPHS Graduation, Half Day JPHS only student/staff
	25	No School - Memorial Day
June	3	JPHS Exams
	4	JPHS Exams, Early Dismissal JPHS only
	5	JPHS Exams, K-12 Last Day Early Dismissal students
		Records Day (pm)

Jackson Pathways High School Calendar 2021-2022

August	23	Professional Development Day for Faculty/Staff
	24	Professional Development Day for Faculty/Staff
	25	First Half Day for Students w/Homeroom - 10:45 dismissal
	26	First Full Day for Students w/Homeroom -Career Center begins
	27	Regular School Schedule Begins
September	3	No School
	6	No School – Labor Day
	7	Regular School Day
	11	Back-to-School Dance
	14	School Improvement Team Meeting - 2:35 p.m.
	17	First JPHS Home Football Game
	20	Picture Day
	24	Home Varsity Football Game vs. Pinckney - 7:00 p.m.
October	4	Viking A-Go-Go Concert – 7:00 p.m.
	6	Student Count Day
	7	Progress Reports Sent Home
	7	Senior Class Meeting 7:30am - Cap & Gown Measurements??
	10	JPHS Orchestra Fall Concert - 7:00 p.m.
	11-15	Homecoming Spirit Week
	13	PSAT/SAT Testing - 11th Grade (No School Grade 9, 10, 12)
	14	Half Day for Students - 10:45 dismissal
		Parent/Teacher Conferences 12:30-2:30 & 5:30-8:00
	15	½ Day w/ Homecoming Assembly -Students & Staff - 10:45 dismissal
		Homecoming Dinner 4:30 - 7:00 p.m. -tentatively JPHS Cafeteria
		Homecoming Parade - 6:00 p.m.
		Homecoming Game vs. Mason H.S. - 7:00 p.m.
	16	Homecoming Dance - 8:00-11:00 p.m.
	18	Professional Development Day Faculty/Staff - No School for Students
	19	School Improvement Meeting - 2:35 p.m.
	21	JPHS Choral Fall Concert - 7:00 p.m.
	22	Juniors Over the Local Circuit
	28	JPHS Band Halloween Band Concert – 7:00 p.m. - Auditorium
November	1	Picture Retake Day
	9	Academic Awards Night - Auditorium – 7:00 p.m.
	10	Senior Auction - Cafeteria - 7:00 p.m.
	13	Leaf Relief
	16	School Improvement Team Meeting - 2:35 p.m.
	17	1 st Trimester Exam – 1 st & 2nd Hours (w/shortened classes 3rd-6 th hours)
	18	1 st Trimester Exams – 3rd & 4th Hours - 10:45 dismissal
	19	1 st Trimester Exams – 5 th & 6 th Hours - 10:45 dismissal
		Fall Theatre Production - 7:00 p.m.
		Downtown Holiday Parade – 6:00 p.m.
	20	Fall Theatre Production - 7:00 p.m.
	21	Fall Theatre Production - 3:00 p.m.
	22	2nd Trimester Begins - Full Schedule with Homeroom
	23	Regular Schedule - VIKINGS GIVE Assembly
	24-28	Thanksgiving Break
	29	School Resumes
December	4	SAT Testing 7:00 a.m. - 3:00 p.m.
	6	Project Graduation Meeting - Library - 6:00 p.m.
	7	Symphony & VWE Holiday Band Concert – 7:00 p.m.
	9	Varsity, Cadet & Jazz Bands Holiday Concert – 7:00 p.m.
	11	Shoe Bank Ends
	14	JPHS Orchestra Concert – 7:00 p.m.
	16	Winter Choral Concert – 7:00 p.m.

	20 –	
	Jan. 2	Holiday Break – No School
January	3	School Resumes
	13	Progress Reports Mailed Home
	17	No School – Martin Luther King Jr., Day
	20	Evening Parent Conferences - 5:30-8:00 p.m.
February	5	MSBOA District Jazz Festival @ TBD
	7	Project Graduation Meeting - Library - 6:00 p.m.
	8	Pre-Festival Orchestra Concert - 7:00 p.m.
		MSBOA District Jazz Festival @ TBD
	9	Student Count Day
	10	Pre-Festival Choral Concert – 7:00 p.m.
	18	No Classes Students - Full Day Professional Development
	21	No School – President’s Day
	22	Black History Month Assembly
March	2	Exams 1st & 2nd Hours w/shortened classes 3rd - 6th hours - 2:17 dismissal
	3	Exams 3rd & 4th Hours - 10:45 dismissal
	4	Exams 5th & 7th Hours - 10:45 dismissal
		MSBOA District Band/Orchestra Festival @ JPHS
	5	MSBOA District Band/Orchestra Festival @ JPHS
	7	3rd Trimester Begins - Full Schedule with Homeroom
		Project Graduation Meeting - Library - 6:00 p.m.
		2 nd Trimester Exam – 1 st Hour (w/shortened classes 2 nd -5 th hours)
	11	Half Day Students & Staff - 10:45 dismissal
		Ambassador Auction/Dinner - 6:00 p.m.
	12	SAT Testing 7:00 a.m. - 3:00 p.m.
	14	No Classes - Professional Development (District)
	19	MSBOA High School State Solo & Ensemble Festival – Location TBA
	25 -	Spring Break
	April 3	
April	4	School Resumes
	12	SAT Testing
	15	Good Friday - No Classes
	26	SAT Testing - 11th Grade
	27	PSAT (10th) - ACT Workkeys (11th)
	28	PSAT (9th) - MSTEP (11th)
May	2	Project Graduation Meeting – Library - 6:00 p.m.
	3	Spring Concert Symphony & Varsity Wind Ensemble Bands - 7:00 p.m.
	7	SAT Testing w/ Burns
	12	Choral Spring Concert - 7:00 p.m.
	17	Orchestra Spring String Fling Concert - 7:00 p.m.
	19	Jazz Spring Concert - 7:00 p.m.
	21	JPHS Prom (JPHS Courtyard/Fieldhouse) 8:00 - 11:00 p.m.
	25	Graduation Rehearsal - Auditorium/Fieldhouse - 7:30 a.m.
		2021 Baccalaureate – First United Methodist – 7:00 p.m.
	26	Graduation Rehearsal - Auditorium/Fieldhouse - 7:30 a.m.
		2021 Honors Convocation – Auditorium - 7:00 p.m.
	27	Half Day (JPHS Only) Students/Staff
	27	2021 Commencement – 7:00 p.m.
		2021 Project Graduation – Parkside - 10:00 p.m. – 3:00 a.m.
	30	No School – Memorial Day
June	5	Rose Parade
	8	3 rd Trimester Exam – 1 st & 2nd Hours (w/shortened classes 3rd-6th hours)
	9	3 rd Trimester Exams – 3rd & 4th Hours - 10:45 a.m. Dismissal
	10	3 rd Trimester Exams – 5th & 6th Hours - 10:45 a.m. Dismissal
		Last Day of School

