



*Careers Happen Here!*

**STUDENT/PARENT HANDBOOK  
2024/2025**

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**2024/2025 Dates**  
**(Mark Your Calendar)**

August 21 – First Day of Students (½ student day – AM shift only/contact your local school for start date of students from your school)

August 28 – Back to School Meet & Greet

**August 30 – September 2 - No Students/No Staff - Labor Day Weekend**

**October 21 – Staff Only/No Students**

**November 27-29 – Thanksgiving Break**

December 20 – End of First Semester (½ student day – AM shift only)

**December 23 – January 3 – Winter Break**

**January 20 – No Students/No Staff - MLK Birthday**

**February 14 - 17 – No Students/No Staff**

February 27 – JACC Career Night Open House

**March 21 – March 28 – Spring Break**

**April 9 – Staff Only/No Students**

**April 18 – No Students/ No Staff – Good Friday**

**May 5 – Staff Only/No Students**

May 12 – Senior Celebration Ceremony/Last Day for Seniors (dates may vary by local school)

**May 26 – No Students/No Staff - Memorial Day**

June 5 - Last Day For Juniors (dates may vary by local school)

**\*Dates in bold** – no student days at JACC

**Current Career Center Classes**

Agriscience  
Army JROTC  
Automotive Collision  
Automotive Technology  
Careers in Education  
Cybersecurity  
Construction  
Cosmetology  
Culinary Arts  
Dental Occupations  
Engineering/PLTW  
Esthetics  
Firefighting/EMS  
Healthcare Technician  
Law Enforcement  
Manufacturing Technologies  
Programming  
Sales and Marketing  
Transition-To-Work  
Visual Communications  
Welding

*NOTE: This handbook contains guidelines and procedures for success at the Jackson Area Career Center (JACC), and answers many of the commonly asked questions. This handbook should be read in its entirety. School officials are responsible for interpreting the handbook and, if a situation is not specifically addressed, making decisions based on Board Policies, applicable laws and regulations and other relevant factors. To the extent this Handbook is ambiguous in relation to Board Policies, the Board Policies will control. The Board of Education and the JACC administration reserve the right to revise their policies and this Handbook.*

## GENERAL POLICIES AND PROCEDURES

### **Enrollment Policy**

Enrollment begins with the local school counselor to determine if JACC can fit in the student's schedule. To enroll, students must have enough credits to be a junior or be on track to graduate on time. It is recommended that students visit the class prior to enrollment. Based on state standards, most Career Center programs require one year to complete curriculum requirements and achieve applicable certifications.

To ensure accommodations are appropriately provided, a JACC representative should participate in a prospective student's IEP.

Age cap - generally students cannot turn 20 on or before the first day of school to participate in Career Center Programs. Some special education programs may be available for older students, consistent with the student's individual education plan (IEP). Those who are over the age cap are encouraged to seek out Adult Career Enrichment options.

JACC programs are conducted during one half of a school day, coordinating with local school schedules and transportation.

### **Academic Michigan Merit Curriculum (MMC) Credit Process & NCAA Eligibility**

We offer academic credits as part of the CTE curriculum. All students must complete the entire required curriculum, whether they are earning the credit or not. Credit is awarded by the local school and it is up to the local school to initiate the paperwork and determine who needs the credit. Please note that Career Center programming is not approved through the NCAA eligibility center and not accepted for NCAA eligibility requirements. See your local high school counselor for more specific information about the MMC requirements.

### **Certification Reimbursement**

Depending on your program you may be eligible for reimbursement of certification testing. Please see your instructor for more information.

### **Parent Involvement**

Student learning is most successful when there is an effective partnership between the school, the student and the student's parents/guardians. Parent/guardian participation in students' academics and school activities will be encouraged throughout the school year. Additionally, parents/guardians are encouraged to work with local school and Career Center administration and support staff if there is a student academic, behavioral or disciplinary concern. Parents/guardians are encouraged to review this Handbook carefully to become familiar with the school's expectations as well as opportunities for involvement in their students' success. The Career Center uses two online platforms for grades (PowerSchool) and assignments (Schoology). A separate PowerSchool site, different from the local schools', has the most up-to-date grade information. Access to the Career Center PowerSchool site is available for all parents and is the best way to keep involved with performance and progress.

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

Parents have the right to review any instructional materials being used in the school, subject to reasonable restrictions and limits (see Board Policy 5401.) Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school.

### **Student Success Plans**

Student Success Plans may be issued when a concern is impacting student success in the classroom. Some examples include but are not limited to poor attendance, low scores in academics, employability, etc. The goal of the Success Plan is to improve the area(s) of concern for a more successful student. Ongoing parent and teacher involvement is essential to the success of the plan. Termination of a success plan is dependent on meeting or exceeding expectations as presented in the plan.

