



JCISD

CENTRAL CAMPUS



2025-2026



Jackson County ISD Central Campus Student/Parent Handbook 2025-2026

**Jackson County
Intermediate School District (JCISD)**
6700 Browns Lake Rd.
Jackson, Michigan 49201
517-768-5200

JCISD Central Campus
1226 S Wisner St
Jackson, Michigan 49203
517-867-5900

JCISD Transportation
1161 West Parnall Rd
Jackson, Michigan 49201
517-788-5904



Dear Parents/Guardians and Students,

The Parent/Student Handbook was developed to answer commonly asked questions. Please become familiar with the following information and keep the handbook available for frequent reference during the school year. Additional information can be found on the Jackson County Intermediate School District website at www.jcisd.org

We are looking forward to working with you to make the school year a success!



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Assistant Director of
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517-262-1280



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Supervisor
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Clark Haase
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Kim Jayne
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Jodi Collins
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Jackson County ISD Central Campus Mission Statement

Our mission is to collaborate with parents/guardians, service providers, and students to provide an individualized academic and social education to students in a safe, structured, and supportive environment; giving each child the opportunity to achieve the skills to become independent, responsible, and contributing citizens.

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NOTE: *This handbook contains policies and procedures for success at Central Campus and answers many of the commonly asked questions that parents have during the school year. This handbook cannot address every situation or concern that may arise. The Handbook may be revised at any time to implement the education program and ensure student wellbeing. School officials are responsible to interpret the Handbook and, if a situation is not specifically addressed, to make decisions based on Board Policies, applicable laws and regulations, and other relevant factors.*



Central Campus Huskies Contacts

Special Education Supervisor

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Secretary

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Central Campus Ravens Contacts



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Secretary

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Central Campus Bulldogs Contacts

Special Education Supervisor

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Teacher Consultant

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JCISD Resource Coordinator

Jackie Morris
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August 2025						
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JCISD
Central Campus Huskies Calendar
2025-2026 Calendar

School Hours:
Tuesday-Friday
AM Session: 9:00 - 11:30 a.m.
PM Session: 12:30 - 3:00 p.m.

August 15-20 - PD, Staff Only
 August 21- First Day of School
 August 29 - No School, Holiday

September 1- No School, Holiday

October 1 - Fall Count Day
 October 20- No School, Staff Only- PD

November 26-28- No School, Holiday

December 22-31 - No School, Holiday

January 1-2 - No School, Holiday
 January 5 - School Resumes
 January 19 - No School, Holiday

February 11- Spring Count Day
 February 13- 16 -No School, Holiday

March 27-30 - No School, Spring Break

April 1-3- No School Spring Break
 April 6 - School Resumes
 April 27 - No School, Staff Only-PD

May 25- No School, Holiday

June 3- Last Day of School
 June 4- 5 - No School, Staff Only PD



	No Students - Staff Reports
	All Students Attend
	No School Students or Staff
	PD - Staff Only

Central Campus Redhawks
2025-2026 Calendar
School Hours: 7:45-2:00 pm

August 2025						
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August 15, 18, 19 - PD, Staff Only
 August 20- First Day of School, ½ Day
 August 29 - No School, Holiday

September 1- No School, Holiday

October 1 - Fall Count Day
 October 20- No School, Staff Only- PD

November 26-28- No School, Holiday

December 19- ½ Day
 December 22-31 - No School, Holiday

January 1-2 No School, Holiday
 January 5 - School Resumes
 January 19 - No School, Holiday

February 11- Spring Count Day
 February 13- 16- No School, Holiday

March 27-31 - No School, Spring Break

April 1-3 - No School Spring Break
 April 6 - School Resumes
 April 27 - No School, Staff Only- PD

May 25- No School, Holiday

June 4 - Last Day of School, ½ Day
 June 5 - No School, Staff Only

	School Day (Students/Staff)
*	1/2 Day Students (11am dismissal) Full Day Staff
	No School Students or Staff
	PD- Staff Only



August 2025						
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April 2026						
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May 2026						
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June 2026						
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JCISD
Central Campus Ravens Calendar
2025-2026 Calendar

School Hours:
Full Day: 7:45 am-2:00 pm
Half Day: 7:45 am-11:00 am

August 15-19 - PD, Staff Only
 August 20- First Day of School, ½ Day
 August 29 - No School, Holiday

September 1- No School, Holiday

October 1 - Fall Count Day
 October 20- No School, Staff Only- PD

November 26-28- No School, Holiday

December 19- ½ Day
 December 22-31 - No School, Holiday

January 1-2 - No School, Holiday
 January 5 - School Resumes
 January 19 - No School, Holiday

February 11- Spring Count Day
 February 13- 16- No School, Holiday

March 27-30 - No School, Spring Break

April 1-3- No School Spring Break
 April 6 - School Resumes
 April 27 - No School, Staff Only-PD

May 25- No School, Holiday

June 4- Last Day of School, ½ Day
 June 5 - No School, Staff Only

	No School Students or Staff
	All Students Attend
*	Half Day
	Staff PD - No Students



Central Campus Bulldogs

A Day Calendar

2025-2026 Calendar

School Hours:

Full Day: 8:30 am-2:30 pm

Half Day: 8:30 am-11:15 am

August 15-19 - PD, Staff Only
 August 20- First Day of School, ½ Day
 August 29 - No School, Holiday

September 1- No School, Holiday

October 1 - Fall Count Day
 October 20- No School, Staff Only- PD

November 26-28- No School, Holiday

December 19- ½ Day
 December 22-31 - No School, Holiday

January 1-2 - No School, Holiday
 January 5 - School Resumes
 January 19 - No School, Holiday

February 11- Spring Count Day
 February 13- 16- No School, Holiday

March 27-30 - No School, Spring Break

April 1-3- No School Spring Break
 April 6 - School Resumes
 April 27 - No School, Staff Only-PD

