



JACKSON PATHWAYS
Secondary Student Handbook
2024-25

**Jackson Public Schools
Board of Education**

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Please visit us on the web at:
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Jackson Public Schools
2024/25 Principals and Administrative Assistants

School	Phone Number	Office Contacts
Cascades Elementary (Y5-5) 1200 S. Wisner St. Jackson, MI 49203	517-841-3900	Principal Willie Lewis Assistant Principal Destiney Davis Administrative Assistant Crystal Gallagher, x3904 Administrative Assistant Lisa Coolman, x3902
Dibble Elementary (K-5) 3450 Kibby Rd. Jackson, MI 49203	517-841-3970	Principal Martha Kuhn Administrative Assistant Mary Dillon, x3972
Hunt Elementary (Y5-5) 1143 N. Brown S. Jackson, MI 49202	517-841-2610	Principal Mary Jo Raczkowski-Shannon Administrative Assistant Erin Lauth, x2614 Administrative Assistant Terri Downs, x2612
JPS Montessori Center (K-5) 820 Bennett St. Jackson, MI 49202	517-841-3870	Principal Bradley Jayne Administrative Assistant Alissa Rumbaugh, x3897
John R Lewis Elementary (K-5) 154 W. Clark St. Jackson, MI 49203	517-841-2600	Principal Alicia Curtis Administrative Assistant Samantha Steelman, x2602
Northeast Elementary (Y5-5) 1024 Fleming Ave. Jackson, MI 49202	517-841-2500	Principal Sandra Martin Dean of Students Heather Swaenepoel Administrative Assistant Jennifer Woods, x2502 Administrative Assistant Brooke Teremi, x2504
Sharp Park Academy (Y5-5) 766 Park Rd. Jackson, MI 49203	517-841-2860	Principal Jasper Lusby Administrative Assistant Dawn Rigelman, x2862
Middle School at Parkside (6-8) 2400 Fourth St. Jackson, MI 49203	517-841-2300	Principal for Instruction / 6 th grade Krista Jarvey Administrative Assistant Kim Nichols, x2302 Assistant Principal / 7 th grade Steve Chapman Administrative Assistant Kim Edwards, x2304 Associate Principal / 8 th grade Robert Bertke Administrative Assistant Kiesha Pearson, x2286 Administrative Asst, Switchboard Andrea Parker, x2292
Fourth Street Learning Center (6-8) 2400 Fourth St. / Jackson, MI 49203	517-841-2300	Principal Krista Jarvey
Jackson High School (9-12) 544 Wildwood Ave. Jackson, MI 49201	517-841-3700	Principal for Instruction / 12 th grade Monica Pierce Administrative Assistant Ericca Scott, x3702 Associate Principal / 11 th grade Clifton Foster Administrative Assistant Alexis Hackett, x3728 Assistant Principal / 10 th grade Anthony Coffie Administrative Assistant Machel Shelton, x3798 Assistant Principal / 9 th grade Joe Zessin Administrative Assistant Tracy Ambs, x3763 Student Records Julie Yokom, 3706 Pupil Accounting Jane Sykes, x2702 Bookkeeper Rosie Talmage, x3724 Counseling Amy Reamer, 3764 Athletics Katy Worsham, x3715
Jackson Pathways (9-12) 544 Wildwood Ave. Jackson, MI 49201	517-841-3800	Principal Clifton Foster Administrative Assistant Alexis Hackett, x3728
South Central MI Virtual (K-12) 1060 Jackson Crossing Jackson, MI 49202	517-841-2820	Director Fred Parker Assistant Principal Kristopher (Kip) O'Leary Administrative Assistant Amy Barton, x2822 Administrative Assistant VACANT, x2822

**Jackson Public Schools
Central Office Administration**

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August 2024

Hello Vikings-

This letter is my official welcome to Jackson Pathways High School. Pathways is a school within a school which specializes in helping students graduate on time and find their footing to take the next step in life. Our mission is to help make your graduation dreams come true and help you to pursue your life goals beyond High School. I want to assure you that Pathways operates as a close knit community and your families concerns are our priority.