## **Attendance Policy**

Classes at JACC are “applied knowledge.” Therefore, it is vital that students are present to participate in class, regardless of instructional delivery method (such as in-person, online, hybrid, etc.). Grades will reflect employability, academic and lab performance.

JACC has six marking periods (grading cycles) per academic year. Students who have unexcused absences in a grading cycle will be subject to a reduction of their employability grade at the time of occurrence. (*Employability constitutes 30% of the overall grade and reduction as outlined in instructor syllabus*). If a student were to fail and not receive credit solely due to attendance, a test-out option will be made available based on demonstrated proficiency in program standards.

- Trimester equals two grading cycles
- Semester equals three grading cycles
- Tardies will be handled internally by the teacher and excessive tardies may result in a referral for a Student Success Plan. Tardies that result in a student missing half of a shift or more will be counted as an absence.

### **Excused Absences with Proper Documentation:**

- Death in family (up to 3 days)
- Subpoena to court (during scheduled class time)
- Local school activity
- Fulfilling a Civic Duty (ex. Jury duty, MEPS, Running an election polling station)

### **Unexcused Absences:**

Any absence, unless listed above, is considered an unexcused absence. To instill positive employability practices, it is the student’s responsibility to contact their instructor when absent. Calls from parents/guardians are not excused absences. Students may not miss more than 9 days unexcused per semester (3 days per JACC marking period.) Students exceeding these absences will be reviewed by administration for future JACC enrollment. Ten consecutive unexcused absences will result in removal from the JACC program.

Students with extenuating circumstances **which impact attendance or participation** should see an administrator in the Main Office. Documentation for all absences should be turned into the Main office to be kept on file for review if attendance becomes a concern. Students who attend from out-of-county schools, or schools who do not follow the Jackson County common calendar, are expected to attend when JACC is open, even if breaks and holidays of their local school do not align.

**IMPORTANT:** Students who exceed the attendance policy **and/or** are failing at the end of the trimester/semester **shall be placed on a Student Success Plan and may not be recommended to return to JACC the following trimester/semester/school year.**

## **Grades**

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. The Career Center has a standard grading procedure which considers assessment results, homework, projects, class participation and employability. Each instructor will distribute the grade criteria for the instructor’s class at the beginning of the school year or semester, as applicable. Classes at JACC are “applied knowledge.” Therefore, it is vital that students are present to participate in class. JACC classes are “for credit” and may not be audited for “no credit”. JACC grades will be reported to the local districts and will be included on the student’s report card. Parents and students are encouraged to use Career Center PowerSchool to check grades regularly.

### **Earned 2nd Year for Focused Career Development**

Most programs at JACC complete the State of Michigan course standards in one year except for Automotive Technology and Cosmetology. To earn a 2nd year in their program, which provides opportunities for more focused career development, students must meet the following expectations:

- Earn a 73% C or better in both first and second semesters
- Proficient or Exemplary skills in PACT Employability
- Completion of initial program certification (see program syllabus for specific certifications)
- Sufficient progress in program skills/competencies
- Does not exceed attendance policy (see Attendance Policy above for details)

## **Student Records**

Student educational records shall be available to parents/guardians and eligible students and school staff who have a legitimate educational interest in that information. The records may also be made available to other individuals or agencies as permitted by law or pursuant to a release by the parent/guardian or eligible student.

**All attendance and grade information is available to parents and students online through our Power School website (<https://jcisd.powerschool.com/public>).** Password and log on information will be sent to parents/guardians soon after the start of school. It is your responsibility to protect this information. If you have any questions, please call **517-768-5226**. Eligible family members without internet access may arrange to access these student records at the Career Center by calling to make an appointment.

The records of Career Center students are on file in the Student Personnel Office. Student records are available for examination by parents/guardians and students over 18 years of age by making a request directly to the Building Principal. If, upon inspection, the parent/guardian or eligible student find inaccurate information, they may request amendments, and challenge the district should the amendments not be made. See Board Policy 5309 for more information.

### **Directory Information**

Certain “directory information” regarding a student may be released to any person or party, although the parents and eligible students may refuse to allow the district to disclose any or all such information by written notification. The primary purpose of directory information is to allow the Career Center to include information in certain school publications. Examples include:

- A brochure of your student’s class
- A picture of your student or listing of their name and class posted at local school conferences
- The JACC website
- The yearbook video
- Honor roll or other recognition
- Student recognition program

Information may also be published in newspapers or shared with employers and colleges. In addition, federal laws require local educational agencies to provide military recruiters, upon request, with names, addresses and phone listings.

Directory information which would not generally be considered harmful or an invasion of privacy if disclosed includes: student’s name, address, telephone listing, date and place of birth, major field of study, grade level, program and session, local school attended, student photographs, participation in recognized activities, dates of attendance (school year enrolled), certifications, awards and honors received, scholarships and other information that is generally found in directories, yearbooks and programs.