2021-2022 TESTING DATES

PSAT

October 13

SAT

April 12

WORK KEYS

April 13

M-STEP

April 14

ADVANCED PLACEMENT

Week of May 2, 2022

Week of May 9, 2022

Jackson Pathways High School Faculty Members by Department 2021-2022

English

Jodie McEldowney

SCIENCE

Autumn Boucher

SPECIAL EDUCATION

Kim Nowkin-Brown

MATHEMATICS

Angela Napolski

FOREIGN LANGUAGE

Ester Ouoba

ADMINISTRATIVE STAFF

Willie Lewis, Principal for Pathways

SECRETARIAL STAFF

Jamie Bleiler- Counseling Secretary

Rosie Talmage - Pathways & 11th Grade
Secretary

Jane Sykes - Records Secretary

Linda Wright - Bookkeeper

Katy Worsham - Athletic Secretary

STUDENT SUPPORT SPECIALISTS

Clifton Ross

John Cross

Nick Neves

Harry Bonner

Jim Breedon

ATHLETIC DIRECTOR

Jack Fairly

ATHLETIC TRAINER

Michelle Peterson

Rebecca White

LEAGUE COORDINATOR

Mrs. Beth Lawrie-Smith

KEY CLUB COORDINATOR

Danielle Newbound

2021/22 Jackson Public Schools – Building Principals/Central Administration

Cascades Elementary School (Y5-5)	1200 S. Wisner Street, 03 Principal: Martin DuBois martin.dubois@jpsk12.org	PH 841-3900 / FAX 768-5902 Secretary: Denise Patronik, 841-3902 VACANT, 841-3904
Dibble Elementary School (K-5)	3450 Kibby Road, 03 Principal: Martha Kuhn martha.kuhn@jpsk12.org	PH 841-3970 / FAX 768-5903 Secretary: Kristina Kulka, 841-3972
Fourth Street Learning Center (6-8)	2400 Fourth Street, 03 Principal: Jeremy Patterson jeremy.patterson@jpsk12.org	PH 841-2300 / FAX 768-5968
Hunt Elementary School (K-5)	1143 N. Brown Street, 02 Principal: Mary Jo Raczkowski-Shannon maryjo.raczkowski-shannon@jpsk12.org	PH 841-2610 / FAX 768-5900 Secretary: Erica Scott, 841-2612
John R. Lewis (K-5)	154 W. Clark St, 03 Principal: Jill Weatherwax jill.weatherwax@jpsk12.org	PH 841-2600 / FAX 435-7508 Secretary: Samantha Steelman, 841-2602
JPS Montessori Center (K-5)	820 Bennett Street, 02 Principal: Rob Campbell robert.campbell@jpsk12.org	PH 841-3870 / FAX 990-0370 Secretary: Rachelle White, 841-3897
Northeast Elementary School (Y5-5)	1024 Fleming Avenue, 02 Principal: Phil VanAllen phillip.vanallen@jpsk12.org	PH 841-2500 / 768-5911 Secretary: Rachel Hemry, 841-2502
Sharp Park Academy (Y5-5)	766 Park Road, 03 Principal: Jasper Lusby jasper.lusby@jpsk12.org	PH 841-2860 / FAX 784-1325 Secretary: Dawn Rigelman, 841-2862
Middle School at Parkside (6-8)	2400 Fourth Street, 03 Principal: Jeremy Patterson jeremy.patterson@jpsk12.org	PH 841-2300 / FAX 768-5968 Secretary: Judy Sheets, 841-2302
Jackson High School (9-12)	544 Wildwood Avenue, 01 Principal: Monica Pierce monica.pierce@jpsk12.org	PH 841-3700 / FAX 768-5910 Secretary: Kim Edwards, 841-3702
Jackson Pathways (9-12)	544 Wildwood Avenue, 01 Principal: Willie Lewis willie.lewis@jpsk12.org	PH: 841-3729 / FAX 768-5968
South Central Michigan Virtual (K-12)	1060 Jackson Crossing, 02 Director: Fred Parker fred.parker@jpsk12.org	PH 841-2820 / FAX 990-0002 Secretary: Amy Barton, 841-2820
Superintendent of Schools	522 Wildwood Avenue, 01 Jeff Beal jeff.beal@jpsk12.org	PH 841-2201 / FAX 789-8056 Executive Assistant: Michele Oxley, 841-2202
Assistant Superintendent Finance and Operations	522 Wildwood Avenue, 01 Marcus Leon marcus.leon@jpsk12.org	PH 841-2800 / FAX 768-6030 Finance Secretary: Laurie Nearpass, 841-2152
Assistant Superintendent Elementary Curriculum/Federal Programs	522 Wildwood Avenue, 01 Julie Baker julie.baker@jpsk12.org	PH 841-2157 / FAX 990-0556 Secretary: Donna Mizerik, 841-2147
Assistant Superintendent, Secondary Curriculum	522 Wildwood Avenue, 01 Dr. William Patterson william.patterson@jpsk12.org	PH 841-2208 / FAX 990-0556 Secretary: Donna Mizerik, 841-2147
Assistant Superintendent, Communications & Community Relations	522 Wildwood Avenue, 01 Kriss Giannetti kriss.giannetti@jpsk12.org	PH 841-2148 / FAX 990-0556 Secretary: Lois Dunning, 841-2187