May 25- No School, Holiday

June 4- Last Day of School, ½ Day
 June 5 - No School, Staff Only

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	No School Students or Staff
	A Day Students Attend
	Half Day
	Staff PD- No Students



August 2025						
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September 2025						
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October 2025						
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November 2025						
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January 2026						
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March 2026						
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April 2026						
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May 2026						
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June 2026						
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28	29	30				

JCISD
Central Campus Bulldogs
B Day Calendar
2025-2026 Calendar

School Hours:
Full Day: 8:30 am-2:30 pm
Half Day: 8:30 am-11:15 am

August 15-19 - PD, Staff Only
August 20- First Day of School, ½ Day
August 29 - No School, Holiday

September 1- No School, Holiday

October 1 - Fall Count Day
October 20 - No School, Staff Only- PD

November 26-28 - No School, Holiday

December 19- ½ Day
December 22-31 - No School, Holiday

January 1-2 - No School, Holiday
January 5 - School Resumes
January 19 - No School, Holiday

February 11- Spring Count Day
February 13- 16 - No School, Holiday

March 27-30 - No School, Spring Break

April 1-3 - No School Spring Break
April 6 - School Resumes
April 27 - No School, Staff Only-PD

May 25 - No School, Holiday

June 4 - Last Day of School, ½ Day
June 5 - No School, Staff Only

	No School Students or Staff
	B Day Students Attend
	Half Day
	Staff PD- No Students



Protocol for Questions and Concerns

When a question or concern arises regarding your student's educational program, it is generally advisable to first make contact with your student's classroom teacher. If a resolution is not reached, the program supervisor is available to be contacted. All staff are available at the contacts listed via phone or email and can typically respond within 24 hours during the week.

Access to School Records

Student records are confidential. Parents, legal guardians of students and eligible students may inspect and review the student's educational records upon written request, at least 24 hours in advance. Administration or a designee may be present during the review. Interpretation of these records is the responsibility of the school. If, upon inspection, the parent/guardian/eligible student finds inaccurate information, they may request amendments. If amendments are denied, a right to challenge that decision exists.

The school may, without consent of parents, release a student's permanent record file to:

- The student's resident district and intermediate school officials, including teachers, within the district who have a legitimate educational interest.
- The Superintendent of the Michigan Department of Education and subordinates, so long as the intended use of the data is consistent with the Superintendent's statutory powers and responsibilities.
- Officials of the Michigan Department of Human Services investigating an abuse case when, in the judgment of those involved, disclosure to the parent(s) could be a threat to the child's health or safety.
- Other authorized government officials may be entitled to access student records in accordance with the Family Educational Rights & Privacy Act (FERPA), 20 USC 1232g.

School personnel may not reveal, in any form, to persons other than those listed above, any information contained in school records except:

- With written consent from the student's parent(s), legal guardian or eligible student specifying record to be released and to whom they are to be released. Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act and the Americans with Disabilities Act.
- In the case of a student transferring to a different school, records will be sent to the new school with written consent from the student's parent, legal guardian, or eligible student.
- Certain directory information regarding a student may be released to any person or party, although parents, legal guardians, or eligible students may refuse to allow such information to be disclosed by notifying the school in writing

within two weeks of the first day of attendance each year. Board Policy 5309 designates the following as directory information: student's name, address, major field of study, participation in officially recognized activities & sports, dates of attendance, date of graduation, awards received, scholarships, & telephone numbers for school directory. Parents will be provided with additional information on how student information may be shared and on how the parent may make adjustments to the sharing of directory information about their students.

- Parents are asked for permission to use student photographs and/or videos (for example; to appear on a website, brochure, classroom projects, etc.).

More information about student and parental rights related to student educational records is available at:

[A Parent Guide to the Family Educational Rights and Privacy Act \(FERPA\)](#)

School Closings/Delays

You can find school closing/delay announcements on the following media outlets:

- WILX TV 10
- Fox 47
- K-105.3 Radio
- WLNS Channel 6
- JCISD Central Campus Facebook Page
- MLive
- Via Automated System

Sometimes it is necessary to send students home after they have arrived at school due to severe weather or other catastrophic events. Every effort will be made to alert the parent/guardian of this situation.

Our JCISD Transportation Department transports students throughout the entire County of Jackson. Many students who ride JCISD Transportation have physical and medical conditions that cannot withstand a stranded bus situation. When roads are unsafe, fog impacts visibility or the wind chill is -19 degrees or below, school will be closed.

In the event of a pandemic the Jackson County ISD will strive in good faith, and to the extent practicable, to meet individual needs of all students with IEPs. This plan will be fluid in order to meet the unique needs of students and may be redesigned as we continue to support student learning in these unprecedented times.

Safety Drills (Fire, Lock Down and Tornado Drills) and Severe Weather

Safety Drills

In accordance with State Law, Central Campus will conduct 5 fire drills, 2 tornado drills, and 3 lockdown drills throughout the school year. Instructions on how to proceed with safety drills are provided to our staff who will be responsible for safe, prompt and orderly procedures. Safety drills are posted on our website at www.jcisd.org

Cardiac Emergency Response

Bill 5527 states that the personnel who will be responsible for performing cardiopulmonary resuscitation (CPR) or using automated external defibrillator (AED) will not be held liable for any damages for the performance. JCISD operated buildings will follow the School Cardiac Emergency Response Protocol for the use of AEDs and CPR.

Opioid Overdose

The school maintains a small supply of Naloxone, an opiate antagonist, for emergency treatment of an apparent opioid overdose. Several school staff are trained to administer this medication in accordance with state guidelines. A parent/guardian will be promptly notified if the medication is administered.

Severe Weather

It is the policy of the Board of Education of the JCISD that, when official US Weather Bureau information is received that a Tornado Watch is in effect, Central Campus will not be dismissed early. Students will be dismissed at the regular time.

If a tornado has formed and its existence is known to the US Weather Bureau, a Tornado Warning will be issued. If a Tornado Warning occurs, students will be taken to areas designated as Tornado Safety Areas in the building. These areas have little or no glass and the building is no higher than the main structure. Students and staff will remain in these areas until an "all clear" is received, even if this means regular dismissal time is delayed.