We will be notifying colleges we partner with of students who have completed the requirements for articulation credits. If authorized to do so, we may release school preparation and attendance patterns to prospective employers.

**If you do not want the Career Center to disclose this information, you must notify the Career Center by completing an Opt-Out Form within 30 days of the first day of attendance.**

### **Other Personally Identifiable Student Information**

There are occasional circumstances that require the Career Center to disclose personally identifiable information about a student. State Law and Board Policy allow the parent/guardian to ask, in writing, if that has occurred, what information was disclosed, to whom and the reason for the disclosure. MCL 380.1136.

### **Change of Address**

If your address or telephone number changes any time during the school year, please notify your JACC counselor or main office secretary in order to keep your records up-to-date.

### **Closed Campus**

Once students arrive on Jackson Area Career Center property they are not permitted to leave the property until they leave for the day. This policy is for the overall safety and wellbeing of our entire student body. It affects all students no matter how they are transported to the Career Center. Exceptions are made by administrative permission only. Food deliveries (GrubHub, DoorDash, etc.) are not permitted during school hours.

### **Dress Code**

Student dress and grooming shall be appropriate, clean, neat, and professional. Dress requirements will be defined by each program’s job standards, explained in the class syllabus, or be directed by administration. Examples of inappropriate clothing include garments that are materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; is obscene, sexually explicit (i.e. Playboy symbols, etc), indecent, or lewd; promotes the use of or advertises illegal substances; incites violence; contains “fighting words” or constitutes a true threat of violence; constitutes hate speech or symbols, including, but not limited to, swastikas or Confederate flags; Students are expected to be dressed in a manner conducive to the professional workplace. Blankets are not to be brought into the building.

### **Student Lockers**

Lockers are the property of the Jackson Area Career Center and the contents may be inspected at any time. The Career Center will provide locks. Personal locks are not permitted.

### **Search and Seizure**

- Searches of motorized vehicles, lockers and students shall be conducted in accordance with the rules developed by the Superintendent. No law enforcement officer may search any locker without a search warrant unless the officer has the consent of the building Principal and is accompanied by the principal or designated representative.
- School lockers are the property of the District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. 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.
- Motorized vehicles brought onto the school property by students are subject to search by building principals or designated representatives for any reason at any time, without notice, without student consent and without a search warrant when school officials reasonably suspect that the contents of the motorized vehicles may present any threat or potential threat to the health, safety or welfare of other students or the school in general. In the case of locked motorized vehicles, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including, if appropriate, a recommendation for removal from JACC to local school administration.
- Upon reasonable suspicion and in order to protect the health, safety or welfare of students under school jurisdiction, building Principals or designated representatives are authorized to search students. School authorities shall conduct no strip searches. All searches shall be carried out in the presence of an adult witness.
- School representatives may also include school liaison law enforcement officers or security personnel.

### **School-sponsored Publications and Productions**

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful as to minors; and speech that otherwise violates school policy or law.

### **Medical Insurance**

All Career Center students **should have medical insurance** coverage either through their parents/guardians or through the student insurance policy offered by the student's local school. If a student does not have insurance, it is recommended the student contact their Career Center Counselor to discuss potential insurance options.

### **Medication**

- All medication must be turned into the Main Office with dosage instruction and a permission slip from parent or guardian to administer. The only exception to this is the use of a metered dose inhaler or a dry powdered inhaler following the guidelines contained in the school code, MCL 380.1179.
- To administer prescription medications, the Career Center requires a written physician prescription. All medications must be in their original containers.
- The school is authorized to maintain a small supply of epinephrine auto-injectors ("epi-pens") for emergency treatment of an apparent anaphylactic reaction. Some school staff are trained to administer this medication in accordance with state guidelines. A parent/guardian will be promptly notified when the medication is administered to a student.
- Students may carry over the counter (OTC) medications such as ibuprofen or acetaminophen, provided that written permission is on file with the office. The Career Center will not provide these medications to students.

### **Communicable Diseases and Pests**

Because the school has a high concentration of people, it is necessary to take health or safety measures when others may be placed at risk, such as exposure to communicable diseases or highly-transient pests. Staff may isolate a student if the student is ill, has been exposed to a communicable disease or highly transient pests, such as lice. Such isolation will be limited to the contagious period, and staff will rely on the advice of appropriate health professionals, such as the County Health Department for that determination. In situations in which a student or staff member has been exposed to the potential of a non-casual contact disease, such as HIV, Hepatitis A, B or C (usually through blood or other body fluids), the school will ask parents to have their student's blood tested. Any such testing will be subject to federal law requirements and state and federal laws related to confidentiality.