FULL DAY SCHEDULE			FULL DAY w/20 minute HOMEROOM	
First Lunch	Second Lunch		First Lunch	Second Lunch
1st Hour 7:25 - 8:25	1st Hour 7:25 - 8:25		Homeroom 7:25 - 7:45	Homeroom 7:25 - 7:45
2nd Hour 8:30 - 9:30	2nd Hour 8:30 - 9:30		1st Hour 7:50 - 8:45	1st Hour 7:50 - 8:45
3rd Hour 9:35 - 10:35	3rd Hour 9:35 - 10:35		2nd Hour 8:50 - 9:45	2nd Hour 8:50 - 9:45
1st Lunch 10:40 - 11:04	4th Hour 10:40 - 11:40		3rd Hour 9:50 - 10:45	3rd Hour 9:50 - 10:45
4th Hour 11:09 - 12:09	2nd Lunch 11:45 - 12:09		1st Lunch 10:50 - 11:14	4th Hour 10:50 - 11:45
5th Hour 12:14 - 1:14	5th Hour 12:14 - 1:14		4th Hour 11:19 - 12:14	2nd Lunch 11:50 - 12:14
6th Hour 1:19 - 2:17	6th Hour 1:19 - 2:17		5th Hour 12:19 - 1:14	5th Hour 12:19 - 1:14
			6th Hour 1:19 - 2:17	6th Hour 1:19 - 2:17
HALF DAY SCHEDULE			<div>DAILY CLASS SCHEDULES</div> <div>2021-2022</div>	
1st Hour 7:25 - 7:55				
2nd Hour 8:00 - 8:30				
3rd Hour 8:35 - 9:05				
4th Hour 9:10 - 9:40				
5th Hour 9:45 - 10:15				
6th Hour 10:20 - 10:45				

EXAM DAY SCHEDULES**2021-22****1st DAY Exam w/3rd-6th Shortened Classes**

1st Hour Exam 7:25 - 9:00	1st Hour Exam 7:25 - 9:00
2nd Hour Exam 9:10 - 10:45	2nd Hour Exam 9:10 - 10:45
3rd Hour 10:55 - 11:35	3rd Hour 10:55 - 11:35
1st Lunch 11:40 - 12:04	4th Hour 11:40 - 12:20
4th Hour 12:09 - 12:49	2nd Lunch 12:25 - 12:49
5th Hour 12:54 - 1:34	5th Hour 12:54 - 1:34
6th Hour 1:39 - 2:17	6th Hour 1:39 - 2:17

2nd Day Exam w/early Dismissal

3rd HR Exam 7:25 – 9:00	4th HR Exam 9:10 – 10:45
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3rd Day Exam w/early Dismissal

5th HR Exam 7:25 – 9:00	6th HR Exam 9:10 – 10:45
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HOMEROOM w/HALF DAY SCHEDULE**2021-22**

HOMEROOM 7:25 - 7:45	
1st Hour 7:50 - 8:15	2nd Hour 8:20 - 8:45
3rd Hour 8:50 - 9:15	4th Hour 9:20 - 9:45
5th Hour 9:50 - 10:15	6th Hour 10:20 - 10:45

FULL DAY SCHEDULE
with **END of the DAY ASSEMBLY**
2021-22

FULL DAY SCHEDULE with HOMEROOM
& **END of the DAY ASSEMBLY**
2021-22

First Lunch	Second Lunch		First Lunch	Second Lunch
1st Hour 7:25 – 8:22	1st Hour 7:25 – 8:22		Homeroom 7:25 – 7:45	Homeroom 7:25 – 7:45
2nd Hour 8:27 – 9:20	2nd Hour 8:27 – 9:20		1st Hour 7:50 – 8:40	1st Hour 7:50 – 8:40
3rd Hour 9:25 – 10:18	3rd Hour 9:25 – 10:18		2nd Hour 8:45 – 9:35	2nd Hour 8:45 – 9:35
1st Lunch 10:23 – 10:47	4th Hour 10:23 – 11:16		3rd Hour 9:40 – 10:30	3rd Hour 9:40 – 10:30
4th Hour 10:52 – 11:45	2nd Lunch 11:21 – 11:45		1st Lunch 10:35 – 10:59	4th Hour 10:35 – 11:25
5th Hour 11:50 – 12:43	5th Hour 11:50 – 12:43		4th Hour 11:04 – 11:54	2nd Lunch 11:29 – 11:54
6th Hour 12:48 – 1:42	6th Hour 12:48 – 1:42		5th Hour 11:59 – 12:49	5th Hour 11:59 – 12:49
Assembly Release 1:42	Assembly Release 1:42		6th Hour 12:54 – 1:44	6th Hour 12:54 – 1:44
Dismissal 2:17	Dismissal 2:17		Assembly Release 1:44	Assembly Release 1:44
			Dismissal 2:17	Dismissal 2:17

JPHS ATTENDANCE PROCEDURES

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

ATTENDANCE POLICY

A parent or guardian is expected to telephone the respective grade office between **7:00 and 8:00 a.m.** each day a student is absent. **Written documentation following an absence is requested for all students and be submitted to the grade office upon return.** Make-up homework shall be provided only upon receipt of a parent note, verifying a student's absence.

Students must sign in or out when entering the school during the day for any reason. **Students who leave school must have written permission from the parent or guardian presented to the respective grade office before signing out.** This note assures the school that the parent or guardian is aware of the student's desire to leave the school grounds. If a note cannot be secured, a phone call from a parent or guardian prior to departure will suffice.

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

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

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

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

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

AGE OF MAJORITY

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

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

GRADING SYLLABUS

The teaching staff will be required to submit a grading syllabus the first week of school. **The syllabus will be kept on file in the main office and posted in the classroom.**

The syllabus will include these main points: Assignments, Tests, Participation, and Make-up Work Procedures, as well as Tardy and Grading Policies. Additionally, any policies that are unique to that classroom shall be included. Plagiarism consequences shall also be included.

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

HOMEBOUND SERVICES

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

RECOGNITION OF PERFECT ATTENDANCE

Perfect attendance shall be defined as:

1. Attends school or school sponsored activities every day of the school year.

2. Having no documented tardies, absences or late absences.

3. Absences due to medical, funeral attendance, or court appointments are considered an absence.

Students with perfect attendance will receive a certificate of recognition and a gift certificate each year. Seniors with perfect attendance throughout high school will receive special recognition at Honors Convocation.