As a Pathway student you have the same opportunities to be a full member of the Viking community. We encourage you to get involved and participate in the variety of clubs, sports, and extracurricular activities.

We have programs to help in that regard. We offer **Dual Enrollment and Early College** classes. We also offer co-op classes for those students who need to earn income and credits at the same time.

Our staff is excited to connect with each of you. We have revamped some of the courses we teach and have built some new relationships with community partners to make our career oriented high school experience the best in the county.

We are welcoming a new staff member to the Pathways teaching staff. Dr. Rena Dossett is our new English instructor. We are looking forward to starting the year off on a great note with this excellent addition.

Please take note of the new cell phone policy that we are implementing this upcoming school year. *We stand by the idea that learning is an act of paying attention, therefore, you learn what you focus your attention on.*

Remember that the Welcome Center is the entrance for students being dropped off and 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.

Please return the Student Health Information form. This is required for each new school year.

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,

Mr. Clifton Foster
Principal



Jackson Public Schools 2024-25 District Calendar

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

August	19	Professional development (building and/or district); no students
	20	AM – Teacher Work Day / PM – District professional development; no students
	21	FIRST DAY OF SCHOOL – Half day students/full day staff
	30	No school – No students/classroom staff
September	2	Labor Day, no school
	13	Half day students / half day professional development (building)
October	2	Student count day
	9 & 10	Y5-8 conferences, half day students
	10	9-12 conferences, half day students
	11	Y5-12, half day students/classroom staff
	21	Full day professional development (district), no school
November	1	Full day professional development (district), no school
	21	JHS/Pathways exams (Early Dismissal, JHS/Pathways only)
	22	JHS/Pathways exams / End of 1 st Trimester / Y5-12 Records Day, half day students
	27-29	Thanksgiving recess, no students/staff
December	23-Jan 3	Winter break, no school
January	6	School resumes
	16	6-12 Conferences, evening
	20	Martin Luther King, Jr. Day, no students/staff
February	12	Student Count Day
	14	No school – No students/classroom staff
	14	No school – No students/classroom staff
	17	President's Day – No students/staff
March	6	JHS/Pathways exams (Early Dismissal, JHS/Pathways only)
	7	JHS/Pathways exams / End of 2 nd Trimester / Y5-12 Records Day, half day students
	13	Y5-5 conferences
	14	Y5-12 Half day students/classroom staff
	21-28	Spring break, no students/staff
	31	School resumes
April	18	Y5-12, half day students/classroom staff
May	5	Full day professional development (district), no school
	23	Graduation Day, half day JHS/Pathways only, students/staff
	26	Memorial Day, no school
June	5	JHS/Pathways exams / Y5-12 half day students / full day staff
	6	JHS/Pathways exams; Y5-12 LAST HALF DAY students / Records Day

**Jackson Pathways High School
2024-2025**

Office Staff			
Name		Phone Ext.	Room #
Mr. Cliff Ross	West End	841-3836	
Mr. Clifton Foster	Principal	841-3729	20
Ms. Alexis Hackett	Administrative Assistant	841-3728	20
Ms Amy Reamer	Administrative Assistant, Counseling	841-3764	107
Mr. Cornel Taylor	Counselor - 10 th grade	841-3720	107
Ms. Jill Raymond	Counselor - 11 th grade	841-3722	107
Ms. Hannah DeCorte	Counselor – 12 th grade	841-3727	107
Mr. Michael Kristovic	Social Worker	841-3810	104
Teachers			
Mr. Kevin Blair	Marketing	841-3859	16/004
Dr. Rena Dossett	English	841-3845	19
Ms. Angela Napolski	Math	841-3805	17
Mrs. Autumn Boucher	Science	841-3847	011
Mr. James Mida	Social Studies	841-3761	018
Ms. Desiree Walton	Student Support Specialist	841-3771	16A