### **Accidents/Safety**

- To keep accidents at a minimum, it is essential all students follow the safety program outlined to them by their instructor. Many of the safety rules followed in the labs are the same rules employees follow in the work world. If you should be involved in an accident, report it immediately to your instructor, who will see that you are taken care of.
- Some programs at the Career Center require students to wear safety glasses. In those programs, safety glasses are provided by the Career Center. Because of some types of work performed in certain areas, protective footwear is strongly recommended but not required.
- Any problems you are having with your health that could impact your participation in your Career Center program, or that could put fellow students at risk, should also be reported to your instructor and/or counselor.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the principal. Students are required to be silent and comply with the directives of school officials during emergency drills. The Jackson Area Career Center will conduct all required fire drills, tornado drills and lock down drills in accordance with the State of Michigan laws and guidelines. There may be additional drills at the direction of the administration. Drills may not be preceded by a warning to the students. Drills will be reported on our web site.

### **Age of Majority**

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- A. have the same rights as their parents/guardians as they relate to access to or control of their student records;
- B. represent themselves during disciplinary conferences;
- C. request a personal curriculum;
- D. have other rights or privileges as determined by the Superintendent or designee;
- E. sign themselves in and out of school;
- F. provide reason(s) for their absences and tardies;

Eligible students who wish to assert these rights should meet with the Career Center administration who will communicate this information through a letter of notice to the parent/guardian. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

### **Student Driving/Transportation**

- Each local school district provides bus transportation to and from Jackson Area Career Center. Students are expected to follow their local district's policies concerning transportation to and from Jackson Area Career Center.
- Driving a car to Jackson Area Career Center is approved **only** by the local district Principal. If the local school grants students permission to drive, Jackson Area Career Center rules and regulations apply.
- Students who have permission from their local school district to drive to JACC must purchase a parking pass and complete the Registration Form in the main office by the date required.
- Students with permission to drive a personal vehicle may only park in the designated Student Parking Lot (Parking Lot E).
- In order to ensure a safe environment in the student and staff parking area, there will be security monitoring the lot. Students are expected to identify themselves and respond to the security directions and requests.
- Student drivers are expected to arrive at the same time as their local district bus arrives. Students are expected to go to their classrooms upon arrival, and are not to stay in their vehicles. Students who drive should also be in the labs/classrooms the same time as bus students. Repeated tardiness will be dealt with by the individual teacher and/or an administrator up to and including removal from the JACC.
- Driving privileges may be revoked for any reason by JACC administration.

### **Visiting the Building**

- **All visitors in the building must register in the Main Office.**
- Because of equipment and necessary safety precautions, students **will not be allowed to bring visitors to class** unless they have been given permission from the instructor and approval from the building administrator.

### **Security Assistance**

An armed security officer (Jackson County Sheriff Department or private security company) may be assigned to the Career Center to assist students. Students should inquire with any staff member if they desire to speak to the officer.

### **Special Education Assistance**

- Assistance is available in the following areas: rehabilitation service referrals, personal adjustment and work behavior development, work study services, job placement assistance, paid and non-paid work experience, employment, consultation for adaptive/assistive technology and interpreter services.
- The Center for Student Success is also available as a resource for all students with and without disabilities for academic support, behavioral support, assistive technology, Individual Education Plan (IEP) and Section 504 of the Rehabilitation Act of 1973, Carl D. Perkins Career and Technical Education Improvement Act of 2006 as amended by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) assistance. For further information call (517) 990-6624.

### **Student Grievance Related to Civil Rights**

Per Board Policy 3118, the Board of Education will not discriminate on the basis of protected classes in its educational programs and activities. 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.

Any person believing that the Jackson County Intermediate School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and other federal and state civil rights laws may bring forward a complaint, which shall be referred to as a grievance, to any of the following officials:

Dan Draper Principal Jackson Area Career Center (517) 768-5100 dan.draper@jcisd.org	Amy Rogers Assistant Director of Special Education (517) 768-5129 amy.rogers@jcisd.org
Brittany O'Rourke Principal Lyle A. Tarrant Center (517) 768-5250 brittany.orourke@jcisd.org	Elizabeth Gayle (for non Title-IX matters only) Director of Human Resources (517) 768-5155 elizabeth.gayle@jcisd.org

The Jackson County ISD Board policies 3115, 3118, 5106, 5202 provide additional information about student and family rights to pursue claims of discrimination. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. Relief may also be sought from the Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611; Phone 216-522-4970; Fax 216-522-2573; TDD 877-521-2172. E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov).

### **Accommodating Persons with Disabilities**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal or The Center for Student Success at (517) 990-6624. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Education of Students with Disabilities**

- It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.
- The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.
- For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.
- For the purposes of complying with Section 504, a "student with a disability" is a person who:
  - (1) Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
  - (2) Has a record of such an impairment; or
  - (3) Is regarded as having such an impairment



- Per Michigan Department of Education, “Students can gain many workplace and employment skills from participation in a CTE program... However, if the student remains in the program with significant modifications and they are unable to complete all program standards and unable to pass the technical skills assessment or cannot earn industry certification, they will not receive credit for the courses that make up the program.” (<https://tinyurl.com/4tyudt9j>)

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the local school district office.