SCHOOL SPONSORED ACTIVITY ABSENCE

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

SIGN-IN AND-SIGN-OUT INFORMATION

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

EMERGENCY INFORMATION

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

PROCEDURES, REGULATIONS, and CAMPUS LIFE

AGE OF MAJORITY

Please refer to information under the attendance section.

ANNOUNCEMENTS/PUBLIC ADDRESS AND POSTERS

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

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

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

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

BUS TRANSPORTATION

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

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

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

CHEATING

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

PLAGIARISM

Copying another's work or failing to document the use of another's ideas – is unacceptable in the high school classroom. Learning to paraphrase, summarize, and critique sources will demonstrate a student's familiarity with, and understanding of, existing ideas and documents. Please note that academic dishonesty constitutes a serious violation of scholarship standards and can result in substantial penalties, including denial of credit in a course. JPHS recognizes that truth and honesty are absolutely essential in academic work

CLASSIFICATION BY GRADE:

Students are classified by grade level at Jackson Pathways High School depending upon the number of credits a student has earned.

	Class of 2021	Class of 2022 and beyond
9th Grade		
10th Grade	10	10
11th Grade	20	22
12th Grade	30	34
Total Needed for Graduation	45	48

Grade Promotion -Credits accumulated by August 1, of each school year, will determine class status. (Summer school credits will be added when they are received.) Students will not be moved to the next grade without proper credits. Homeroom will be assigned by First hour classes.

CLUBS AND ORGANIZATIONS

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

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

Included are:

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

CREDIT FROM OUTSIDE ORGANIZATIONS

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

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

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

DANCES AND CLUB ACTIVITIES

Throughout the course of the year, several dances will be held in addition to Prom and Homecoming. It is expected that students of Jackson Pathways High School will manage themselves with a level of integrity that demonstrates respect and personal dignity. **Inappropriate dancing or attire as determined by the administration, shall be grounds for requesting that a student leave the dance for the evening, or for denying admittance.** At administrative discretion, a student may be barred from dances for the remainder of the school year. Students are also subject to the disciplinary guidelines in the Student Code of Conduct, including detentions, suspensions, and expulsion. The following guidelines are in effect for all JPHS dances:

1. Dances are not open to 8th grade students or below.
2. All students must present their current student ID for admission.
3. Persons of high school age, not members of JPHS, may attend **some** dances as a guest of a JPHS student provided a guest registration form is filled out prior to 3:00 p.m. one week prior to the event.
4. Only one guest per student will be allowed.
5. Official representatives of the Board of Education may at any time reserve the right to refuse admittance to any person and may request any person to leave when this action seems desirable.
6. Students who are dressed inappropriately will be refused admittance or asked to leave. The final decision will be made by the Principal for Instruction or his/her designee. This includes prom and homecoming dances.
7. No student or guest may leave the building until he or she is ready to leave the campus entirely and shall not return. Students and/or guests may not loiter in the parking lot or other area on school property.
8. All rules and regulations covered in the Jackson Pathways High School "Disciplinary Code of Conduct" apply to all school activities, home and away.
9. Parents are always welcome at JPHS dances and other events.

DUAL ENROLLMENT

Effective April 1, 1996, Public Act 160 (HB-4643) created the Post-Secondary Enrollment Options Act (PSEO), otherwise known as dual enrollment. This Act enables students to enroll in college courses when the content of those courses is not offered by their high school.

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

1. Students must be enrolled in at least one high school class at JPHS as a student of JPHS.
2. Students must be enrolled in the district and enrolled at a college during the high school's **regular** academic year.
3. Students must select college courses that are not available at JPHS. They may also elect classes that are offered at JPHS, but it is determined by the Board of Education that it would not be possible to take the course from the high school due to scheduling conflicts beyond the student's control. Important Note: **Elective course conflicts are not considered "conflicts beyond the student's control."** A student must receive permission from the Principal for Instruction in order to enroll in a college course. Students should also take advantage of the admissions counseling services for high school students provided by colleges or universities. The college or university will notify eligible students of an estimated amount of charges to be billed to the district and notify the district that the students have enrolled. Tuition and fees will then be paid directly to the college or university up to one half of the student's state funding allowance. Charges in excess of the amount to be paid by the district will be billed directly to the student. Books, activity fees, private lessons, transportation and parking costs are the responsibility of the student. If for ANY reason, a student fails to earn credit in the dual-enrollment class, JPHS will not pay for the student to retake the course.

FIELD TRIPS

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

FUND-RAISING - SOLICITING FUNDS FROM AND BY STUDENTS

The board recognizes the existence of many worthwhile community and student activities, which require the raising of funds by the sale of merchandise and tickets or perhaps direct request for money. Because of the need to safeguard students in the educational program, the board limits participation of students to fundraising activities that have the superintendent's approval. **Students will not be allowed to solicit money for personal interest or personal projects.**

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

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

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

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

Student Groups:

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

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

There will be no selling or soliciting outside the school except as part of a booth at a fair, shopping center, or other locations where potential "customers" are coming to the sellers. Advertisements and sales may be solicited from establishments outside the district only if there is an apparent community of interest.

School sponsored organizations may not have more than one money-raising event a year that involves going into the community. Cards, letters, or other identifying literature shall be provided to all students authorized for sales in the general community.

Specifics:

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

Any sale of commercial products or the solicitation of funds in a door-to-door campaign and/or through contracts with the businesses shall require approval of the grade principal in charge of fundraising before any oral commitment, written agreement, or contract is made or any advance publicity or group promotional activity is undertaken. Once approved, however, before sales begin or solicitations are made, contract agreements must be signed by the appropriate assistant principal.

Fundraising projects shall be compatible with the school's purpose, goals and general community expectations, but shall not unduly conflict with local business enterprises.

Adult Groups:

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

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

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

GRADE REPORTING

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

GRIEVANCE PROCEDURES

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

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

A student grievance may be one of four types:

1. against an action taken by a school administrator or member of the faculty.
2. against a fellow student.
3. against a school policy.
4. against a district policy affecting high school students.