In the event of a "Tornado Warning" prior to the beginning of school, students will not be picked up until the warning is lifted. If a "Tornado Watch" is in effect, pick up will be at transportation's discretion. If a "Tornado Warning" occurs while in transit, the bus driver will seek shelter for the students.

In the event Central Campus is in a situation in which students need to be transported off campus to a different location, this will be communicated to families in a timely manner as it is appropriate to do so.

Security Assistance

An armed security officer (Jackson local police department or private security company) may be assigned to the Central Campus to assist students. Students should inquire with any staff member if they desire to speak to the officer.

Extreme Temperatures

Students time outside will be monitored when actual temperatures are below 40 degrees or above 95 degrees fahrenheit.

Parent Involvement and Communication

The following activities provide opportunities for parental involvement and open communication:

- Regular communication between home and school
- Parent/Student Handbook
- Parent meetings
- Student progress reporting
- Individualized Education Plan Meetings
- Participation in select school functions or events as appropriate
- Open House

More information is available in Board Policies 5401 and 5402.

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5401 Parent Involvement in Education

A. Parent Involvement

The District will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
 - a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
 - b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or

course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occurring on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.

Parents are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.

4. A copy of this Policy must be included in the Student Handbook.

5. See Policy 5405 for Parent and Family Engagement Policy at schools receiving Title I funds.

B. Assessments and Surveys

1. State assessments

© 2025

Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

2. National Assessment of Educational Progress

As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

3. Surveys

Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

Legal authority: MCL 380.1137, 380.1280b, 380.1295, 380.1507(3)

Date adopted: 08/20/2024

Date revised: 07/15/2025

Student Wellness

The Central Campus Student Wellness Committee complies with the Board Policy 5707 to address wellness for this district's center-based programs. The policy establishes goals for student wellness, including nutrition education, physical activity, limits on less healthy foods and beverages served and/or sold outside the

standard meal times. The Central Campus Committee is made up of the Building Principal, Physical Education/Swim Teacher, Student Representative, Parent Representative, and other Teachers and Teacher Assistants. The Committee plans school-wide healthy activities, reviews the wellness policy, and collects data regarding policy implementation.

Students are given breaks throughout the day and are given opportunities to participate in brain break and sensory break related activities.

Peer Relationships

All students attending Central Campus work closely with staff and peers as they engage in their educational activities. Because of this, some students may develop feelings for their classmates beyond a friendship level. Staff will foster and encourage positive and appropriate peer relationships as a part of our program, however we will not encourage relationships beyond that. When needed, classroom staff will address social behaviors/interactions that are not appropriate for the school setting, work setting, or on school community outings.

Families and guardians retain responsibility to consider, approve, maintain and monitor any peer relationships outside of school. Incidents outside of school hours will be the responsibility of the family/guardian.

School Meals

Ravens, Redhawks, Bulldogs, & Huskies

Central Campus offers a healthy breakfast and lunch provided by JPS Food Service daily when in session. Breakfast and Lunch is free for every student during the school year, The Education Benefit Form will be provided to all students and must be completed prior to receiving free lunch.

Huskies

Snacks are provided daily to both 3 year old AM and PM session students. We do not provide breakfast or lunch due to ½ day programming.

School Day Hours

Redhawks

Full Day: 7:45 am- 2:00 pm
Half Day: 7:45 am- 11:00 am

Ravens

Full Day: 7:45 am- 2:00 pm
Half Day: 7:45 am- 11:00 am

Bulldogs

Full Day: 8:30 am- 2:30 pm
Half Day: 8:30 am- 11:15 am

Huskies - 3 year old program

AM Session: 9:00 am- 11:30 am
PM Session: 12:30 pm- 3:00 pm

Huskies - 4 year old program

Full Day: 9:00 am - 3:00 pm
Half Day: 9:00 am - 12:15

Staff use time before and after school to prepare for the day or may have work related meetings scheduled. Therefore, we ask that students are not dropped off before the school opens at their school start time. If your child will be picked up at the end of the day, we ask that you notify the office or their teacher and transportation. Students need to be picked up at dismissal time or they will be put on the bus to be transported home.

All students that arrive after their scheduled start time must be signed in in the main office. All students who are picked up prior to their scheduled dismissal time must be signed out at the front desk by a parent/guardian. Please let JCISD transportation know when your child does not need a ride to or from school 788-5904.

Visitor Policy

Anyone who is not an ISD employee who is visiting Central Campus must obtain a visitor's badge by registering at the front desk. This badge must be worn and visible at all times while in the school building. Visitors should only access the building through the appropriate building entrance.

North Entrance: Redhawks

East Entrance: Ravens & Huskies

West Entrance: Bulldogs

Volunteers

Volunteers are not often needed, however there may be an occasional need for special events. It is the policy of JCISD that all volunteers submit a criminal background check before volunteering takes place. Any individual who will have direct contact with students may require fingerprinting at the volunteer's expense as well as a possible interview. Volunteer opportunities are based on the building supervisor or building designee's approval. Volunteers must be at least 14 years old.

Video Monitoring Systems

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

Emergency Forms

It is essential that we have your student's completed emergency form in the school office by the first week of school. PLEASE NOTE: Other than to the parent/legal guardian, students will not be released to any person not listed on the emergency form. In addition, if we are not familiar with the person picking up your child, we will ask for identification prior to releasing the student.

Student Illness Policy

It is important to us that we do everything we can to keep our students as healthy as possible throughout the school year. We need your help as well to make this happen. The following rules are in place to help prevent illnesses from spreading. They also allow your child adequate time to recover from being sick. There are students with weakened immune systems who can become ill easily.

