

**JACKSON PUBLIC SCHOOLS
REGULAR BOARD OF EDUCATION MEETING
Jackson High School
July 22, 2025**

AGENDA

6:00 pm Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Superintendent's Report
 - Sharp Park Academy Dress Code Update - Jeremy Patterson
 - JPS Electric School Bus Event
6. Consent Agenda
 - 25-26-1 Minutes
 - 25-26-2 Human Resources
 - 25-26-3 JPA & JESPA and JPSAA Contract Extensions
7. **Citizens Requesting to Address the Board** (Board Policy 0167.3) - *this is an opportunity for any citizen present to address the Board on any item. The time limit is normally five (5) minutes, but the president or presiding officer may impose a shorter time limit if necessary. Attendees must register their intention to participate in the public participation portion of the meeting upon their arrival at the meeting.*
8. Discussion Items
 - 24-25-4 Elementary Handbooks - Common Pages
 - 24-25-5 Secondary Handbooks - Common Pages
9. Action Items
 - 25-26-6 Approve Bond Proposal
 - 25-26-7 Board Treasurer Vacancy
10. Board Comments
10. Calendar
 - August 19, 2025 Regular Meeting, JHS Media Center, 6:00 pm
11. Adjournment

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 22, 2025

ITEM: 25-26-1

SUBJECT: Minutes

FOR ACTION: Jeremy Patterson

STATEMENT OF THE ISSUE:

In accordance with Board policy, the minutes of the Board of Education must be approved by the Board.

RECOMMENDATION:

Administration recommends approval of the following minutes as presented:

June 17, 2025

[Regular Board Meeting](#)

**JACKSON PUBLIC SCHOOLS
REGULAR BOARD OF EDUCATION MEETING
Jackson High School
June 17, 2025**

The Board of Education of the Jackson Public Schools held a Regular Meeting at 6:00 p.m. on Tuesday, May 20, 2025 at Jackson High School, 544 Wildwood Ave., pursuant to notice duly given.

Present: Marilyn Acton, Shalanda Hunt, Derek Dobies, Alaina Sharp, Subba Reddy, Cheryl Simonetti
Kesha Hamilton

Public Hearing on 2025/26 Proposed Budget

Public hearing called to order at 6:00 pm.

Mr. Leon presented the 2025/26 Proposed Budget. The audience was given an opportunity to ask questions and provide input.

Public hearing adjourned at 6:23 pm.

President Hunt called the regular meeting to order at 6:30 pm.

Approval of Agenda

Motion by C. Simonetti, supported by D. Dobies, to approve the agenda. Motion carried unanimously.

Superintendent's Report

Superintendent Patterson highlighted the JPS retirees and thanked them for their ongoing legacy to the students and families at Jackson Public Schools.

College & Career Access Center Bi-Annual Update - Nancy Peters-Lewis, CCAC Executive Director, provided her annual update to the Board.

Section 98B Benchmark Assessment Progress Report – Mr. Patterson shared the reports and answered several questions from the Board.

Consent Agenda

The consent agenda consisted of the following item:

- 24-25-71 Minutes
- 24-25-72 Human Resources
- 24-25-73 Monthly Financial Report, May
- 24-25-74 Stadium Financial Report, May
- 24-25-75 MHSAA Participating Resolution
- 24-25-76 PowerSchool Annual Renewal

Motion by M. Acton, supported by D. Dobies, to approve the consent agenda as presented. Motion carried unanimously.

Citizens Requesting to Address the Board

Ashley Booth
Taylor Wilson
Kittyanne Latocki
Linday Galicki
Stacey Bell
Dena K. Morgan
William Hastings
Nicholas Thurston

Discussion Items

24-25-77 Deputy Superintendent of Curriculum and Federal Programs

Superintendent Patterson asked the Board to consider reinstating the Deputy Superintendent position to the district. Multiple roles have been reconfigured based on duties and it is his recommendation to place Julie Baker in this position.

Motion by C. Simonetti, to approve the contract to place Julie Baker in the position of Deputy Superintendent for Curriculum and Federal Programs as presented, supported by M. Acton. Motion carried unanimously.

24-25-78 Sharp Park Academy - Dress Code

The Board held discussion about the recent decision to rescind the student dress code for Sharp Park Academy.

Motion by D. Dobies, supported by S. Reddy, to reinstate Sharp Park dress code.

Motion by C. Simonetti, to set aside the current motion because it is not the Board's job to rule on individual building issues.

Motion by D. Dobies, supported by S. Reddy, to amend his motion and place this as an action item at the July meeting.

Motion by C. Simonetti, supported by M. Acton, to amend the motion to direct the Superintendent to meet with SPA parents and staff and be prepared to provide an update at the July 22 Board meeting on the resolution of this issue. Motion carried unanimously.

Motion by C. Simonetti, supported by M. Acton, to approve the amended motion. Motion carried unanimously.

Action Items

24-25-79 Resolution to Submit Bond Application

Motion by D. Dobies, supported by M. Acton, to approve the resolution to submit the bond application as presented. Motion carried 6-1 (No-Hamilton).

24-25-80 2024/25 Final Budget Amendment

Motion by C. Simonetti, supported by S. Reddy, to approve the 2024/25 Final Budget Amendment as presented. Motion carried unanimously.

24-25-81 2025/26 Budget Adoption

Motion by D. Dobies, supported by M. Acton, to adopt the proposed millage rate as well as the 2025/26 budget adoption as presented. Motion carried unanimously.

24-25-82 Equity Policy

Superintendent Patterson shared the timeline of the development of the Equity Policy.

Motion by C. Simonetti, supported by M. Acton, to rescind the Equity Policy 0124. Motion carried via roll call vote 6-1 (No-Dobies).

24-25-83 Removal of Vice President as Officer of the Board

Motion by D. Dobies, to remove himself as Vice President and appoint Subba Reddy as Vice President. No support.

Motion by C. Simonetti, supported by M. Acton, to remove Derek Dobies from his position as Vice President and be ineligible for any further office for the remainder of his term. Motion carried via roll call vote 6-1 (No-Dobies).