Ground Rules:

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

A grievance filed against an administrator, faculty member or student will advance through the following procedures:

Students must file a grievance within three (3) school days of the incident being grieved. Upon receipt of the grievance, the three copies will be divided as follows:

1. Chairperson of the Grievance Committee
2. Administrator in charge.
3. The person being grieved.

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

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

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

Present at this hearing will be the following individuals:

1. Administrator in charge (the student's grade principal).
2. Individual filing grievance and/or a representative.
3. Individual being grieved and/or a representative.
4. Teachers may bring a Jackson Education Association representative.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GRIEVANCE COMMITTEE STRUCTURE

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

8 elected members - 2 from each grade.

3 appointed members - These are to be appointed from unrepresentative groups by the faculty and administration. The committee will elect the chairperson.

HOMEROOM

Each student will be assigned a homeroom based on their first hour class.

IDENTIFICATION CARD/LANYARD

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

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

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

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

INSURANCE

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

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

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

INTERNET POLICY

Jackson Public Schools is involved in an ongoing plan to provide online services to students and staff in the district, including access to the Internet and other information services. This access will open a window to the world for students in an unprecedented way, but also presents dangers in the form of possible exposure online to questionable materials. While students must be given freedom for

research and exploration of the many possibilities offered by telecommunications in this modern age, it is the intent of the Jackson Public Schools to monitor, and limit, access to sites or data, which could be detrimental to the positive intellectual growth of our students.

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

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

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

LIBRARY

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

LOCKERS

Lockers are registered in the 2nd floor grade office, Room 208. Lockers remain the property of, and under the control of, the Jackson Public Schools at all times. Therefore, there should be no expectation of privacy for the items placed in the locker. Use of a locker by more than one person is discouraged. Neither Jackson Pathways High School, nor Jackson Public Schools is responsible for lost or stolen items.

LUNCH PERIOD

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

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

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

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

MAKE UP WORK PROCEDURES

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

MEMORIAL PROCEDURE

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

MESSAGES FOR STUDENTS

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

MONEY AND OTHER VALUABLES

Students are not to bring large sums of money or other items of great value to school or any school events. Items such as coats, calculators, tennis shoes, etc., should be secured in a locker. The school will not be responsible for items stolen or lost. All stolen or lost articles of value should be reported to the school liaison officer or proper grade principal. When appropriate, a police report will be made.

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to honor outstanding JPHS students. Junior or senior students who have a 3.5 or above cumulative average are eligible for membership. Election to the National Honor Society is based on scholarship, leadership, service and character.

PARKING LOT - STUDENT PARKING AND STUDENT CONDUCT

1. Students wishing to park on school property during the school day must obtain a parking permit. A limited number of student parking spaces are available. School of Choice students and seniors will have first priority. To obtain a parking permit, an acknowledgment form must be picked up in the Athletic Office and be completed by the parent and student before a permit will be issued to park on school property.

2. The parking permit must be displayed on the rear view mirror. Upon entering the west parking lot from Wildwood Avenue and the Steward Street lot, visitor and staff parking areas are identified. Students are prohibited from parking in those areas.
3. Cars parked in a restricted area or improperly parked may be "booted" with a \$20.00 removal fee. A second offense may result in the loss of the right to park in the school parking lot for the rest of the year. Students may park only in student spaces and the Steward Street lot. There is no student parking on the north side of the building, (tennis court side) including the small parking lot near the gym. No one may park in the east circle drive at any time.
4. Students are not permitted to go to the parking lot at any time during the school day unless given permission from a school administrator.
5. Jackson Pathways High School is not responsible for damages incurred while vehicles are parked in the school lot.
6. **Students are expected to be respectful of parking lot areas. Litterers will face appropriate consequences including lawn clean up, detention or suspension.**

PROGRESS CARDS

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

RECORDS REQUESTS

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

Transcripts: \$3.00-1st copy/\$1.00 ea. additional copy

Health Records: \$10.00

Birth Certificates: \$10.00

Full Set of Records: \$25.00

SCHOOL CLOSING

If school is not in session because of severe weather conditions or other emergencies and this situation exists before the starting time of school, all local radio and television stations will carry the announcement. **Tune in to:** FM-94, FM-95, FM-96.7, FM-100.7, FM-105.3, FM-106. AM-1450, AM-970, AM-760, AM-1510 or a local television station. JPS Website: www.jpsk12.org **Please do not call the school.**

SERIOUS OR CHRONIC HEALTH PROBLEMS

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

MEDICAL INFORMATION

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

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

IMMUNIZATION INFORMATION

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

PRESCRIPTION MEDICATION

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

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

SEARCH AND SEIZURE

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

Student lockers are school property and remain at all times under the control of the school district. Students, however, are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property

because school property is subject to search at any time by school officials. School authorities for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant.

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

SERVICE LEARNING

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

STUDENT HOTLINE

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

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

SUBJECT DROP AND ADD INFORMATION

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

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

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

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

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

TELEPHONE/CELL PHONES

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

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

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

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

TEST OUT

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

Test Out Procedure:

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

TEXTBOOKS AND OTHER SUPPLIES

Jackson Pathways High School will furnish textbooks to students free of charge. When the teacher- issued book is not returned, the student will be held responsible for the replacement cost of the book, payable prior to participation in graduation activities. It is expected that students take care of all unfinished business in a timely manner. Arrangements can be made through local bookstores for students to purchase their own textbooks if they desire. When a textbook is lost or damaged during the school year, the student must notify the teacher immediately and make arrangements with the bookkeeper to pay for the book. The student must return the exact book that was assigned to him/her, based on the number recorded by the teacher.

TORNADO SAFETY PROCEDURES

When the Jackson Public School District receives official notice from the Jackson City Police that the U.S. Weather Bureau has issued a tornado watch or warning, the following procedures shall be followed:

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

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

TRANSPORTATION TO CLASSES AWAY FROM JPHS

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

UNFINISHED BUSINESS

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

VIKING STORE

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

VISITORS

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

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

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

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

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

WORK PERMITS

Applications for work permits may be obtained in the Main Office. Return to the Main Office to have Work Permits verified and approved.