### **Rights of Homeless Students**

Students who meet the federal definition of “homeless” have certain rights related to education. Students, parents and/or guardians who need information regarding rights for homeless students and/or who want to file a dispute related to these rights may contact Mr. Markeese Boyd, JCISD District Homeless Liaison , (517) 990-1066, [markeese.boyd@jcisd.org](mailto:markeese.boyd@jcisd.org) .

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in instruction. Career Center staff will work with the staff of the local school when a student has been identified as having limited English proficiency, to determine the appropriate additional support needed to allow the student to access the benefits of the student’s Career Center class.

### **Counselor Services**

Counselors are available to serve students’ needs in the following areas: choosing a JACC class, college and career planning, financial aid and scholarships, health insurance, personal and crisis counseling, academic advising, time management/organization and for referrals to appropriate agencies.

### **Personal Counseling**

In addition to career and academic advising, JACC counselors often meet with students and/or parents to discuss personal issues. It is important to understand that counselors believe in self-determination of students. That means that a counselor will advise students on decisions by helping the student gather as much information as possible. A counselor may even suggest that the student follow a specific route of action, based on the student’s stated goal. It is most often our intent to help students advocate and take responsibility for themselves. Social work services are available as needed.

### **Confidentiality Policy**

When seeking assistance from a counselor, it is important that everyone understand the benefits and limits of confidentiality. Confidentiality is a responsibility and duty of the counselor to protect the clients from unauthorized disclosures of information revealed during counseling.

Under the following circumstances, counselors are bound to breach confidentiality:

1. When clients pose a threat to themselves or others
2. When clients disclose intent to commit a serious crime
3. When the counselor suspects child abuse or neglect
4. When a court orders access to a client’s records
5. When clients give permission for the counselor to share information

In Michigan, people over the age of 14 can seek counseling without first securing parental permission. However, parents have a legal right to information about their child’s counseling until the child is 18 years of age. If parents request information about their child’s counseling, the counselor may meet with the child and parent together.

### **Community Counseling and School Counseling**

In cases where a student is in need of intensive or regular counseling sessions, it may be best for that student to seek counseling from a source in the community outside of the school day. JACC school counselors are happy to work with students and parents to find appropriate community support. In some instances, at the discretion of the family and outside counselor, school counselors can work with the out of school counselor to ensure the student feels supported at school as well. This would require a signed “release of information” from the student and parents.

### **Emergency Assistance**

Dial 2-1-1 for immediate access to thousands of services available to Central Michigan residents. A specialist will assess the situation and provide the student with information on finding counseling, food, shelter, health care, support groups, legal aid, clothing, etc.

### **Mandated Reporters**

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect. All school staff are also mandated reporters of facts that appear to constitute a violation of Title IX sex discrimination and harassment.

### **Job Placement**

A Work Based Learning Coordinator will develop a placement file on each Career Center student applying for this service. Job placement with local employers is an earned opportunity and additional program criteria need to be met and maintained. Each student's file will contain information relative to career goals, evaluations and recommendations from instructors and past employers, plus the Career Center attendance and records of training that student has received, or is receiving. A minimum grade of 73% is required to be placed and remain on job placement.

### **Career and Technical Student Organization (CTSO)**

The Career Center has nine active CTSOs for voluntary student participation. These groups give students an opportunity to learn leadership skills, help the community with special projects and experience a different way of learning within their chosen cluster. Some CTSOs provide students with a terrific opportunity to meet students from across the region, state and nation that have similar interests, while giving them a chance to share ideas. JACC actively participates in the following CTSOs:

DECA – An Association of Marketing students	First Robotics	FFA – Future Farmers of America	Golden Knights (JROTC)
HOSA – Health Occupation Students of America	NTHS - National Technical Honor Society	SkillsUSA	Cyber Patriot

### **Field Trips**

At various times throughout the school year some instructors will arrange field trips related to a skill area. If it becomes necessary for a student to be absent from the local high school for a field trip, it is the student's responsibility to obtain permission from their local school. Career Center Instructors will verify these field trips with the local high school. A permission slip signed by the parent or guardian is necessary before a student is allowed to participate in a field trip.

### **Staff Memorial Fund**

In memory of Career Center staff that have passed away, we have established a fund for the purpose of helping meet emergency financial needs of Career Center students as it relates to their success in the classroom. For more information, please contact your instructor, counselor or an administrator.

### **Emergency Weather Procedure**

- In the event of a tornado watch - students will be dismissed only if their local school sends buses and requests their students' early release. Students must return home by the same means of transportation they used to get to the Career Center on that particular day.
- In the event of a tornado warning - your instructor will inform students of the action to be taken.