Motion by C. Simonetti, supported by M. Acton, that Derek Dobies be censured by the Board with a vote of no confidence. Motion carried via roll call vote 4-3 (No-Reddy, Dobies, Hunt).

Motion by M. Acton, supported by C. Simonetti, that Derek Dobies tender his resignation to the Jackson Public Schools Board based on violation of Board policy.

Motion by S. Hunt, supported by A. Sharp, to rescind the motion. Motion carried 6-1 (No-Simonetti).

Nomination by C. Simonetti to appoint Marilyn Acton as the new Vice President of the Board. Motion by D. Dobies to appoint Subba Reddy as the new Vice President of the Board.

Roll call vote for Marilyn Acton - 4 -3 (No - Hamilton, Reddy, Dobies)

Roll call vote for Subba Reddy - 3-4 (No - Hamilton, Simonetti, Action, Hunt))

The office of Treasurer will be addressed at the July Board meeting.

Board Comments

The Board members were given an opportunity to provide comments.

Calendar

- July 22, 2025 - Regular Board Meeting, JHS Media Center, 6:00 pm

Adjournment

Motion by A. Sharp, supported by M. Acton, to adjourn the meeting at 10:03 pm. Motion carried unanimously.

Cheryl Simonetti, Secretary

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 22 , 2025

ITEM: 25-26-2

SUBJECT: Human Resources

FOR ACTION: Human Resources

STATEMENT OF THE ISSUE:

New Hires

Madeleine Berry has been hired to teach special education at Middle School at Parkside. She received her Bachelor's degree from Spring Arbor University.

Melissa Greene has been hired to teach 4th grade at John R. Lewis Elementary. She received her Master's degree from Spring Arbor University.

Hannah Krebs has been hired to teach 2nd grade at John R. Lewis Elementary. She received her Bachelor's degree from Wayne State University.

Matthew McGuigan has been hired to teach special education at Cascades Elementary. He received his Bachelor's degree from Eastern Michigan University.

Amelia Mills has been hired to teach band at Middle School at Parkside. She received her Bachelor's degree from Michigan State University.

Mandy Otto has been hired to teach 1st grade at Northeast Elementary. She received her Bachelor's degree from Indiana Wesleyan University.

Resignations

Joel Buras has resigned from the district effective August 18, 2025. He was hired in August 2021, and he taught ESL at Parkside.

Trudy Wright has resigned from the district effective August 18, 2025. She was rehired in May 2024 and she taught at Dibble Elementary.

Retirement

Douglas Maher has retired from the district effective June 30, 2025. He was hired in 2019 and

taught math at Fourth Street Learning Center.

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 22, 2025

ITEM: 25-26-3

SUBJECT: JPA, JESPA & JPSAA Contract Extensions

FOR ACTION: Jeremy Patterson

STATEMENT OF THE ISSUE:

The collective bargaining agreement with JPA and JESPA expired on June 30, 2025; an agreement was reached to extend the contract for one year.

RECOMMENDATION:

Administration recommends approval of the JPA and JESPA contract extension

JESPA Contract Extension

JPA Contract Extension

JPSAA Contract Extension

JESPA Bargaining

June 25, 2025

Reynolds Hall

[Handwritten signature] 6/25/25
Milton Schley 6/25/25

1. One year contract for 2025-2026
2. Article 19- Holidays: Add
 - a. Labor day
 - b. ½ day Wednesday before Thanksgiving
 - c. Friday after Thanksgiving
 - d. ½ day on Good Friday
3. All eligible employees will participate in step advancement
 - a. \$575 off schedule payment will be made in the second pay of December 2025 for those members on step 7 for the 2024-2025 school year.
4. Article 8- Leave of Absence- 11 PTO Days per year.
 - a. Front Load PTO at the beginning of the school year.
New language for 8.1.1:
At the beginning of each school year, following one (1) day of work, teacher assistants will be credited with eleven (11) days of PTO. Teacher assistants who are hired after the start of the school year will receive a prorated amount of PTO.

New language for 8.1.2
Notwithstanding the front loading of PTO provided for in 8.1.1, PTO shall accrue at a rate of 1.1 days per month worked. If a teacher assistant uses more PTO than they have earned and separates from employment before accruing that time, the district may deduct the value of the unearned time from their final paycheck.

New language for 8.1.3
All employees may carry over unused PTO days to the next year (July 1 to June 30) and may accumulate not more than twenty (20) PTO days. If, at the end of a year, an employee has accumulated more than twenty (20) PTO days, the employee shall be paid for not more than five (5) of the accumulated days in excess of twenty (20). Any accumulated days in excess of twenty (20) for which the employee is not entitled to be paid shall be lost.
5. Article 7- Hours of work, work week, and premium pay
 - a. 7.2.2 The district time recording system will be used by the individual employee to record only actual hours worked.

6. 6.2.3.6 Substitute Pay For Teacher Assistants – When Teacher Assistants substitute for special education teachers they shall be paid ten dollars (\$10.00) an hour for all hours in the substitute capacity in addition to their regular hourly rate; provided, however, if a substitute for the Teacher Assistant is not available and the Teacher Assistant substitutes for a full day, Teacher Assistant will be paid **one hundred dollars (\$100.00)** in addition to the regular hourly rate. Substituting for a special education teacher shall be voluntary. Substituting for a teacher does not include exclusive supervision of students.

7. Mentor Mentee language to support early career and needing support TA's.
New Article XX language:

ARTICLE XX - MENTOR TEACHER ASSISTANTS

A. Mentor Teacher Assistants

1. Each new teacher assistant shall be assigned a mentor teacher assistant during the new teacher assistant's first school year.

2. The mentor teacher assistant shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion. Participation as a mentor shall be voluntary.

3. The following shall apply to a mentor teacher assistant:

a. Mentors shall be teacher assistants with at least one (1) year of experience and a current evaluation rating of at least effective.

b. Whenever practical, mentors shall work in the same building and shall have the same job description as the new teacher assistant.

c. Mentors shall not participate in the evaluation of a new teacher assistant.

d. Each mentor shall be given the equivalent of one (1) workday each year in increments of time to observe and/or assist the mentor's mentee.