YEARBOOK

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

- If you cannot afford senior pictures, or if yours won't be done in time for yearbook inclusion, please see Mrs. Vinitski about an individual pose at school.
- Picture regulations can be viewed at jpsk12.org/jacksonhs under the Yearbook tab

COUNSELING, ACADEMIC REQUIREMENTS, GRADUATION

Jackson Pathways High School GRADUATION REQUIREMENTS

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

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

# of Course Credits	Class of 2021	Class of 2022 and beyond
Electives	8	11
Computer	1	1
English	8	8
Math	8	8
Science	6	6
Social Studies	6	6
Phy. Education	1	1
Health	1	1
World Language	4	4
Visual Performing Arts	2	2
SAT	Yes	Yes
Total Credits to Graduate	45	48

REQUIRED CREDITS IN GRADES 9-12

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

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

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

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

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

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

Visual/Performing/Applied Arts - 2 credits

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

Computer Literacy - 1 credit. (See your counselor for a list of qualifying courses).

The department charts on the following pages indicate what requirement(s) are met after passing the course. Code interpretations are as follows:

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

RETAKING CLASSES TO IMPROVE A GRADE

Students may retake a class to improve their grade. Both grades will still appear on the transcript; however the higher grade will be the one included in grade point average calculator. A student retaking a class for the purpose of grade improvement will not be considered for valedictorian or salutatorian status.

GRADUATION

JPHS graduation requires a minimum of 12 trimesters of enrollment in grades 9, 10, 11 and 12, with a minimum of 45 credits Class of 2021, 48 credits Class of 2022 and beyond, including the required subjects and the recommended service learning hours. A full year of attendance in the 12th grade is expected of all transfer students. In addition, all students must take all State testing in order to graduate from Jackson Pathways High School.

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

SUGGESTED COURSE SEQUENCE FOR COLLEGE PREPARATION

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

COLLEGE PREP SUGGESTED COURSES – all phase 4

English (4 years)

9th Grade	English 9, Composition-Literature
10th Grade	English 10, Composition-Literature
11th Grade	American Literature-Composition
12th Grade	English 12 Honors or AP Literature

Mathematics (4 years)

9th Grade	Geometry or higher
10th Grade	Algebra II or higher
11th and 12th Grade	Advanced Math Courses

Science (4 years)

9th Grade	Biology/Chemistry
10th Grade	Chemistry/Physics
11 th and 12 th Grades	Physics, Advanced courses

Social Studies (4 years)

9th Grade	U.S. History Honors or AP U.S. History
10th Grade	World History and Geography Honors or AP World History
11th Grade	Government/Economics of AP Government or AP Economics
12th Grade	Elective

World Language (2-4 years)

Other requirements and electives:

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

CAREER & TECHNICAL EDUCATION PROGRAMS

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

ADVANCED PLACEMENT

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

INDEPENDENT STUDY FOR ADVANCED STUDENTS

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

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

AWARDS AND SCHOLARSHIPS

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

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

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

ACADEMIC LETTER

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

AMBASSADORS' SCHOLARSHIP AWARD FOR VALEDICTORIANS

Scholarships will be granted annually to each 4.0 valedictorian.

COLLEGE AND CAREER INFORMATION

COLLEGES AND UNIVERSITIES

Most financial aid is granted through the colleges themselves. There is space on the college application to indicate interest in financial aid and there is a separate form to accompany the application. Most financial aid granted by colleges is called a "package" and usually consists of:

1. Scholarships and Grants
2. Loans
3. Work/Study Programs

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This form is used to establish financial need. Need is calculated on the basis of the parents' Federal Income Tax report for the year ending December 31 of the student's senior year.

The FAFSA website is www.fafsa.gov.

Students who are eligible for the Michigan Competitive Scholarship must file the FAFSA form prior to the designated deadline. NOTE: Male students applying for Federal Financial Aid must register with Selective Service to be eligible for Federal Funds.

LOCAL AND NATIONAL LISTINGS

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

FEDERAL PROGRAMS

Pell Grant

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

STATE OF MICHIGAN COMPETITIVE SCHOLARSHIPS AND TUITION GRANTS

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

Competitive Scholarships

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

Tuition Grants

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

Tuition Incentive Program (TIP)

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

CIP, College Incentive Program – formerly the Care Program

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

COLLEGE ADMISSION

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

COLLEGE PLANNING

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

COLLEGE PREPARATORY COURSES

Colleges generally recommend the following high school courses:

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

EDUCATIONAL DEVELOPMENT PLANS

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

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

JACKSON COUNTY EARLY COLLEGE (JCEC)

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

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

COUNSELING OFFICE PROCEDURES AND INFORMATION

COUNSELOR APPOINTMENT

Any academic or personal concerns may be addressed with the counselor.

THE SCHOOL COUNSELOR

The school counselor offers assistance for students exhibiting behaviors that negatively affect their academic and social performance. The counselor can assist students:

- with challenges related to school attendance, discipline, academic achievement, etc.,
- with challenges resulting from bereavement, suicide, etc.
- who are affected by someone else's abuse or dependency on alcohol or other drugs,

- whose use/abuse of alcohol and/or other drugs is problematic and who could best benefit from education, counseling, and/or support.

Further, the school counselor serves as a liaison between Jackson Pathways High School and local agencies. The school counselor facilitates contact between parents and/or students and the appropriate agency.

STANDARDIZED TEST INFORMATION

STANDARDIZED TESTS

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

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

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

Reasons for taking the PSAT/NMSQT are as follows:

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

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

ACT (AMERICAN COLLEGE TEST)

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

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

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

Application materials and information booklets may be obtained in the College Resource Room.

The State of Michigan advises students to take the ACT in April or June of their junior year or October of their senior year in order to receive financial aid consideration from the State of Michigan Scholarship Program. Visit the ACT website for registration and test dates, and test fee information.

CODE NUMBERS: JPHS -- 232-132; JPHS Test Center --190350; State of Michigan Scholarship--2076.

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

SAT I (SCHOLASTIC ASSESSMENT TEST)

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

Application materials and information may be obtained in the guidance department office.