Please keep your child home if they have any of the following:

- Fever of 100.4 degrees or higher
- Vomiting
- Chills
- Shortness of Breath
- Diarrhea (at school regardless if it is due to illness, medication and/or a procedure.)
- Eye or Ear drainage
- Runny nose
- Open wounds that cannot be kept covered
- Constant coughing
- Abnormal Headache
- Abnormal fatigue
- Rash (unless their doctor has found that it is not contagious)

If your child is ill:

- Keep your child home until their fever has been gone for 24 hrs. without medication
- Keep your child home until they have had no diarrhea or vomiting for 24 hrs.
- If your child's illness requires an antibiotic, they must be on it for 24 hrs. before returning.
- If a student comes to school with any of these symptoms, they may be sent home.
- If no response from parent/guardian, contacts on the emergency form will be called.

If your child has been seen by the Emergency Department, has had surgery, or has been in the hospital due to an illness, transportation will be stopped and he/she will be required to turn in a "Return to School" form completed and signed by the treating physician prior to him/her returning to school. This form must be received by the

Central Campus office before transportation will be reinstated for your child. This form can be obtained from the school or found at www.jcisd.org

In the event that you are not able to obtain a Return to School form, you may have the doctor write a note that includes the date your child can return to school and if he/she has any restrictions. This information ensures us that your child's medical needs are being met.

In case of a medical emergency at school, the following procedures will occur:

- School personnel will call 911 if a student requires immediate medical attention
- Parent/legal guardian will be notified of the emergency
- If no response from parent/guardian, all contacts on emergency form will be called
- If no response from parent/Guardian, police may be notified to assist with locating parents. Parents/Guardians who cannot be reached will be asked to give additional emergency contact names/phone numbers.

Reminder: A student will not be released to anyone who is not listed on the student's emergency form without expressed permission from their parent/legal guardian. If we are not familiar with the person sent to transport your child, we will ask for identification before he/she is released to this person.

Students that arrive at school with unusual markings on their skin will be accessed by a nurse and proper documentation will be made. It would be helpful if parents would send in a note with explanation when students have an unusual mark on their skin that occurred during non-school hours.

Medication Administration (Prescription and Over the Counter)

The State of Michigan Revised School Code, MCL 380.1178 states, in part:

(1) Subject to subsection (2), a school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the child's life or health of the pupil, pursuant to written permission of the pupil's parent or guardian, and in compliance with the instructions of a physician, physician's assistant or certified nurse practitioner, or a school employee who in good faith administers an epinephrine auto-injector to an individual consistent with the policies under section 1179a, is not liable in criminal action for civil damages as a result of an act or omission in the administration of the medication or epinephrine auto-injector, except for an act or omission amounting to gross negligence or willful and wanton misconduct.

(2) If a school employee is a licensed registered professional nurse, subsection (1) applies to that school employee regardless of whether the

medication or epinephrine auto-injector is administered in the presence of another adult.

JCISD personnel will dispense medications within the legal parameters specified in the law.

Procedure for Administration of Prescription and Over the counter Medications:

In order for JCISD personnel to administer medications to your child, a JCISD School Administered Medication Authorization Form must be on file for each child requiring medication during school. A new form must be completed and filed each school year or when medications change during the school year and must include:

- A written order from the physician stating the name of the medication to be given, dosage given, time to be administered at school, route of administration (if other than oral) and physician's signature
- Student's name and birthdate
- A dated signature from parent/legal guardian
- Medical condition for which medication prescribed
- Comments regarding medication such as side effects or any other directions by the prescribing physician

Both prescription and over the counter medications must be brought to school by a trusted adult (do **NOT** send any medications, including OTC to school with your child, in their backpack, or give to bus drivers to deliver) and must be in the original container.

Parents/Legal Guardians may come to the school and administer medication to their child if the child does not have a medication authorization form on file.

At the end of the school year, all unused medications, whether prescription or OTC, need to be picked up by a parent/guardian or they will be properly disposed of by JCISD staff.

JCISD Epi-Pens

Central Campus is authorized to maintain a small supply of epinephrine auto-injectors (epi-pens) for emergency treatment of an apparent anaphylactic reaction. Some school staff have been trained to administer this medication in accordance with state guidelines. A parent/legal guardian will be promptly notified when the medication is administered to a student.

Medical Marijuana

Central Campus is a drug free zone, and therefore, will not administer medical marijuana, cannabis, or other medicinal/derivatives on school campus, even with the appropriate prescription. Children will be excused from school to parents, should parents choose to administer medication to students at least 1000 feet away from school grounds.

Immunizations

In order for students to begin receiving services or to start school, immunizations need to be up to date or a completed waiver must be filed with the school office. Students up to the age of 18 are required by the Jackson County Health Department to be current on immunizations. Students already enrolled in school and over the age of 18 are strongly encouraged to maintain current vaccinations to ensure the health of the total school population. Parents must contact the Jackson County Health Department for an Immunization Waiver appointment, if desired.

Jackson County Health Department Vision/Hearing Screenings

Central Campus schedules annual Vision/Hearing Screenings through the Jackson County Health Department. The following grade levels will be screened each spring:

- Hearing: Kindergarten, 2nd, 4th
- Vision: 1st, 3rd, 5th, 7th, 9th

If the Jackson County Health Department determines from their screening that a student child is having difficulty with vision or hearing, they will notify parents/guardians and provide resources.

Smiles on Wheels

Smiles on Wheels is a non-profit mobile dental hygiene program composed of Registered Dental Hygienists and coordinators, operating under Public Act 161 of 2005. The program is focused on providing preventive oral health care services in schools and other nontraditional settings. The services include dental cleanings, dental assessments, fluoride treatments, dental sealants, and oral health education. Smiles on Wheels comes to Central Campus two times each school year (once in the fall and once in the spring). Paperwork will be sent home each time for parents/legal guardians to complete if you are interested in having your child's teeth cleaned and/or sealed.

Head Lice

Head lice do not pose a significant health hazard, but in the school setting it does require immediate attention in order to prevent it from spreading. Lice are most commonly spread by direct head to head contact. Due to our type of setting, students are often in direct contact with their classmates and classroom staff.