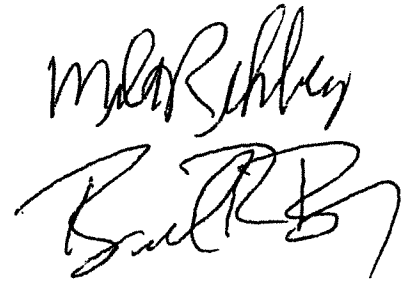
e. Each mentor shall earn two hundred (\$200) stipend per trimester.

4. The Association shall be promptly notified of all mentor assignments.

8. Eliminate the four mentions of "vacation" time in the contract. Because teacher assistants follow the school-year classroom schedule, vacation time is not permitted during the academic year. Vacations should be scheduled during school closure breaks (e.g., holidays, spring) or the summer recess period.

9. All current contract language not addressed above will carry over into the 2025-2026 contract.

**JPA Bargaining
June 23, 2025
Reynolds Hall**

Two handwritten signatures in black ink. The top signature appears to be 'Mike Rihley' and the bottom signature appears to be 'Paul RB'.

1. One year contract for 2025-2026
2. Add the following holidays
 - a. Labor day
 - b. ½ day Wednesday before Thanksgiving
 - c. Friday after Thanksgiving
 - d. ½ day on Good Friday
 - e. Juneteenth (only for those participating in summer work)
3. All eligible employees will participate in step advancement
 - a. \$430 off schedule payment will be made in the second pay of December 2025 for those members on step 5 for the 2024-2025 school year.
4. All current contract language not addressed above will carry over into the 2025-2026 contract.

**JPSAA Bargaining
July 17, 2025
Reynolds Hall**


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1. One year contract for 2025-2026
2. Article I- Recognition:

The Board recognizes the Association as the exclusive bargaining representative of all administrative/supervisory personnel in their employ except the following positions:

- Superintendent of Schools
Deputy Superintendent
- Assistant Superintendent for Finance and Operations
- **Executive** Director/Assistant Superintendent for Human Resources
- Assistant Superintendent for Elementary Curriculum/Federal Programs
- Assistant Superintendent for Secondary Curriculum
- Assistant Superintendent of Communications and Community Relations
- **Executive Director of School Climate and Curriculum**

3. Article III- Rights of Jackson Public Schools Administrators Association

Section E - Use of ~~Secretaries~~ Administrative Assistants

No member of the Association shall use their ~~his/her secretary~~ **Administrative Assistant**, or any other ~~secretary~~ **Administrative Assistant** of the Jackson Public Schools, to perform Association work unless it is performed and discussed after the contractual hours of the ~~secretary~~ **Administrative Assistant**.

4. Article IV- Administrators Rights

Section G - Bad Weather Days

Administrators are not required to report to work on bad weather days as determined by the Superintendent, **except for administrators in facilities and/or transportation, on an as needed basis.**

5. Article X- Remuneration and Fringe Benefits

Salaries and Remuneration

1. **Administrative Salaries**

Administrative salaries shall be based on the following categories and

days/weeks worked per year:

Category	Position
0	Principal for Instruction (Jackson High)
I	Principal for Instruction (Parkside)
II	Elementary Principal (~~Hunt, Per LOA for the duration of the agreement or upon becoming vacant~~) Principal -K-12 Virtual
III	Elementary Principal (~~Cascades, Dibble, JPS Montessori, John R. Lewis, Northeast, Sharp Park~~) District Athletic Director (~~beginning 2019 or upon becoming vacant~~) Associate Principal (~~JHS/Parkside~~)
IV	Assistant Principal (Elementary, JHS, Parkside)
V	Executive Directors of District Operations
VI	Directors of Business Services
VII	Assistant Directors of Operations
VIII	Dean of Students
IX	Director, SCMV (<i>beginning in the 2023-24 school year - salary and compensation package consistent with current SCMV agreement</i>) <i>This category will be removed upon successful completion of administrator credential program</i>

2. Salary Schedule August 1, 2025 – July 31, 2026

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0	120,862	121,999	123,136	124,274	127,808
I	115,173	116,311	117,448	118,587	119,723
II	109,485	110,622	111,760	112,898	113,603
III	102,659	103,797	104,934	106,072	107,779
IV	95,833	96,971	98,108	99,246	100,384
V	~~96,062~~ 106,062	~~97,198~~ 107,316	~~98,336~~ 108,572	~~99,473~~ 110,009	~~100,611~~ 111,267
VI	90,845	91,982	93,119	94,258	95,396
VII/VIII	83,162	84,299	85,439	86,575	87,712
IX	61,938	62,558			

The current Director of Business Services moves from VI/4 to V/0.

The salary schedule will be increased by 2% for the 2025-2026 year, with the exception of category V. No step advancement for 2025-26.

3. Merit Pay - JPSAA members earning an Effective rating will earn a 2% bonus off schedule paid on the first pay in December. Members earning either Developing or Needs Improvement will not receive merit pay. Merit pay will be based on prior year evaluation. To have merit pay deposited into an eligible 403(b) account, please submit the required paperwork to Human Resources no later than June 1 each year.

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4. Work Schedule- Employees being paid in the following categories shall work the following schedule:

Note: Holidays are recognized as days off and are not included in the work calendar.

Category 0	220 days
Category I	215 days
Category II	215 days
Category III	210 days
Category IV	210 days
Category V/VI/VII	260 days
Category VIII	210 days
Category IX	TBD (effective 2023/24 school year)

Category V/VI/VII includes 25 paid vacation days, to be used prior to the end of each contract year (July 31). Unused vacation days are not to be rolled over to the following year.

5. Category Movements

6. Appeal and Review Board

Section B- Insurance Protection

A. Employees Electing Health Insurance:

1. Health Insurance — The District will continue to provide the employee:

- a. Single, 2 persons, or Full Family whichever is applicable to the Employee.
- b. The District will fund the applicable Health Insurance and H.S.A. (Health Savings Account) deductible up to the amount allowed by the state hard cap law.
- c. Employee may pay into their HSA through payroll deduction up to the maximum amount allowed by IRS law.

2. Dental Insurance - The District will provide a Dental coverage plan, through a mutually agreed upon carrier.

3. Long Term Disability - The District will also provide long-term disability insurance for Employee through a mutually agreed upon carrier.