School Hours/Schedule

FULL DAY SCHEDULE

1st Hour	7:25 - 8:25
2nd Hour	8:30 - 9:30
3rd Hour	9:35 - 10:35
1st Lunch	10:40 - 11:04
4th Hour	11:09 - 12:09
5th Hour	12:14 - 1:14
6th Hour	1:19 - 2:17

HALF-DAY DISMISSAL is 10:45 AM

First Lunch	Second Lunch
1st Hour 7:25- 8:10	1st Hour 7:25- 8:10
2nd Hour 8:15- 9:00	2nd Hour 8:15- 9:00
3rd Hour 9:05- 9:50	3rd Hour 9:05- 9:50
1st Lunch 9:55- 10:20	4th Hour 9:55- 10:40
4th Hour 10:25- 11:10	2nd Lunch 10:45 -11:10
Fifth Hour 11:15- 12:00	Fifth Hour 11:15- 12:00
Sixth Hour 12:05- 1:04	Sixth Hour 12:05- 1:04



Jackson High School/Jackson Pathways Off and Away Electronic Device Policy

At Jackson High School (JHS) as we prepare our students for academic excellence and workforce readiness, we have created a new electronic device policy called **Off and Away**. The administration, teachers, and staff at JHS believe that what you pay attention to is what you learn. The **Off and Away** policy has been created to increase engagement and academic outcomes and decrease incidents of negative behaviors.

The **Off and Away** policy, which is aligned to our JPS Board electronic device policy, means that each student will have their cell phone, earbuds and/or headphones powered off, and put away or kept in their locker. Cell phones or headphones are prohibited during instructional time. If a student has a cell phone/earbuds/headphones in class and they are heard or seen, the student will be addressed and the policy below will be followed.

Please have a conversation with your young person about them waiting to use their phone during socially constructed times like lunch or between classes and not while they are participating in the process of learning.

In the event of an emergency, please call 517-841-3700. Classroom phones and office phones will also be available for students to use throughout the day to contact parents/guardians if/when necessary. In addition, each JPS student is provided with a school email, and can be reached throughout the school day.

If you need to get in touch with your student during the day, here are the phone numbers to the respective grade offices:

Freshmen: 517-841-3763
Sophomores: 517-841-3798
Juniors: 517-841-3728
Seniors: 517-841- 3702

Off and Away Policy Violation Consequences

First Offense:

- Student will be given a verbal warning by adult, and reminded about the policy and consequences.

Second Offense:

- Student's cell phone/headphones will be confiscated by staff member and kept until the end of the class period.
- Staff that confiscated the device will enter a log entry for documentation and contact parent/guardian.

Third Offense:

- Student will be sent to the office with a pass denoting cell phone violation.
- Cell phone/headphones will be confiscated and held in the respective grade office until the end of the school day.
- Student will be issued an after school detention (ASD) and parent/guardian will be notified.
- Student can pick up the cell phone/headphones after it is confirmed that they served an ASD for one hour.
- Grade secretary will enter a log entry for the third offense and ASD, and notify parent/guardian.

Fourth Offense:

- Student's cell phone/headphones will be confiscated and held in the respective grade office until the end of the school day.
- Parents/guardians will be notified and required to pick up the cell phone/headphones from school and meet with the respective grade level administrator.
- Student will be in IST for one full day and the cell phone/headphones must be kept in the locker for the duration of the day for the remainder of the school year.

A student who is defiant/insubordinate, refusing to give up electronic devices will be sent to their respective grade level office for next steps. Parents/guardians will be contacted. Progressive discipline will be used for repeat violations.

Students will be allowed to use their device during the highlighted times (7:00 - 7:20 am, during lunch, and after school at 2:20 pm).

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

JPS Mission

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

JPS Vision

We envision a community where all students become lifelong learners.