Head Lice Procedure:

- 1) If a student is suspected to be infested with head lice, the student will be referred to a designated staff member or school nurse.
- 2) If live lice are found or the nits are ¼ inch or less from the scalp, the student will be considered to have a viable head lice infestation. The parent/legal guardian will be notified and provided with information regarding head lice and treatment options.
- 3) All classmates may be screened
- 4) A letter will be sent home with classmates and students riding the same bus notifying them that a case of head lice is suspected and to encourage parents/guardians to check their children, to prevent the lice from spreading. Student confidentiality will be maintained.
- 5) A parent/legal guardian must bring the student to school to be checked by the school nurse or designated staff member. Students must be determined to have no live lice and nits further than ¼ inch from scalp in order to return to school.
- 6) Once it is determined that a student is able to return to school, periodic rechecks may be done by designated school personnel. Transportation will resume once the student has NO live lice.

The Michigan Department of Education Head Lice Manual can be found at:

https://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_106828_7.pdf

Bed Bugs

Bed bugs are small, wingless, blood-sucking insects. They feed on warm-blooded animals such as birds, bats, and humans. They hide in cracks and crevices of beds, wooden furniture, floors and walls during the day and come out at night to feed on sleeping hosts. Bed bugs are not caused by poor hygiene or bad housekeeping. Bed bugs are not known at this time to spread disease.

Bed Bugs Procedure:

- 1) If a student is found to have a bed bug on them, on their personal belongings, or if there is a suspicion of bedbugs in the home, the student will be referred to the school nurse or designated school personnel. If bed bugs are confirmed, student's personal items will be placed in a sealed container while at school and on JCISD transportation. Students will not be excluded from school due to bed bugs unless efforts have not been made to remedy the situation at home and it persists. Ultimately, this decision will be up to the discretion of school officials.
- 2) The School Response Flowchart from Michigan Departments of Education and Health and Human Services Bed Bug Working group will be used to determine what actions need to be followed

- 3) The parents/guardians of the student will be notified
- 4) A letter will be sent home with students who are in the same classroom or ride the same bus as the affected student. Student confidentiality will be maintained.
- 5) Custodial staff and transportation will be informed of the findings so proper cleaning protocols can be followed.

Ringworm

Ringworm of the body is a highly contagious fungal infection of the skin, hair, or nails. It is spread by skin to skin touching or touching an infected object. Ringworm is generally, but not always, ring shaped.

Procedures

- 1) If the student is believed to have ringworm, a parent/guardian will be notified and requested to pick the student up from school. The student may return once treatment has started. The affected area must remain covered at all times at school until resolved.

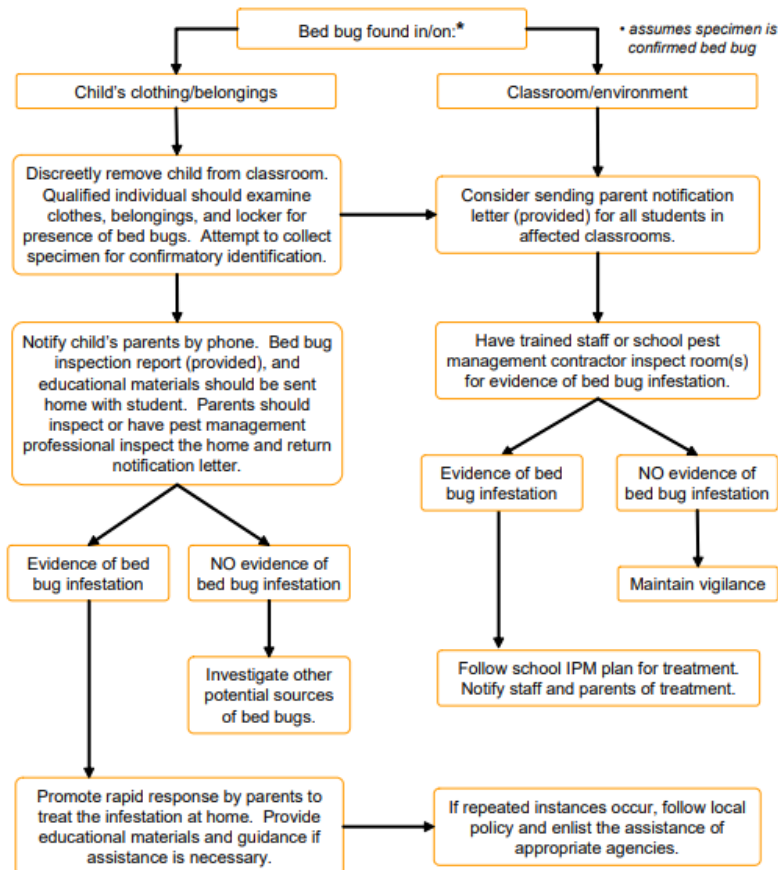
Bed Bugs: School Response Flowchart

School Responsibility:

Providing a healthy, pest-free environment in which students can excel

Parent/Caregiver Responsibility:

Providing a safe and healthy living environment for the student



See the Schools and Daycares section of Michigan's Bed Bug Prevention and Control Manual for detailed instructions.

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Asbestos Policy

ARM Industrial & Environmental Consultants, Inc. (ARM) has been retained by the JCISD to conduct and oversee our required Asbestos Hazard Emergency Response Act inspections. Our most recent three-year inspection was completed by ARM and JCISD personnel in August 2025. In between the three-year inspections, JCISD personnel conduct periodic surveillance of each building which might contact asbestos at six month intervals. Our reports are on file at the Kratz Educational Service Center building.

Asbestos and Health

Asbestos is a mineral found in certain types of rock formations. When mined and processed it takes the form of small fibers. Asbestos became a popular product throughout industry because of its unusual combination of qualities; it is strong, it will not burn, it resists corrosion and it insulates well. Asbestos has most commonly been used in schools as insulation and in building materials. It has been found in floor tile, ceiling tile, insulation, soundproofing and fireproofing materials, and various adhesive products. The potential of an asbestos containing product to release fibers is dependent upon several factors including its location and its degree of friability. Friable means that it can be crumbled with hand pressure and therefore is likely to emit fibers when disturbed. The potential health hazards associated with exposure to asbestos results from the inhalation of airborne fibers. Exposure to airborne fibers has been associated with various forms of cancer.