4. Term Life Insurance - The School District will provide term life insurance for the Employee at a rate of 1.5 times their salary, up to a maximum \$200,000, through a mutually agreed upon carrier, during the life of this Agreement.

5. Vision Insurance - The school district will provide vision insurance for single, two (2) person or full family coverage with a mutually agreed upon carrier

B. Employees Not Electing Health Insurance

1. If an employee elects not to participate in Health Insurance the following are the benefit levels: Employee may elect cash payments in lieu of the hospitalization offered above. The monthly cash in lieu amount is \$300.

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2. Dental Insurance - The District will provide a Dental coverage plan, through a mutually agreed upon carrier.

3. Long Term Disability - The District will also provide long-term disability insurance for Employee through a mutually agreed upon carrier.

4. **Term Life Insurance - The School District will provide term life insurance for the Employee at a rate of 1.5 times their salary, up to a maximum \$200,000, through a mutually agreed upon carrier, during the life of this Agreement.**

5. Vision Insurance - The school district will provide vision insurance for single, two (2) person or full family coverage with a mutually agreed upon carrier

Insurance coverage will be for twelve (12) months or until the commencement of the following school year whichever comes first. However, should the Employee resign or retire from the School District prior to the end of the contract year, the insurance benefits shall terminate on the effective date of the Employee resignation or retirement.

Section D- Tax Sheltered Retirement Contribution

The District will match up to ~~\$500~~ **1,000** of employee contribution to their 403b retirement account during each year of employment as an administrator.

~~After 10 years of service in the District, or 5 years of service as an administrator, whichever comes first,~~ Each administrator shall be entitled to a tax sheltered 403b , or **457** retirement account contribution, paid proportionately with each paycheck in the amount of ~~\$2,000~~ **4,000** annually, **with an option to receive this amount in cash.**

5. Holiday Schedule
Add Juneteenth (approx 14k)

JPSAA Mentorship Program:

A. Mentor Administrator

Mentor administrators shall be provided to administrators in the first three (3) years of their admin career. However, the District may provide a mentor to any administrator.

1. Selection/Qualifications

- a. The Superintendent or Deputy Superintendent will recruit mentor volunteers before the commencement of each school year.

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- b. Mentors will preferably be seasoned administrators in similar assignments. In the absence of a volunteer who meets these criteria, the Superintendent or Deputy Superintendent may recruit administrators in other areas who have demonstrated expertise in leadership.
- c. Mentor administrators shall have demonstrated a commitment to professional development and the ability to work well with others.
- d. The mentoring relationship will remain in effect until the end of the probationary period or until such time that either party chooses to end the association.

2. Responsibilities

The District will set, in consultation with the Association, the duties/responsibilities of all mentors. The duties/responsibilities for all mentors shall be set prior to the beginning of each academic year. Notwithstanding the foregoing, the following shall apply to all mentors:

- a. Mentors will provide professional support, instruction, and guidance for the development of professional expertise.
- b. Mentors will maintain absolute confidentiality. An administrator may only be discussed upon the written request or consent of the administrator except in cases of illegal conduct or in situations required to discuss and establish Individual Development Plans for the mentee. In cases of breach of confidentiality, any information gained shall not be used by the District for any purpose.
- c. Mentors will assist new administrators in becoming familiar with the JPSAA, policies of the school, and assistance in becoming part of the school, the district, and community.
- d. The mentor administrator is a resource person and shall not be held responsible for the performance of the probationary administrator.

3. Process

Mentor administrators and new administrators will meet and establish plans for interaction.

4. Training

- a. Mentors may be provided access to local, county, and/or state training as available or as requested.
- b. The District will provide training annually to mentor administrators. The duties/responsibilities for all mentors set by the Administration shall be reviewed in the annual training session.

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5. Compensation

Mentors shall be paid \$500 per trimester, per mentee, upon successful completion of all mentor duties/responsibilities. Logs will be submitted to HR each trimester to be placed in the mentee's personnel file.

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 22, 2025

ITEM: 25-26-4

SUBJECT: [Elementary Handbooks](#) -
Common Pages

FOR DISCUSSION: Julie Baker

STATEMENT OF THE ISSUE:

Each year the elementary principals review the common pages of the student handbooks to determine any needed revisions.

No action required - the common pages will be presented for approval at the August Board meeting.

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 Deputy Superintendent
- Step Four: Contact Superintendent

Student Records

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

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

Directory information includes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 alternative programming to address their needs.

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).

- [Guidance for Schools](#)
- [Information for Families](#)

Bed Bugs

Per Emerging Diseases on the State of Michigan website, "Students should not be excluded from school due to bed bugs unless repeated efforts have been made to remedy an infestation.

- [Guidance for Schools](#)
- [Information for Families](#)

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

To help maintain a healthy learning environment for all students and staff, please keep your child home from school if they are experiencing any of the following symptoms:

Fever

- If your child has a temperature of **100.4°F (38°C) or higher**, they should stay home.

- Your child may return to school **only after being fever-free for at least 24 hours without the use of fever-reducing medication** (such as Tylenol or Motrin).

Vomiting

- If your child has vomited, they should stay home.
- Your child may return to school **24 hours after the last episode of vomiting** and when they are able to eat and drink normally.

Diarrhea

- If your child is experiencing diarrhea, they should stay home.
- Your child may return to school **once they have been free from diarrhea for at least 24 hours**, are eating normally, and have returned to typical bowel function.

Additional Considerations

- If symptoms persist, worsen, or are accompanied by other signs of illness, consult your healthcare provider.
- In cases of contagious illness (e.g., flu, norovirus, COVID-19), the district may follow additional exclusion guidance from local or state health departments.
- Please notify the school office if your child is absent due to illness.

Your partnership in following these guidelines helps prevent the spread of illness and keeps our school community healthy and safe.

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 seven 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, following JPS Behavior Matrix/Rubric, and after considering the seven factors listed above, the following procedures may be implemented following a thorough investigation of the incident.