For fees, registration and test date information, visit the SAT College Board website.

CODE NUMBERS: JPHS--232-132; JPHS Test Center--23-360

WALK-IN REGISTRATION

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

SAT II: SUBJECT TESTS

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

ADVANCED PLACEMENT EXAMINATIONS

Advanced Placement exams are administered over two weeks in May 2020. The Advanced Placement Program is an activity of the College Board. It may enable some young people to complete college level studies while they are still in high school. Jackson Pathways High School students participate in Advanced Placement Art, Biology, Chemistry, Calculus, English, Economics, Fine Arts, U.S. History, World History, American Government and Foreign Languages. Students who feel qualified in other areas should see their counselor early in their senior year. Scores are from one to five. A score of three or more may be accepted for college credit. Some colleges will

grant credit. Others do not grant credit but allow the student to enter classes at an advanced level. Students interested in this program should talk to their advanced placement subject matter teacher and their counselor.

MICHIGAN MATHEMATICS PRIZE COMPETITION

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

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

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

CURRICULUM & COURSE DESCRIPTIONS

Available on the JPHS website - www.jpsk12.org/JPHS

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

ATHLETIC PARENT AND STUDENT HANDBOOK

ATHLETIC PROGRAM

Philosophy of Athletics

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

Objectives

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

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

Governing Bodies

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

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

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

JPS Organizational Flow Chart

Board of Education

Superintendent

Director of Athletics / Principal for Instruction

Head Athletic Game Coaches, Junior Varsity Coaches, 9th Grade Coaches

Assistant Director of Athletics

<u>Sports</u>		
FALL	WINTER	SPRING
Football	Boys Basketball	Baseball
Girls Volleyball	Girls Basketball	Girls Softball
Boys Cross Country	Boys Swimming	Boys Track
Girls Cross Country	Boys Diving	Girls Track
Boys Soccer	Wrestling	Boys Golf
Girls Swimming	Boys Bowling	Girls Tennis
Girls Diving	Girls Bowling	Girls Soccer
Sideline Cheer	Girls Gymnastics	
Boys Tennis	Sideline Cheer	
Girls Golf		

MHSAA/JACKSON PUBLIC SCHOOL POLICY

ACADEMIC REQUIREMENTS

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

ACADEMICS/ELIGIBILITY

MHSAA athletic eligibility for all students/athletes is conditioned upon meeting the following academic requirements:

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

ACADEMIC PROBATION

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

ACADEMIC ELIGIBILITY CHECK

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

Eligibility Procedures - To increase student opportunities for success, the administration has implemented the following procedures: A student entering the 7th grade or the 9th grade for the first time may participate for the first trimester without reference to his/her record in the previous grade.

Transfer students will be given a one trimester grace period for meeting the 2.0 GPA requirements. Athletes joining a sport team must participate in a minimum of 10 practice days prior to competing in a contest. (In football, the MHSAA requires 15 days of practice.) **IMPORTANT NOTE:** All transfer students are not eligible until cleared by the Athletic Director. All new students should report to the Athletic Director prior to going out for a sport to determine eligibility.

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

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

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

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

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

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

All-Star Competition

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

Limited Team Membership

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

STUDENT ATHLETE CONDUCT

Good Sportsmanship

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

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

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

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

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

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

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

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

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

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

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

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

Penalties For Violation Of Training Rules:

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

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

Second Violation - Penalty for Violation of Training Rules: After the confirmation of the second violation, the student/athlete will be ineligible for athletic competition for one calendar year. In order for the student/athlete to be reinstated with athletic eligibility, he/she

must enter a drug rehabilitation program. After this program has been successfully completed, a meeting will be held with the student/athlete, parents, athletic director, principal, and coaches involved discussing re-entry into the athletic program.

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

Individual Sport Rules

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

Athletic Rule Violation Procedures

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

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

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

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

PARENT INFORMATION

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

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

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

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

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

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

MEDICAL INFORMATION

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

Certified Athletic Trainer - The Board of Education has also sub-contracted with Orthopedic Rehab Specialists for full time athletic training services. The athletic trainer works solely with the high school sport teams. Please call the Jackson Pathways High School athletic office for assistance in reaching the athletic trainer. (JPHS Athletic Office: 841-3715). Parents should be

aware that the trainer is a highly qualified athletic injury specialist. When he is present at an athletic contest, the coach may not go out on the field when a player is injured, because the trainer is trained to take care of that situation.

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

NCAA ELIGIBILITY REQUIREMENTS AND CLEARINGHOUSE INFORMATION

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

Approved Core Classes for Jackson Pathways High School

***Courses available through Jackson High School or E2020**

<p><u>English</u> Creative Writing* College Writing Honors* English 9 English 10 English 11 English 12 Journalism/Literature* Mythology* Mythology II* Speech/ Basic* Speech/Advanced* AP Literature* AP Composition*</p> <p><u>Natural/Physical Science</u> Chemistry* Chemistry Honors* AP Chemistry* Biology* Biology Honors* Environmental Science* Microbiology* Oceanography* Physics Honors* Physiology* Forensics* AP Biology* AP Physics*</p>	<p><u>Social Science</u> AP American Government* Am Government Am Government Honors* Criminal/Civil Law I Criminal/Civil Law II Economics Economics Honors* AP Economics* Michigan History Psychology* AP Psychology* African American History* Sociology* AP US History* World History/Geography World History/Geography Honors* AP World History* US History/Geography US History/Geography Honors* AP Human Geography* Women in History* World Religions</p>	<p><u>Mathematics</u> Algebra I Algebra II AP Calculus* Geometry Pre-Calculus AP Statistics*</p> <p><u>Additional Core Courses</u> American Sign Language* French I, II, III, IV German I, II, III, IV* Spanish I, II, III, IV AP French* AP Spanish* AP German*</p> <p>NOTE: In addition to the courses listed, all other Advanced Placement courses qualify.</p>
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Division III College Athletics

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

NCAA contact information: (877) 262-1492.