Findings

Asbestos is assumed to be in or found in the following materials:

Educational Service Center - Acoustical ceiling/wall finish, vinyl floor tile, duct spacers and transite

Lyle Torrant Center - Acoustical ceiling tile, duct spacers, linoleum and acoustical plaster ceiling

Camp McGregor - Vinyl floor tile

Central Campus – Pipe insulation, most of which is underground and was encapsulated as part of the renovation in 2022-23.

Other School Sites - See District Management Plan

Recommendations

These materials were all found to be in good condition. The primary recommendation is to continue proper maintenance procedures to maintain these materials in good condition, and if replacement becomes necessary to make sure they are properly removed and replaced with non-asbestos-containing materials. Detailed descriptions of the recommendations are available for review both at the school building and central office.

What does all this mean?

Fortunately, most asbestos containing materials in schools can be dealt with safely and responsibly. Asbestos that is well managed and maintained in good condition appears to pose relatively little risk to students and school employees.

Mr. Roger Auwers, our Jackson County Intermediate School District Director of JCISD Finance/Operations, is the designated person in charge of asbestos within the school district. If you have any questions concerning asbestos findings at the Central Campus, you may contact Mr. Auwers.

Pesticide Policy

The State of Michigan laws require us to notify you prior to the application of any pesticide in our buildings (MCL 324.8316, Notice of Pesticide Application at School or Day Care Center). We are on an application cycle of three times per year for the exterior of the building and monthly for the interior. Any needed pesticide applications will be scheduled outside of school hours or on the weekend. We have contracted with a professional pest control company that uses a variety of products according to label and governmental regulations. Copies of these labels and safety data sheets are available upon request.

Child Safety GPS and Audio Child Tracking/Monitoring Systems

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity in school. This includes placing recording devices, or other devices with one or two way audio communication technology (ie, technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located) within a student's bag, on the student's person or otherwise in an area capable of listening in or recording without expressed written consent of the JCISD Superintendent. Any requests to place a recording device or other device with one or two way audio communication technology within a student's bag or on a student's person shall be submitted in writing to the building supervisor. The District representative shall notify the parent/guardian(s) in writing, whether such a request is denied or granted within five (5) days. The building supervisor or designee must be given access by the parent to be a school guardian on the device to ensure the Listen In feature is disabled during school hours due to privacy concerns.

Student Attendance Policy

It is important for students to attend school daily as per compulsory school attendance laws. Before or on the day that a legitimate absence occurs, please contact the school office, 517-867-5900 to explain your child's absence and notify JCISD transportation at 517-788-5904. A determination for excused or unexcused absences will be made by the school supervisor or designee.

Excused absences typically include:

- Doctor's appointments (must provide school with valid doctor slip)

- Illness with doctor's excuse (must provide school with valid doctor slip)
- Extreme emergency
- Death in the family
- School related and approved activities
- Religious Holidays

Absent Notified:

- Illness but parent/guardian notified prior to absence

Unexcused absences may include:

- Illness with no doctor's excuse/no notification
- Babysitting/Caregiver
- Vacations

Notification of absence concerns will be sent to parents according to the following:

- Letter of concern with community resources to assist with absences will be mailed home once a student has reached their 5th unexcused absence or tardy (list of absences/tardies will be listed on the letter)
- Letter of concern with community resources will be mailed home once a student has reached their 9th unexcused absence or tardy (list of absences/tardies will be listed on the letter)
- Potential referral to JCISD's Truancy Officer once a student has reached either 10 or more unexcused absences or when they reach up to 10% days absent of total possible days.

Any student who arrives at school 15 minutes past their scheduled start time will be marked tardy. All students arriving at school after the school day start time must be signed in by a parent/guardian with the secretary. Students are not permitted to leave school grounds at any time during the school day without being signed out by a parent/guardian or an adult listed on the emergency contact form.

JCISD Transportation - 517-788-5904

If your child will not be riding the bus to or from school on a regularly scheduled school day, contact the transportation office to notify them.

Due to the tight schedule of the bus routes, drivers will wait for a maximum of 2 minutes for your child to get on the bus before leaving for their next stop.

If your child is absent for three days and you do not notify the transportation office, the bus will not return for pick up until a parent calls transportation.

JCISD Transportation will only transport to and from the routed address and will not pick up or drop off from other locations including friends, etc.

Bus drivers and/or bus attendants are not permitted to transport medications to school for a parent.

No vehicles are permitted in the bus loop at Central Campus at any time. All cars must park in the East or West parking lots.

Student Drivers

Should students obtain a driver's license during their time of enrollment at JCISD, they generally will not be permitted to drive to and from school at Central Campus. Students attending Central Campus are provided transportation to and from school by the JCISD.

Rights to Homeless Students

Students who meet the definition of homeless have certain rights related to education. Students, parents/guardians who need information regarding rights for homeless students and/or want to file a dispute related to these rights may contact Kimberly Brown, JCISD Truancy and Special Populations Coordinator, 517-768-5264, kimberly.brown@jcisd.org . Anita Swan, anita.swan@jcisd.org . 517-867-5939, McKinney Vento Liaison, JCISD Special Education, and MarKeese Boyd, markeese.boyd@jcisd.org, 517-740-2489, Whole Child Coordinator.