Restorative Procedure A

A. A restorative conference with the parties involved, facilitated by an administrator focusing on understanding the harm and repairing relationships with the parties involved, and preventing future incidents

B. At Administrative/Behavior Interventionist/Social Worker discretion, supportive and restorative actions may include:

1. Reflection assignment or restorative meeting
2. In-school support: reset room, in-school suspension, or school-based community service.
3. Implement Behavior Improvement Plan or tiered interventions
4. Parent(s)/Guardian(s) will be notified

Restorative Procedure B

A. A restorative conference with the parties involved, facilitated by an administrator focusing on understanding the harm and repairing relationships with the parties involved, and preventing future incidents.

B. At administrative discretion, supportive and restorative actions may include:

1. Reflection assignment or restorative circle participation.
2. In-school support: reset room, in-school suspension, or community service.
3. Implement Behavior Improvement Plan
4. Parent(s)/Guardian(s) will be notified.
5. Out-of-school suspension (1 to 3 days) only if restorative interventions are unsuccessful or safety is compromised

Restorative Procedure C

A. A restorative conference with the parties involved, facilitated by an administrator focusing on understanding the harm and repairing relationships with the parties involved, and preventing future incidents.

B. At administrative discretion, supportive and restorative actions may include:

1. Implement/Review Behavior Improvement Plan or tiered interventions
2. Out-of-school suspension (up to 3 days) if the behavior presents a serious disruption or safety concern, and restorative practices have not resolved the issue
3. Referral to support services (e.g., counseling, behavior coach)
4. Parent(s)/Guardian(s) will be notified of the next steps taken by administration.
5. A behavior contract will be put in place.

Restorative Procedure D

A. A restorative conference with the parties involved, facilitated by an administrator focusing on prioritizing harm reduction and safety planning

B. At administrative discretion, the following consequences **will be** assigned:

1. Out-of-school suspension (up to 10 days) when safety is significantly impacted
 - a. In some circumstances, a recommendation for a disciplinary or expulsion hearing will be sent to the Superintendent's Office
 - b. Referral to legal authorities and community-based services
2. Parent(s)/Guardian(s) will be notified of the next steps taken by administration.
3. A mandatory behavior contract will be put in place.

Restorative Procedure E

A. A conference with involved parties, prioritizing harm reduction and safety planning

B. The following responses **will be** assigned based on severity:

1. Mandatory 10 school days out- of- school suspension
2. Recommendation for expulsion only after restorative pathways have been attempted or are deemed unsafe/inappropriate
3. Referral to legal authorities
4. Parent(s)/Guardian(s) will be notified of the next steps taken by administration.

Restorative Procedure F

A. A conference with involved parties, prioritizing harm reduction, safety planning, and threat assessment.

B. The following responses **will be** assigned based on severity:

1. Mandatory Threat Assessment Screener conducted by threat assessment team, taking into consideration the seven factors.
2. If threat assessment screener does not indicate a full threat assessment, Procedures A, B, or C may apply.
3. If screener indicates a complete Threat Assessment should be completed, including SRO or law enforcement.
4. Mandatory out-of-school suspension to conduct investigation **for full threat assessment.**
5. Referral to legal authorities
6. Parent(s)/Guardian(s) will be notified of the next steps taken by administration and the use of the county-wide threat assessment procedure.
7. After completion of full threat assessment, consequences will be determined based on the level of the threat assessment and student discipline history.

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. **bold school employees or other adults**

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/SWATTING:** Making a written or verbal threat that a bomb has been placed or is about to explode, or that an active shooter event is imminent.

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 Device will be taken to the office and parent/guardian must pick it up
Repeat Violation Student will not be allowed to bring it 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. **DISRUPTIVE BEHAVIOR:** Speech or behavior that is instigating, grossly disrespectful, or which is disruptive to the orderly educational procedure of the school.

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

9. **DISRUPTIVE ITEMS:** Use of any item to cause a disturbance and/or a potentially dangerous situation. Any item that would be disruptive to the learning climate and/or create a disturbance or danger would fall into this category.

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

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

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

All Violations Review expectations, parent contact, provide change of clothes if needed, log entry

11. **DRUGS: USE, POSSESSION OR UNDER THE INFLUENCE:** 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. Includes alcohol and look-alike drugs of possession of drug paraphernalia on school property or at a school-sponsored event (at home or away):

First Violation Procedure B, C, or D,
Referral to Substance Abuse Prevention/Education Program, Disciplinary Hearing

Repeat Violation Procedure E

12. **DRUGS: SALE OR ATTEMPT TO SELL OR DELIVER (TRAFFICKING) ANY MIND ALTERING DRUG INCLUDING ALCOHOL AND LOOK-ALIKE DRUGS**

First Violation Procedure D or E
Repeat Violation Procedure E

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

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

14. **FALSE FIRE ALARM or 911 CALLS:** Falsely alerting the fire department or school to a non-existent fire.

First Violation Procedure B or C
Repeat Violation Procedure D

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

First Violation Procedure A or B
Repeat Violation Procedure C

16. **FIGHTING AND/OR ASSAULTIVE BEHAVIOR:** Students who willfully engage in physical contact for the purpose of inflicting harm. Any student involved in a fight will be referred to the school social worker for anger management.

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

NOTE: Recording/videoing/posting/sharing/broadcasting a fight will result in a consequence (refer to #36).

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. **THREATS AGAINST BUILDING, STAFF, AND OTHER STUDENTS:** Students who make threats—verbal, written, physical, electronic, or implied—toward staff members or other students will face disciplinary consequences. This includes, but is not limited to, statements of intent to cause harm, threatening gestures or symbols, threatening social media posts, or the use of third parties to convey threats. Threats will be taken seriously regardless of the student's stated intent, and each incident will be assessed for credibility and risk. The district will partner with school resource officers and local law enforcement as needed to investigate and respond appropriately to the situation. Examples include:

- Stating or writing an intention to harm a teacher or student
- Posting threatening content or images online
- Using hand gestures or objects to intimidate a teacher or student
- Encouraging others to intimidate or threaten a peer or staff member

All Violations Procedure F

20. **INAPPROPRIATE SHOW OF AFFECTION/SEXUAL ACTIVITY:** Excessive displays of affection are inappropriate.