ATHLETIC AWARDS

Varsity Awards

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

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

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

Special Team Awards-Generally, there are three special trophies awarded at the high school Varsity level. Examples of the awards are:

Most Valuable Player, Most Improved Player, and Coaches' Award

Some coaches and/or teams have additional special awards relative to their sport. Those awards are provided by private donors.

Scholar-Athlete Award – Each student/athlete, who maintains a 3.0 grade point average (GPA) while competing in a sport, shall receive a Scholar-Athlete certificate.

Captain's Pins- Each captain of the Varsity teams will receive their captain's chenille pin. Similar pins may be given at the 7th or 8th grade levels, if captains are selected at that level.

W. Earl Holman Award

Selection of the individuals for this prestigious award will be based on a point system awarded for interscholastic sports recognized by in the following manner:

Athletic Achievement Points:

Six (6) points for a Varsity Award. Three (3) points for a Reserve Award.

Ten (10) points for being a member of a State Championship Team.

Ten (10) points for finishing first, second or third place in State Finals Competition as an individual. (Parts 3 and 4 cannot both be counted). Ten (10) points for being selected as a member of an All-State Team as voted by the coaches of that sport. Honorable-mention selection shall not count. Five (5) points for being a member of a Conference Championship team **or** for finishing first in an individual Conference championship.

Leadership Points:

Ten (10) points for serving as a class officer or student government officer.

Five (5) points for being selected as the captain of your sport.

Points for Academic Achievement: Cumulative GPA for 4 years

4.0 = 40

3.6 = 36

3.2 = 32

3.9 = 39

3.5 = 35

3.1 = 31

3.8 = 38

3.4 = 34

3.0 = 30

3.7 = 37

3.3 = 33

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

Twenty (20) points for being selected as the MHSAA Scholar-Athlete for a sport. The candidates must have been student/athletes at Jackson Pathways High School for at least three years to qualify for this award. The student/athlete's record for the fourth year of high school in another school would be considered in determining the recipient of the award.

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

JPS Mission

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

JPS Vision

We envision a community where all students become lifelong learners.

Parental Involvement, Board Policy 2112

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

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

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

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

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

A. Relationships with Families

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

¹Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

²Indicates Title I Section 1118 parent involvement requirements

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Legal

Sec. 1112, 1118 ESEA

M.C.L. 380.1294

Visitors/Parental Visitation

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

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

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

- Parents must make prior arrangements through the teacher/principal.
- No classroom observations will be made while testing is being administered.
- Parents should be advised of the need to respect the confidentiality of what is observed in the classroom. Teachers have the right to ask the parent to leave if they 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, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/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 age eighteen (18) or older that they are required to register for the selective service.

Review of Instructional Materials and Activities

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

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

ASSIST (Achieving Success-Student Intervention Study Team)

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

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

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

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

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

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

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

Special Education Services

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

School Attendance

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

Head Lice – Board Policy 8451

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

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

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

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

Communicable Diseases

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

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

Medication

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

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

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

Immunization

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

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

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

Birth Certificates

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

Emergency School Closings

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

Fire, Tornado and Lock Down Drills

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

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

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

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

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

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

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

For purposes of this policy:

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

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

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco

or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

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

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

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

Anti-Harassment

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

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

[Annual Bullying Notice.](#)

Title IX Sexual Harassment

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

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

Suspension

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

Expulsion

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

Weapon Free School

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

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

Secondary Code of Conduct for Students

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

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

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

PROCEDURE A:

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

PROCEDURE B:

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

PROCEDURE C:

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

PROCEDURE D:

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

PROCEDURE E:

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

DEFINITION OF VIOLATIONS WITH DESIGNATED PROCEDURES

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

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

State law mandated Procedure E

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

First Violation Procedure D or E
Repeat Violation Procedure E

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

First Violation Procedure E

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

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

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

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

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

First Violation Procedure B or C
Repeat Violation Procedure D

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

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

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

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

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

First Violation	Procedure C or D
Repeat Violation	Procedure E

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

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

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

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

First Violation	Procedure C or D
Repeat Violation	Procedure E

Violators of the above will be referred for a professional evaluation to an outside agency.

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

First Violation	Procedure D or E
Repeat Violation	Procedure E

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

First Violation	Procedure D
Repeat Violation	Procedure D or E

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

First Violation	Procedure D
Repeat Violation	Procedure E

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

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

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

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

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

17. FIREWORKS OR OTHER EXPLOSIVE MATERIAL, POSSESSION AND/OR USE:

Student(s) using or having in their possession any explosive device that is illegal or dangerous to themselves or to others. This would include something as innocuous as sparklers if used on school property or at a school-sponsored activity.

First Violation	Procedure D
Repeat Violation	Procedure D or E

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

First Violation	Procedure B
Repeat Violation	Procedure C

19. HABITUAL OFFENDER

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

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

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

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

First Violation	Procedure C
Repeat Violation	Procedure D

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

First Violation	Procedure D
Repeat Violation	Procedure D or E

23. LOITERING ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED EVENTS

Being on school grounds or in the school without authority or permission of school personnel. Students may not loiter after school, after dances, or after other events, including athletics. **This would include students who are in shortened programs or suspended.**

First Violation	Procedure B
Repeat Violation	Procedure C

24. LOITERING ON PRIVATE PROPERTY ADJACENT TO SCHOOL PROPERTY

Being on adjacent or nearby, privately owned property without authority or permission of the property owner.

First Violation	Procedure B
Repeat Violation	Procedure C

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

First Violation	Procedure B
Repeat Violation	Procedure C

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

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

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

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

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

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

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

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

First Violation	Procedure C
Repeat Violation	Procedure D

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

First Violation	Procedure D or E
Repeat Violation	Procedure E

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

First Violation	Procedure D or E
Repeat Violation	Procedure E

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

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

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

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

Secondary Placement Procedures (updated 6-8-21)

Intake

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

In-District Transfer

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

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

Transition by Grade

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

Participation in Extra Curricular Activities

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

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

Appeal Process

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



It is the policy of the Jackson Public Schools Board of Education not to discriminate on the basis of Protected Classes in its educational programs and activities and employment. Protected Classes generally include race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital status, military status, ancestry, genetic information and such others as 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; Dr. William Patterson, Assistant Superintendent of Secondary Curriculum, 517-841-2208.