Disciplinary Procedures and Student Behavior

It is the responsibility of Central Campus staff to encourage & teach appropriate and safe behaviors. Strategies and routines which promote student success include but are not limited to:

- Providing a positive climate in a structured classroom/school environment with consistent routines
- Establishing classroom rules/expectations and reviewing them regularly
- Teaching daily routines that promote independence
- Using visual supports
- Being consistent with behavioral expectations and consequences
- Using positive feedback and reinforcement
- Modeling and reinforcing desired behaviors
- Use of positive rewards, token economy systems, verbal praise, & special activities to reinforce positive choices
- Use of Positive Behavior Intervention and Supports (PBIS)
- Use of Non-Violent Crisis Prevention Intervention techniques

In cases of chronic, severe, or unsafe behavior, a meeting with support staff, classroom staff, and parents/guardians will be arranged to determine necessary interventions.

Emergency Restraint/Seclusion

All key identified personnel at Central Campus are trained annually and receive certification through Crisis Prevention Institute (CPI). In addition, Central Campus staff are CPR and First Aid certified. Staff use CPI to recognize different levels of student behavior in order to intervene quickly and appropriately for the behavior the student is displaying, as well as specific de-escalation techniques to use to minimize that behavior. When a student is displaying unsafe behaviors that are determined to present imminent danger to self or others, CPI non-violent restraint or seclusion may be used as a last resort, using a level of physical restraint that is appropriate and proportionate to the behavior that is presenting imminent danger to self or others and will not be used longer than necessary for the child to regain control of his/her behavior.

If your child is restrained or secluded, you will be notified immediately following the incident or during the incident if another staff member is available to do so. You will also receive written notification of the incident that led to the restraint or seclusion and a debriefing meeting will be scheduled with the parent for each restraint/seclusion occurrence.

Suspensions

Suspension is defined as a temporary removal of the student from Central Campus. The JCISD considers the suspension policy part of the learning process for our students by enabling them to learn that there are consequences for their choices. Factors that will be considered when making a determination of a suspension include the student's age, the history of behavior interventions with the student, the seriousness of the violation or behavior, whether the student action threatened the safety of others, whether restorative practices are appropriate under the circumstances, etc.

Procedures for Suspensions:

- Parent/legal guardian will be informed by phone of the incident that led to suspension, as well as the dates the student will be suspended, and when he/she can return.
- Parent/legal guardian will receive written notice of the behavior that led to suspension, as well as the dates the student will be suspended and when he/she can return
- Transportation will be notified to stop transport for the duration of the suspension

State Law Discipline Requirement

If the situation involves a weapon, state law requires additional questions be asked which could impact disciplinary action taken. Parents/legal guardians are reminded that all students at Central Campus have to abide by the mandate of the Revised

School Code (MCL 380.1311-1313 and federal statute (20 USC 71510), as they relate to the possession of weapons and drugs, and with respect to various threats, except where their disability may be a factor. Per JCISD Board Policy 3408, Central Campus prohibits the possession of a weapon. Weapons include, but are not limited to: firearms, guns of any type including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

Students who may be a threat to themselves or others may be considered for an alternative placement by the student's IEP Team members.

Bullying and Harassment

We strive to provide a safe nurturing educational environment for all students at Central Campus. Bullying behavior toward others is prohibited. This includes written, physical, verbal and psychological abuse toward another student(s) which causes or threatens to cause bodily harm, creates reasonable fear for personal safety, substantially interferes with educational opportunities or has a substantial detrimental effect on a student's physical or mental health.

- Physical- may include hitting, kicking, spitting on, pushing, damaging personal property
- Verbal- may include taunting, malicious teasing, insulting, name calling, making threats
- Psychological- may include spreading rumors, manipulating social relationships, coercion or engaging in social/shunning, extortion or intimidation. This may occur in a number of ways including, but not limited to, notes, emails, social media postings, verbally
- Violation of this standard may result in disciplinary action per Board policy 5207.

Use of Tobacco and Non-Tobacco Nicotine Products

Students are strictly prohibited from using and possessing tobacco and non-tobacco nicotine products on school property and at district related events. Students who violate this standard may be disciplined. Families and visitors are prohibited from using tobacco and non-tobacco nicotine products on district property and at district related events. More information is available in Board Policy 3102.

Drug and Alcohol Prevention

The use of illicit drugs and the unlawful possession, sale or use of alcohol is prohibited. Students who violate this standard may be disciplined and could be

referred for prosecution. Students and parents who want assistance with these matters may ask school for information and referrals for substance abuse counseling. More information is available in Board Policy 3102.

Search and Seizure

In situations where there is reasonable suspicion; items including but not limited to lockers, backpacks, desks, may be searched by a school official per board policy 5103.

Personal Cell Phone/Electronic Devices Policy

In order to reduce distractions to the learning environment as well as power struggles that often lead to student behaviors, the use of personal electronic communication and listening devices including but not limited to cell phones, iPods, iPads, MP3 players, etc. may only be used on the bus, before class begins, or during breaks with staff permission. Any personal electronic device should be turned off and put away once school is in session. Devices can be placed in the student's backpack, locker, or locked in a designated area in the classroom. Any student who wishes to contact home during the day will be permitted to do so from the office. If students do not comply with putting personal electronic devices away appropriately, parents/legal guardians will be contacted to pick up the device from school. Failure to follow these guidelines may result in disciplinary action.

Personal Items

Personal, non-educational related items (such as toys, blankets, trading cards, etc) should be kept at home. Bringing personal items creates a distraction to the learning environment and often creates conflict in the classroom, playground and on the bus. Some classroom teachers permit students to bring backpacks to school, however under certain circumstances, your child may be asked to leave backpacks/bags at home.

Dress Code

Student dress code is established to teach discipline and respect, prevent disruption, and to avoid safety hazards. If a student is not following the dress code, a parent/guardian may be contacted to bring a change of clothes.