First Violation Warning
Repeat Violation Procedure A or B

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 A or B
Repeat Violation	Procedure B or C

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

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

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

First Violation	Procedure B
Repeat Violation	Procedure C

24. **LOITERING ON PRIVATE PROPERTY ADJACENT TO SCHOOL PROPERTY AND/OR LEAVING SCHOOL GROUNDS WITHOUT PERMISSION:** Being on adjacent, privately owned property without authority or permission of the property owner. This also included destruction of adjacent, privately owned property.

First Violation	Procedure B
Repeat Violation	Procedure C

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

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

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

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

27. **SEXUAL ACTIVITY:** Students are prohibited from engaging in inappropriate shows of affection, sexual behaviors, or acts of a sexual nature. This includes, but is not limited to:

- Masturbation or sexual self-touching that impacts others
- Engaging in or attempting sexual acts with others on school grounds

The school will also provide behavioral supports and counseling referrals when appropriate. All disciplinary responses will align with district policies and applicable laws, including supports for students with disabilities.

Such behaviors are considered **serious violations** of school expectations and **may be classified as sexual harassment** under school policy and Title IX. Violations will result in disciplinary action, up to and including suspension or expulsion, and may involve a Title IX investigation.

Sexual activity	Procedure D, or E, depending on the circumstances
Repeated sexual activity	Procedure E

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

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

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

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

30. **TOBACCO:** Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

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

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

- 35. UNSAFE CONDUCT:** Unsafe behavior includes any actions that create a hazardous environment for students, staff, or property. This may involve physical actions that disrupt the learning environment, cause damage, or pose a risk of injury to oneself or others. Repeated unsafe behaviors may be addressed through a behavior support plan and/or referral to the school's intervention team. Acts that result in injury or significant property damage may be treated as major infractions and reported to district administration and/or law enforcement when appropriate. Examples of unsafe behavior include (but are not limited to):

- Throwing objects with intent or reckless disregard for safety
- Climbing on or jumping from furniture, fixtures, or structures not intended for such use
- Trashing or vandalizing classrooms, hallways, or other school property

Consequences for unsafe behavior will be determined based on the severity, frequency, and intent of the behavior.

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

- 36. INAPPROPRIATE USE OF TECHNOLOGY:**

Students are expected to use technology for educational purposes only. Inappropriate use of technology includes, but is not limited to, accessing or distributing offensive content; bypassing network filters; unauthorized use of another person's account or credentials; intentionally damaging or altering hardware or software; and using technology to engage in threats, cheating, or other forms of misconduct. Examples include:

- Accessing non-educational games, sites, or videos during instructional time
- Attempting to disable or circumvent internet filters or security protocols
- Using another student's login information
- Recording or photographing others without permission
- Recording/videoing/posting/sharing/broadcasting a fight
- Using school platforms for personal or commercial purposes

All student technology use is subject to monitoring. Violations will result in disciplinary action, which may include temporary or permanent loss of technology privileges, parent notification, restorative interventions, or more serious disciplinary measures depending on the nature and severity of the infraction.

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

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 22, 2025

ITEM: 25-26-5

SUBJECT: [Secondary Handbooks](#) -
Common Pages

FOR DISCUSSION: Jeremy Patterson

STATEMENT OF THE ISSUE:

Each year the secondary principals review the common pages of the student handbooks to determine any needed revisions.

No action required - the common pages will be presented for approval at the August Board meeting.

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

JPS Mission

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

JPS Vision

We envision a community where all students become lifelong learners.

Parent and Family Engagement - Board Policy 2112

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

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

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

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

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

A. Relationships with Families

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

B. Effective Communication

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

C. Volunteer Opportunities

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

D. Learning at Home

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

E. Engaging Families in Decision Making and Advocacy

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

F. Collaborating with the Community

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

Implementation

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

¹ Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

² Indicates Title I Section 1118 parent involvement requirements

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

Visitors/Parents/Guardians

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

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

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

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

Field Trip Consent

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

Chain of Command

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

- Step One: Contact Teacher
- Step Two: Contact Grade Principal/Principal
- Step Three: Contact Deputy Superintendent
- Step Four: Contact Superintendent

Student Records

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

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

Directory information includes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov.

Armed Forces Recruiting

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

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

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

Review of Instructional Materials and Activities

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

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

ASSIST (Achieving Success-Student Intervention Study Team)

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

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

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

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

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

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

At administrative discretion, to ensure your child's success, students struggling with academic, behavioral or attendance issues may be referred to alternative programming to address their needs.

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 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).

[Guidance for Schools](#)
[Information for Families](#)

Bed Bugs

Per Emerging Diseases on the State of Michigan website, "Students should not be excluded from school due to bed bugs unless repeated efforts have been made to remedy an infestation.

[Guidance for Schools](#)
[Information for Families](#)

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

To help maintain a healthy learning environment for all students and staff, please keep your child home from school if they are experiencing any of the following symptoms:

Fever

- If your child has a temperature of **100.4°F (38°C) or higher**, they should stay home.
- Your child may return to school **only after being fever-free for at least 24 hours without the use of fever-reducing medication** (such as Tylenol or Motrin).

Vomiting

- If your child has vomited, they should stay home.
- Your child may return to school **24 hours after the last episode of vomiting** and when they are able to eat and drink normally.

Diarrhea

- If your child is experiencing diarrhea, they should stay home.
- Your child may return to school **once they have been free from diarrhea for at least 24 hours**, are eating normally, and have returned to typical bowel function.

Additional Considerations

- If symptoms persist, worsen, or are accompanied by other signs of illness, consult your healthcare provider.
- In cases of contagious illness (e.g., flu, norovirus, COVID-19), the district may follow additional exclusion guidance from local or state health departments.
- Please notify the school office if your child is absent due to illness.

Your partnership in following these guidelines helps prevent the spread of illness and keeps our school community healthy and safe.

Medication

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

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

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

Immunization

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

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

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

Birth Certificates

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

Emergency School Closings

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

Fire, Tornado and School Safety Drills

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

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

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

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

For safety reasons, no one will be permitted to enter or exit the building during emergency drills or actual emergency situations.

Use of Tobacco on School Premises (Board Policy 5512)

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

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

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

For purposes of this policy:

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

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

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

This includes parent companies and subsidiaries.