### **School Closing Procedure**

- On rare occasions, the weather or other external influences will necessitate a decision to close or delay the operation of the Career Center. If the Career Center will not be in session, the decision to close will be announced on radio stations: K105.3 FM, Family Life Radio-96.7 FM, WKHM-97.1 FM, and television stations: WLNS 6, WILX 10 and FOX 47.
- Jackson Area Career Center will use a phone automated calling system that will call all students (using the phone number on file), to notify parents and students of school closures and delayed starts.

### **Toxic and Asbestos Hazards**

JACC is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. Board Policy 3407 addresses these issues, and the most recent three-year asbestos inspection was conducted in November 2021 by ARM Industrial & Environmental Consultants, Inc. in accordance with AHERA regulations. In between the three-year inspections, JCISD personnel conduct periodic surveillance of each JCISD building which might contain asbestos. Our reports are on file at the Educational Service Center Building. Questions regarding asbestos and related compliance issues for the JCISD should be directed to Roger Auwers, the District's Director of Finance/Operations.

## **Communication Devices**

- A student may not use any device to photograph, audio record, or video record, the activities of other students or district personnel while on school property or a school-sponsored activity unless expressly authorized in advance by the building principal or designee, and with the consent of the individual(s) being recorded.
- JACC is not responsible for any stolen or misplaced communication device. If a student has a health or other unusual reason to have the device turned on, he/she needs to seek prior administrative approval.
- If these devices are used on school property, there should be no expectation of confidentiality.
- Parents/guardians are advised that the best way to reach their students during the school day is to call the school office; and that students must ask to use school phones to contact parents/guardians during the school day.
- Please refer to the syllabus of your specific program to determine appropriate use.

## **DISCIPLINE PROCEDURES**

All students are within the jurisdiction of the school and any overt misbehavior and rule infraction while on school property, at school activities or extensions of the Jackson Area Career Center educational program places all students under the disciplinary authority of the school.

Below is a description of the discipline procedure that may be used by the principal or designee in administering the rules and policies at Jackson Area Career Center. This is followed by a definition of the most common rule infractions. These rules apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. There will be other acts of misbehavior that are not included in this list. In such instances, disciplinary action will be at the discretion of the principal or designee.

Students and parents will have access to procedural due process as spelled out in this document in such instances.

### **Procedure**

- The principal or designee will make an investigation for the purpose of understanding the exact nature of an alleged infraction.
- Parents will be notified of an investigation (written and/or verbal) or a conference with administrator and parties concerned. Once the investigation is completed, the school staff will confer with the student and parent/guardian and explain the disciplinary decision.
- At administrator's discretion a student may be removed from class until a parent conference is held, or a suspension from school for up to ten (10) school days may be issued (subject to Board Policy 5206). The local school principal or their designee shall be notified. For discipline resulting in a suspension of 11-59 days, or, an expulsion resulting in 60 days to permanent removal, the matter will be referred to JCISD Superintendent and/or School Board.
- Students suspended from school may not participate in any Career Center function during the period of the suspension. The student may also be suspended from the local school.
- JACC works collaboratively with local school districts to reciprocate student suspension and expulsion.
- If appropriate, JACC administration may recommend removal from JACC programming to the local school administration. If the rule infraction violates the law, the school may bring in the local or state police agency. The parent/guardian or eligible student will be notified in these circumstances.

### **Removal, Suspension and Expulsion Unrelated to a Student's Disability**

Pursuant to state law and Board Policy 5206, a student may be removed from the classroom or suspended for persistent disobedience or gross misconduct. In the event that a suspension or expulsion is being considered, the following factors will also be considered by the administrator in making that decision:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the violation or behavior
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member
- Whether restorative practices will be used to address the violation or behavior, and
- Whether a lesser intervention would properly address the violation or behavior.

Please note that a suspension of ten (10) days may result in the removal of the student from the Career Center program and referral of the disciplinary matter to the local school district. It is the responsibility of the local school district to evaluate whether the misconduct also warrants suspension or expulsion from all or a portion of its services. More detail regarding disciplinary processes related to suspension and expulsion may be found in Board Policies 5206, 5206A-E

Various exceptions and discipline related to Criminal Sexual Conduct apply as listed under MCL380.1310e.

### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

### **Right To A Conference**

Parents/Guardians have the right to an immediate conference with Jackson Area Career Center Administration any time a student suspension occurs.

### **Video Monitoring Systems**

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

## **MAJOR VIOLATIONS**

The following are definitions of violations that would lead to disciplinary actions.  
Please note that this list may not be all-inclusive.

### **Falsifying Signatures or Forgery:**

Writing and/or using the signature or initials of another person or altering a document after signature, including through the use of technology.