- No midriff shirts- the mid-section of the body is to be covered
- Tank top straps must be approximately 2-3 inches (the width of 2-3 finger)
- Shorts, skirts and dresses should be at least mid-thigh length or arm's length (whichever is longer) when standing
- Hoods, hats, bandanas and head coverings are not permitted unless approved on a special occasion
- No masks or other face coverings are permitted, except as a religious accommodation or when necessary due to illness prevention
- Students must wear footwear

- No clothing that includes inappropriate or suggestive language/images that would likely cause a substantial disruption to the educational environment

Physical Education and Swim Class

Central Campus has an adaptive PE teacher for gym class. Some classrooms may have the opportunity to use the JCISD North Campus pool. Participating in the PE and/or swim class may be a requirement to receive High School Credits for some students. All students must have a signed permission slip on file annually to participate in these classes.

Rules and expectations for gym and swim class will be reviewed regularly by your child's teacher and the gym teacher. The following behaviors are prohibited in the pool area and your child may lose privileges of using the pool due to these behaviors:

- Spitting
- Splashing others
- Hanging on others
- Physical aggression
- Running on pool deck

The Young Adult Program (YAP)

The Young Adult Program at Central Campus is an elective program that is intended to help make the needed connections with post-school programs, supports, adult agencies, and activities that will make the students' transition into life after school productive and more meaningful. YAP will concentrate its work in the three areas of transition: Employment, Community Involvement, and Adult Daily Living.

Field Trips and Community Outings

All students must have an updated field trip permission slip completed, signed, and on file with the school annually. Most trips will be taken within the local area, and will be of interest and educational value to the students. Parents/guardians will be given advanced notification prior to each of these outings. Should a special event occur that we were not able to notify parents in advance, you will be contacted by telephone as a notification. All field trips and community outings will take place under the direct supervision of your child's teacher and other JCISD staff.

Transportation of students on most trips will be made by JCISD buses. Occasionally, students will use public transportation or be transported by a JCISD vehicle driven by JCISD staff.

Physical Therapy (PT)

When a student is determined to be eligible for Physical Therapy by an IEP Team, the physical therapy is provided by a JCISD Physical Therapist, whose responsibility is to assess the needs of the students and carry out individual therapy prescriptions/treatments, driven by the selected IEP goals. The PT may deliver direct therapy or serve as a consultant to the classroom staff.

Occupational Therapy (OT)

When a student is determined to be eligible for Occupational Therapy by the IEP Team, the occupational therapy is provided by a JCISD Occupational Therapist, whose responsibility is to assess students and develop/implement treatment plans which are driven by IEP goals. The OT carries out occupational treatment programs related to sensory-motor, fine motor, and visual perceptual skills that impact the student's ability to make progress in the educational setting. The OT may deliver direct therapy or serve as a consultant to the classroom staff, as determined by the IEP Team.

Audiology

Audiology services include complete diagnostic audiological assessments to students in Jackson County and are provided by a licensed audiologist. The audiology department also provides services and support to local school districts for deaf and hard-of-hearing students that are enrolled in their programs. These services include, but are not limited to, providing personal FM systems, classroom amplification systems, acoustic evaluations, and support to teachers. The audiologist can also serve as a communication link between medical/clinical professionals regarding information about a student's hearing loss to serve that student's educational needs appropriately. Audiology evaluations are provided annually to all Central Campus students either by our audiologist or the Jackson County Health Department. Student demographic information may be provided to the Jackson County Health Department for students needing further assistance. In addition, our audiologist may be asked to evaluate a student's ears by an RN or staff member.

School Social Work Services (SSW)

When a student is determined to be eligible for School Social Work services by the IEP Team, the school social work is provided by a JCISD Licensed Master School Social Worker, whose responsibility may include assessing behavioral concerns, addressing positive behavioral support strategies, assisting with mental health concerns, providing individual and/or group social skills sessions, assisting with behavior plans, helping families access community resources and/or consulting with teachers, parents, and administrators to provide social-emotional support in the school setting. The SSW may deliver direct services or serve as a consultant to the classroom staff, as determined appropriate by the IEP Team.

Speech and Language Services (SLP)

Speech and Language Services are provided by a Speech and Language Pathologist. The SLP works directly with students and staff providing a variety of language experiences and materials suited to meeting the varied communication goals of the student. The SLP may deliver direct services or serve as a consultant to the classroom staff, as determined by the IEP Team.

Commonly Used Abbreviations

ASD - Autism Spectrum Disorder

EI - Emotional Impairment

FBA - Functional Behavior Assessment

IEP- Individualized Education Plan

IFSP- Individualized Family Service Plan

LD- Learning Disability

MDR- Manifestation Determination Review

OHI- Otherwise Health Impaired

OT - Occupational Therapist

PBSP - Positive Behavior Support Plan

PT - Physical Therapist

REED - Review of Existing Evaluation Data

SLP- Speech and Language Pathologist

SSW - School Social Worker

MICI - Mildly Cognitive Impairment

MOCI - Moderately Cognitive Impairment

YAP - Young Adult Program

Community Support Agencies

Jackie Morris - disABILITY Connections 517-990-8061

Notice of Nondiscrimination

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

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

Designated Title IX Coordinator
ASSISTANT DIRECTOR OF SPECIAL EDUCATION
6700 BROWNS LAKE ROAD, JACKSON MI 49201
517-768-5129
AMY.ROGERS@JCISD.ORG

PRINCIPAL, JACKSON AREA CAREER CENTER
6800 BROWNS LAKE ROAD, JACKSON MI 49201
517-768-5100
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PRINCIPAL, JCISD NORTH CAMPUS
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BRITTANY.ROURKE@JCISD.ORG

Designated Section 504 Coordinator
DIRECTOR OF SPECIAL EDUCATION
6700 BROWNS LAKE ROAD, JACKSON MI 49201
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MAUREEN.KEENE@JCISD.ORG

Designated Civil Rights Coordinator/Employment Compliance Officer
DIRECTOR OF HUMAN RESOURCES
6700 BROWNS LAKE ROAD, JACKSON MI 49201
517-768-5155
ELIZABETH.GAYLE@JCISD.ORG

Employee and Community Relations Officer
6700 BROWNS LAKE ROAD, JACKSON MI 49201
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MARCUS.GILL@JCISD.ORG

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at JCISD.ORG.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

2025-2026



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