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

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

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

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

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

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

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

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

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

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

Anti-Harassment

The complete Board adopted policy can be found by accessing this link: [5517 Anti-Harassment](#)
In addition, the annual Bullying notice is available on the JPS Website at the following link:
[5517.01 Annual Bullying Notice](#).

Title IX Sexual Harassment

The complete Board adopted policy can be found by accessing this link: [2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities](#)

Suspension

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

Permanent Expulsion

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

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

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

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

Secondary Code of Conduct for Students

Prior to issuing discipline, the following seven 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, following JPS Behavior Matrix/Rubric, and after considering the seven factors listed above, the following procedures may be implemented following a thorough investigation of the incident.

Restorative Procedure A

- A.** A restorative conference with the parties involved, facilitated by an administrator focusing on understanding the harm and repairing relationships with the parties involved, and preventing future incidents
- B.** At Administrative/Behavior Interventionist/Social Worker discretion, supportive and restorative actions may include:
 1. Reflection assignment or restorative meeting
 2. In-school support: reset room, in-school suspension, or school-based community service.
 3. Implement Behavior Improvement Plan or tiered interventions
 4. Parent(s)/Guardian(s) will be notified

Restorative Procedure B

- A.** A restorative conference with the parties involved, facilitated by an administrator focusing on understanding the harm and repairing relationships with the parties involved, and preventing future incidents.
- B.** At administrative discretion, supportive and restorative actions may include:
 1. Reflection assignment or restorative circle participation.
 2. In-school support: reset room, in-school suspension, or community service.
 3. Implement Behavior Improvement Plan
 4. Parent(s)/Guardian(s) will be notified.
 5. Out-of-school suspension (1 to 3 days) only if restorative interventions are unsuccessful or safety is compromised

Restorative Procedure C

- A.** A restorative conference with the parties involved, facilitated by an administrator focusing on understanding the harm and repairing relationships with the parties involved, and preventing future incidents.
- B.** At administrative discretion, supportive and restorative actions may include:
 1. Implement/Review Behavior Improvement Plan or tiered interventions
 2. Out-of-school suspension (up to 3 days) if the behavior presents a serious disruption or safety concern, and restorative practices have not resolved the issue
 3. Referral to support services (e.g., counseling, behavior coach)
 4. Parent(s)/Guardian(s) will be notified of the next steps taken by administration.
 5. A behavior contract will be put in place.

Restorative Procedure D

A. A restorative conference with the parties involved, facilitated by an administrator focusing on prioritizing harm reduction and safety planning

B. At administrative discretion, the following consequences **will be** assigned:

1. Out-of-school suspension (up to 10 days) when safety is significantly impacted
 - a. In some circumstances, a recommendation for a disciplinary or expulsion hearing will be sent to the Superintendent's Office
 - b. Referral to legal authorities and community-based services
2. Parent(s)/Guardian(s) will be notified of the next steps taken by administration.
3. A mandatory behavior contract will be put in place.

Restorative Procedure E

A. A conference with involved parties, prioritizing harm reduction and safety planning

B. The following responses **will be** assigned based on severity:

1. Mandatory 10 school days out- of- school suspension
2. Recommendation for expulsion only after restorative pathways have been attempted or are deemed unsafe/inappropriate
3. Referral to legal authorities
4. Parent(s)/Guardian(s) will be notified of the next steps taken by administration.

Restorative Procedure F

A. A conference with involved parties, prioritizing harm reduction, safety planning, and threat assessment.

B. The following responses **will be** assigned based on severity:

1. Mandatory Threat Assessment Screener conducted by threat assessment team, taking into consideration the seven factors.
2. If threat assessment screener does not indicate a full threat assessment, Procedures A, B, or C may apply.
3. If screener indicates a complete Threat Assessment should be completed, including SRO or law enforcement.
4. Mandatory out-of-school suspension to conduct investigation **for full threat assessment.**
5. Referral to legal authorities
6. Parent(s)/Guardian(s) will be notified of the next steps taken by administration and the use of the county-wide threat assessment procedure.
7. After completion of full threat assessment, consequences will be determined based on the level of the threat assessment and student discipline history.

DEFINITION OF VIOLATIONS WITH DESIGNATED PROCEDURES

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

1. **AGGRESSIVE MISBEHAVIOR**: Physical contact or threat of physical contact towards **school employees, or other adults with the intention** of doing bodily harm by a student or group of students. **For threats of physical contact to school employees and other adults working in the building, refer to #19.**

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/SWATTING**: Making a written or verbal threat that a bomb has been placed or is about to explode, or that an active shooter event is imminent.

First Violation Procedure E

4. **COMMUNICATION DEVICES, POSSESSION OF**: Please refer to building specific pages and [School Board Policy po5136](#).

First Violation Refer to building specific information
Repeat Violation Refer to building specific information

5. **DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY**: Refusal to comply with reasonable requests or redirections of school personnel. (ex: elopement, refusal to follow drill or emergency protocols, or students who refuse to identify themselves when asked).

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

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

First Violation Procedure B or C
Repeat Violation Procedure D

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

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

8. **DISRUPTIVE BEHAVIOR**: Speech or behavior that is instigating, grossly disrespectful, or which is disruptive to the orderly educational procedure of the school.

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

9. **DISRUPTIVE ITEMS:** Use of any item to cause a disturbance and/or a potentially dangerous situation. Any item that would be disruptive to the learning climate and/or create a disturbance or danger would fall into this category.

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

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

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

First Violation Review expectations, parent contact, provide change of clothes if needed, log entry

Repeat Violation Review expectations, parent contact, provide change of clothes if needed, log entry, Procedure A or B

11. **DRUGS: USE, POSSESSION OR UNDER THE INFLUENCE:** 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. Includes alcohol and look-alike drugs of possession of drug paraphernalia on school property or at a school-sponsored event (at home or away):

First Violation	Procedure B, C, or D, Referral to Substance Abuse Prevention/Education Program, Disciplinary Hearing
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Repeat Violation	Procedure E
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12. **DRUGS: SALE, DISTRIBUTION, OR ATTEMPT TO SELL OR DELIVER (TRAFFICKING) ANY MIND ALTERING DRUG INCLUDING ALCOHOL, AS WELL AS LOOK-A-LIKE DRUGS**

First Violation	Procedure D or E
Repeat Violation	Procedure E

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

First Violation	Procedure D
Repeat Violation	Procedure D or E

- 14. FALSE FIRE ALARM or 911 CALLS:** Falsely alerting the fire or police department and district to a non-existent fire or emergency.