### **Plagiarism**

Plagiarism (the wrongful appropriation and stealing and publication of another author's language, thoughts, ideas, or expressions and the representation of them as one's own original work), will not be tolerated. Loss of credit for the assignment as well as any further punishment deemed appropriate up to removal from the JACC will be enforced. **This includes anyone knowingly allowing another to use their work.**

### **Tobacco and Non-Tobacco Nicotine Products**

- Use of tobacco and non-tobacco nicotine products is not allowed on district property and at district-related events. This applies to students, families and visitors.
- Use of tobacco on ISD property is also a violation of public law. A repeat violation may result in the issuance of a misdemeanor citation.

### **Disorderly Conduct**

Conduct and/or behavior that is disruptive to the orderly educational procedure of the school.

### **Profanity and/or Obscene Behavior**

Use of profanity or obscene behavior that is disruptive to the orderly educational procedure of school.

### **Fighting**

Students who mutually engage in physical contact for the purpose of inflicting harm.

### **Physical Assault**

Physical attack of one person, or a group of persons, upon another who does not wish to engage in the conflict, and who has not provoked the attack. Persons who find themselves the victims of an assault have the right to defend themselves against the attack in such a manner as to safeguard their person.

### **Loitering By Unauthorized Students**

Being on school grounds or in the building without authority or permission of school personnel; including students in shortened programs or suspended students.

### **Theft**

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

### **Destruction/Loss/Stealing or Defacement of School Property or Properties on School Grounds**

The destroying or mutilating of objects or materials of the school. (The offending student or student's parent or guardian will make restitution and/or repair).

### **Use, Possession, or Under the Influence of Mind Altering Drugs - Including Alcohol**

- The use, possession, sale and distribution of illicit drugs and alcohol or the use of a mind-altering substance (including alcohol) legal or illegal, which results in an individual's physical, mental, emotional or social impairment.
- Students who violate this standard may be prosecuted.

### **Aggressive Misbehavior Toward Any School Employees**

- Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. Verbal assault is a communicated intent to inflict physical or other harm on another person, with the present intent and ability to act on the threat.
- Michigan law creates a “rebuttable presumption” that a long-term suspension or expulsion is appropriate for these offenses. (MCL 380.1308-380.1311a).

### **Possession Of Disruptive Items & Drug Paraphernalia**

Possession of any items resembling a weapon that causes a disturbance and/or a potentially dangerous situation and possession of drug paraphernalia on school property.

### **Possession of Weapons and Certain Other Illegal Conduct**

The possession on school property of any weapons, such as knives, clubs, guns, chains, bows and the like that can be used to inflict bodily injury to another person.

(Defined at MCL 380.1313(d). See also Board Policies 3408 and 5206) Law enforcement authorities will be notified. Recommendation for expulsion may also be made to home districts. Please note MCL 380.1311(2) of the Revised School Code, which establishes a presumption that expulsion is appropriate if:

- “... a pupil possesses in a weapon free school zone a weapon, commits arson in a school building or on school grounds or commits criminal sexual conduct in a school building or on school grounds...”
- This presumption can be overcome if the student has no history of suspension or expulsion **and** if one of four facts listed in the statute is proven. MCL 380.1311 (2) (a) – (d).

### **Possession Or Use Of Fireworks Or Other Explosive Material**

Students using, or having in their possession any explosive device that is illegal or dangerous to themselves or to others. Law enforcement authorities will be notified.

### **False Fire Alarm/Bomb Threat**

- Making a threat that a bomb has been placed, or is about to explode in a school or on school property. Law enforcement authorities will be notified.
- Falsely alerting the Fire Department or school to non-existent fire. Law enforcement authorities will be notified.
- Under current law, pulling a false fire alarm is punishable up to 90 days in jail with a fine.
- A police report will be filed.

### **Arson (or Attempted Arson)**

Starting a fire within the school or on the school grounds, for any purpose that results in destruction or disruption. Law enforcement authorities will be notified.

### **Sharing Medication**

Students giving another student any form of medication.

### **Inappropriate Show of Affection**

Public display of affection between students beyond what would be acceptable in most professional workplaces, such as hand holding or brief hugging.

### **Unauthorized Absence**

Leaving school without permission.

### **Internet Inappropriate Use**

- These rules implement Board Policies 3116, 5208, Student Education Technology Acceptable Use and Safety on student Internet and technology appropriate use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with board policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.
- Student access to JACC computers, networks and internet services is provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals.
- Student use of JACC computers, networks and internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building principal has final authority to decide whether a student's privileges will be denied or revoked. NOTE: This rule applies to all student use of JACC equipment, even if that use occurs off-campus.