Parent and Family Engagement - Board Policy 2112

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

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

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

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

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

A. Relationships with Families

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

B. Effective Communication

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

C. Volunteer Opportunities

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

D. Learning at Home

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

E. Engaging Families in Decision Making and Advocacy

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

F. Collaborating with the Community

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

Implementation

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

¹ Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

² Indicates Title I Section 1118 parent involvement requirements

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

Visitors/Parents/Guardians Visitation

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

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

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

- Parents/guardians must make prior arrangements through the teacher/principal.
- No classroom observations will be made while testing is being administered.
- Parents/guardians should be advised of the need to respect the confidentiality of what is observed in the classroom. Teachers have the right to ask the parent/guardian to leave if they become disruptive.
- No video or audio taping is allowed during classroom visitations.
- The use of cell phones in the classroom is not permitted.

Field Trip Consent

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

Chain of Command

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

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

Student Records

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

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

Directory information includes:

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

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

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

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

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

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult

student must request the amendment of a student record in writing (submit to school office) and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

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

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

Review of Instructional Materials and Activities

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

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

ASSIST (Achieving Success-Student Intervention Study Team)

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

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

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

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

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

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

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

Special Education Services

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

School Attendance

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

Head Lice – Board Policy 8451

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

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

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

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

Communicable Diseases

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

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

Medication

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

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

- c. Written instructions with the physician's signature on a prescription form indicating name of student, medication dosage and frequency attached to the authorization form.

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

Immunization

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

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

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

Birth Certificates

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

Inclement Weather/Recess Weather

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

Emergency School Closings

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

Fire, Tornado and School Safety Drills

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

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

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

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

Crossing Guards

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

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

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

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

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

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

For purposes of this policy:

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

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

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

This includes parent companies and subsidiaries.

- D. “tobacco product” means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette,

a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

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

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

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

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

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

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

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

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

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

Anti-Harassment

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

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

[5517.01 Annual Bullying Notice.](#)

Title IX Sexual Harassment

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

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

Suspension

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

Permanent Expulsion

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

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

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

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

Elementary Code of Conduct for Students

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

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

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

PROCEDURE A:

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

PROCEDURE B:

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

PROCEDURE C:

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

PROCEDURE D:

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

PROCEDURE E:

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

Definitions of Violations with Designated Procedures

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

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

State law mandated Procedure E

2. **ARSON OR ATTEMPTED ARSON:** Starting a fire for any purpose that results in destruction or disruption.

First Violation Procedure D or E
Repeat Violation Procedure E

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

First Violation Procedure D or E
Repeat Violation Procedure E

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

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

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

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

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

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

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

First Violation Procedure A
Repeat Violation Procedure A or B

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

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

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

NOTE: any student involved in a fight will be referred to the school social worker for anger management.

17. **FIREWORKS OR OTHER EXPLOSIVE MATERIAL, POSSESSION AND/OR USE OF**: Students using or having in their possession any explosive device which is illegal or dangerous to themselves or to others.

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

18. **GAMBLING**: Participating in games of chance for the express purpose of exchanging money or other items of value.

First Violation Procedure A
Repeat Violation Procedure B

19. **HABITUAL OFFENDERS**: Student(s) who have been recipients of administrative disciplinary action six (6) or more times in a single school year can, upon recommendation of the principal, be subject to Procedure C or D.

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

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

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

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

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

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

23. **LOITERING ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED EVENTS**: Being on school grounds or in the school without authority or permission of school personnel. This would include students in shortened programs or suspended students.

First Violation Procedure B
Repeat Violation Procedure C

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

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

First Violation Procedure A
Repeat Violation Procedure B

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

First Violation Procedure C or D
Repeat Violation Procedure E

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

First Violation Procedure D or E
Repeat Violation Procedure E

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

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

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

First Violation Procedure A
Repeat Violation Procedure B or C



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