First Violation	Procedure D
Repeat Violation	Procedure E

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

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

- 16. FIGHTING AND/OR ASSAULTIVE BEHAVIOR:** Student(s) who willfully engage in physical contact for the purpose of inflicting harm. Note: Recording/videoing/posting/sharing/broadcasting a fight will result in a consequence (refer to #36).

First Violation	Procedure B or C; parent/guardian meeting required. Any student involved in a physical altercation (fight) will be referred to the school counselor or social worker for conflict resolution.
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Repeat Violation	Procedure C or D; second fight within one school year will result in referral to Superintendent/designee for discipline hearing before returning to school.
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DEFINED: An assault occurs when a person is physically hit/pushed/tripped, etc., and the victim leaves the scene to seek an adult in charge. A fight occurs when a person is physically hit/pushed/tripped, etc., and retaliates physically rather than seeking assistance.

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

First Violation	Procedure D
Repeat Violation	Procedure D or E

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

First Violation	Procedure B
Repeat Violation	Procedure C

- 19. THREATS AGAINST BUILDING, STAFF, AND OTHER STUDENTS:** Students who make threats—verbal, written, physical, electronic, or implied—toward staff members or other students will face disciplinary consequences. This includes, but is not limited to, statements of intent to cause harm, threatening gestures or symbols, threatening social media posts, or the use of third parties to convey threats. Threats will be taken seriously regardless of the student's stated intent, and each incident will be assessed for credibility and risk. The district will partner with school resource officers and local law enforcement as needed to investigate and respond appropriately to the situation. Examples include:

- Stating or writing an intention to harm a teacher or student
- Posting threatening content or images online
- Using hand gestures or objects to intimidate a teacher or student

- Encouraging others to intimidate or threaten a peer or staff member

All Violations Procedure F

20. INAPPROPRIATE SHOW OF AFFECTION: Excessive displays of affection are inappropriate.

First Violation Warning
Repeat Violation Procedure A or B

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

First Violation Procedure C
Repeat Violation Procedure D or E

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

First Violation Procedure D
Repeat Violation Procedure D or E

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

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

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

First Violation Procedure B
Repeat Violation Procedure C

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

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

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

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

27. SEXUAL ACTIVITY: Students are prohibited from engaging in inappropriate shows of affection, sexual behaviors, or acts of a sexual nature. This includes, but is not limited to:

- Masturbation or sexual self-touching that impacts others
- Engaging in or attempting sexual acts with others on school grounds

The school will also provide behavioral supports and counseling referrals when appropriate. All disciplinary responses will align with district policies and applicable laws, including supports for students with disabilities.

Such behaviors are considered **serious violations** of school expectations and **may be classified as sexual harassment** under school policy and Title IX. Violations will result in disciplinary action, up to and including suspension or expulsion, and may involve a Title IX investigation.

Sexual activity	Procedure D, or E, depending on the circumstances
Repeated sexual activity	Procedure E

- 28. SEXUAL HARASSMENT:** Physically, verbally or electronically offending an individual in a sexual manner on school grounds, during school events, or at any time that disrupts the educational environment. 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. Unwanted sexual advances including touching, comments, sexual gestures, or materials that create a hostile environment for others. Such behaviors are considered **serious violations** of school expectations and **may be classified as sexual harassment** under school policy and Title IX. Violations will result in disciplinary action, up to and including suspension or expulsion, and may involve a Title IX investigation.

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

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

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

- 30. TOBACCO:** Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY", "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

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

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

First Violation	Procedure D or E
Repeat Violation	Procedure E

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

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

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

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

35. UNSAFE CONDUCT: Unsafe behavior includes any actions that create a hazardous environment for students, staff, or property. This may involve physical actions that disrupt the learning environment, cause damage, or pose a risk of injury to oneself or others. Repeated unsafe behaviors may be addressed through a behavior support plan and/or referral to the school's intervention team. Acts that result in injury or significant property damage may be treated as major infractions and reported to district administration and/or law enforcement when appropriate. Examples of unsafe behavior include (but are not limited to):

- Throwing objects with intent or reckless disregard for safety
- Climbing on or jumping from furniture, fixtures, or structures not intended for such use
- Trashing or vandalizing classrooms, hallways, or other school property

Consequences for unsafe behavior will be determined based on the severity, frequency, and intent of the behavior.

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

36. INAPPROPRIATE USE OF TECHNOLOGY:

Students are expected to use technology for educational purposes only. Inappropriate use of technology includes, but is not limited to, accessing or distributing offensive content; bypassing network filters; unauthorized use of another person's account or credentials; intentionally damaging or altering hardware or software; and using technology to engage in threats, cheating, or other forms of misconduct. Examples include:

- Accessing non-educational games, sites, or videos during instructional time
- Attempting to disable or circumvent internet filters or security protocols
- Using another student's login information
- Recording or photographing others without permission
- Recording/videoing/posting/sharing/broadcasting a fight
- Using school platforms for personal or commercial purposes

All student technology use is subject to monitoring. Violations will result in disciplinary action, which may include temporary or permanent loss of technology privileges, parent notification, restorative interventions, or more serious disciplinary measures depending on the nature and severity of the infraction.

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

Secondary Placement Procedures (updated 6-8-21)

Intake

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

In-District Transfer

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

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

Transition by Grade

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

Participation in Extra Curricular Activities

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

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

Appeal Process

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



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

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 22, 2025

ITEM: 25-26-7

SUBJECT: Board Treasurer Vacancy

FOR ACTION: Shalanda Hunt

STATEMENT OF THE ISSUE:

At the June 17th Board of Education meeting, Marilyn Acton was appointed Vice President of the Jackson Public Schools Board. Marilyn previously served as Treasurer, and a new appointment will be made to fill that vacancy.

RECOMMENDATION:

Appoint Board Member as the new Treasurer of the Jackson Public School Board..