- The same rules and expectations govern student use of computers as apply to other student conduct and communications.
- Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks and Internet service and any other communications.
- The student and/or the student's parent/guardian shall be responsible for compensating JACC for any losses, costs or damages.
- The user is responsible for his or her actions and activities involving JACC computers, networks and Internet services and for his or her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:
  - **Accessing inappropriate materials** – accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are obscene, threatening, discriminatory, harassing, illegal or otherwise inappropriate.
  - **Illegal activities** – using the school's computers, networks and Internet services for any illegal activity or activity that violates other board policies, procedures and/or school rules.
  - **Plagiarism** – representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.) When Internet sources are used in student work the author, publisher and Web site must be identified.
  - **Copying software** – copying or downloading software without the express authorization of the system administrator.
  - **Non-school-related uses** – using the JACC computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, solicitation purposes, games, or for any other personal use.
  - **Misuse of passwords/unauthorized access** – sharing passwords, using other user's passwords without permission, and/or accessing other user's accounts.
  - **Malicious use/vandalism** – any malicious use, disruption, or harm to the school's computers, networks and Internet services including, but not limited to, hacking activities and creation/uploading of computer viruses.
  - **Unauthorized access to chat rooms/newsgroups** – accessing chat rooms or newsgroups without specific authorization from the supervising teacher.
- JACC retains control, custody and supervision of all computers, networks, and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including email and stored files.

**Bullying, Intimidation & Harassment**

- All students, families, visitors and staff are responsible to act consistently with the Board Policies 5202, 5207, which require that all persons are to be treated with dignity and respect in the education environment.
- Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.
- No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, transgender identity, disability, age, or religion, marital status, physical characteristics, cultural background, socioeconomic status or geographic location. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.
- Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.
- Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a Career Center administrator, counselor or teacher. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Complaints may also be made to the officials listed below pursuant to the student grievance process found in Board Policies 5517 and 5517.01. Students who make good faith complaints and/or who provide witness statements will not be disciplined for reporting a perceived violation, and will be protected against retaliation.

Dan Draper Principal Jackson Area Career Center (517) 768-5100 dan.draper@jcisd.org	Amy Rogers Assistant Director of Special Education (517) 768-5129 amy.rogers@jcisd.org
Brittany O'Rourke Principal Lyle A. Torrant Center (517) 768-5250 brittany.orourke@jcisd.org	Elizabeth Gayle (for non Title-IX matters only) Director of Human Resources (517) 768-5155 elizabeth.gayle@jcisd.org

- Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the JACC and local school and district's discipline policies. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.
- New procedures for Title IX sex discrimination and harassment complaints and processes became effective August 1st, 2024. Parents and students who are concerned about Title IX violations are encouraged to review Board Policy 3118 and/or contact one of the compliance officers, above, for assistance in doing so.

### **False Statements**

When the administration conducts an investigation into allegations of misconduct related to the school, staff or students, students are required to answer questions in a truthful manner, to the best of their ability to provide the factual information sought. This requirement does not mean that students must provide personal opinions or speculation.

### **Hazing**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

### **Information Regarding Illegal or Dangerous Activities**

- Call Toll Free: **8-555-OK2SAY (855-565-2729)** or Text **652729** or Email **ok2say@mi.gov** for any information regarding illegal or dangerous activities on school property or the illegal activities of any persons.
- All callers will remain anonymous.
- This service is provided by the Michigan Department of Health and Human Services.

## **JACKSON AREA CAREER CENTER MISSION**

Jackson Area Career Center provides a safe, diverse and supportive environment to develop skills for career and college readiness.

## **JACKSON AREA CAREER CENTER VISION**

The vision of the Jackson Area Career Center is to educate and prepare students toward their career options.

## **JACKSON AREA CAREER CENTER MOTTO**

Careers happen here!

## **PARTICIPATING SCHOOLS**

- Columbia Central • Concord • da Vinci • East Jackson • Grass Lake • Hanover-Horton
- JPEC • Jackson • Jackson Christian • Lumen Christi • Michigan Center • Napoleon
- Northwest • Springport • Vandercook Lake • Western
- Participating Calhoun, Hillsdale & Lenawee County Schools

## **JCISD BOARD OF EDUCATION**

Blaine Goodrich

David Salsbury

Douglas Schedeler

Doug Scott

Erin Slater

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator: Assistant Director of Special Education, 6700 Browns Lake Road, Jackson MI 49201, 517-768-5129, amy.rogers@jcisd.org; Principal, Jackson Area Career Center, 6800 Browns Lake Road, Jackson MI 49201, 517-768-5100, dan.draper@jcisd.org; Principal, Lyle A. Torrant Center, 1175 W Parnall Road, Jackson MI 49201, 517-787-8910, brittany.orourke@jcisd.org; Designated Section 504 Coordinator: Director of Special Education, 6700 Browns Lake Road, Jackson MI 49201, 517-768-5258, maureen.keene@jcisd.org; Designated Civil Rights Coordinator/Employment Compliance Officer: Director of Human Resources, 6700 Browns Lake Road, Jackson MI 49201, 517-768-5155, elizabeth.gayle@jcisd.org; Employee and Community Relations Officer, 6700 Browns Lake Road, Jackson MI 49201, 517-768-5279, marcus.gill@jcisd.org.

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at JCISD.ORG. To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.