

JACKSON PUBLIC SCHOOLS
REGULAR BOARD OF EDUCATION MEETING
Jackson High School
July 28, 2026

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
 - Sex Education Update - Kelly Crum
6. Consent Agenda
 - 26-27-01 Minutes
 - 26-27-02 Human Resources
 - 26-27-03 JPA Contract Renewal
 - 26-27-04 JPSAA Contract Renewal
 - 26-27-05 Elementary Handbooks - Common Pages
 - 26-27-06 Secondary Handbooks - Common Pages
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
 - 26-27-07 Superintendent's Mid-Year Report
9. Action Items
 - 26-27-08 Superintendent Contract Extension
10. Board Comments
10. Calendar
 - August 18, 2026 Regular Meeting, JHS Media Center, 6:00 pm
11. Adjournment

JPS SEAB MIPHY

What is the MIPHY Survey?

The Michigan Profile for Healthy Youth (MiPHY) is a voluntary, anonymous online survey designed for 7th, 9th, and 11th-grade students to assess health-related behaviors and needs. It is administered every other school year and sponsored by MDE. The survey collects data on substance use, violence, physical activity, nutrition, and emotional health to help schools guide prevention and health programs.

Based on the Michigan Profile for Healthy Youth (MiPHY) reports for Jackson High School and Parkside Middle School, sexual behavior trends showed several notable shifts between the 2021-2022 and 2025-2026 school years.

During the current school year 242 JHS students and 159 Parkside students completed the survey.

Jackson High School Trends & Noticings

For high school students, there was a general decline in several key indicators of sexual activity and protective behaviors:

- **Sexual Activity Prevalence:** The percentage of students who had ever had sexual intercourse decreased slightly from **21.2%** in 2021-22 to **20.3%** in 2025-26. However, recent sexual activity (within the past 3 months) saw a more significant drop from **16.2%** to **10.4%**.
- **High-Risk Behaviors:** The percentage of students reporting **four or more sexual partners** in their lifetime fell from **3.7%** to **1.4%**. The number of students who had their first sexual encounter before age 13 increased slightly from **2.7%** to **3.4%**.
- **Protective Measures:** Among sexually active students, **condom use** during their last encounter dropped significantly from **68.8%** to **46.7%**. Similarly, the use of **birth control pills** to prevent pregnancy fell from **35.6%** to **7.1%**.
- **Outcomes and Safety:** Reports of ever being **pregnant** or getting someone else pregnant decreased from **2.4%** to **0.7%**. Conversely, the percentage of students who reported being **physically forced** to have sexual intercourse rose slightly from **8.6%** to **9.2%**.
- **Sexual Identity:** Students identifying as **heterosexual** increased from **68.6%** to **76.4%**. Those identifying as **gay, lesbian, bisexual, or another identity** decreased from **21.6%** to **16.7%**, and students who were **unsure** of their identity dropped from **6.8%** to **4.2%**.

Parkside Middle School Trends

Middle school trends, specifically among 7th graders, showed a more pronounced decrease in early sexual activity:

- **Sexual Activity Prevalence:** The percentage of students who had **ever had sexual intercourse** dropped sharply from **9.1%** in 2021-22 to **3.3%** in 2025-26.
- **Early Onset and Partners:** Students reporting their **first sexual encounter before age 11** decreased from **5.8%** to **1.6%**. Those reporting **three or more partners** in their lifetime also fell from **2.5%** to **0.8%**.
- **Sexual Identity:** In contrast to the high school trends, the percentage of middle school students identifying as **heterosexual** remained relatively stable, moving from **64.6%** to **63.4%**. However, those identifying as **gay, lesbian, bisexual, or another identity** increased from **23.4%** to **26.8%**. The percentage of students who were **unsure (questioning)** their identity decreased from **6.3%** to **4.1%**.
- **Same-Sex Contact:** The reported percentage of students who had ever had **same-sex sexual contact** decreased from **5.1%** to **3.4%**.

Data regarding students identifying as transgender is only available in the **2025-2026** report for **Jackson High School**.

At **Jackson High School** during the **2025-2026** school year, the data shows the following:

- **Overall Prevalence:** **3.4%** of the student body identified as transgender.
- **Grade Level:** Identification was slightly higher among **9th graders (3.8%)** compared to **11th graders (2.9%)**.
- **Gender:** A higher percentage of students assigned **female** at birth identified as transgender (**6.8%**) compared to those assigned **male (1.0%)**.
- **Race and Ethnicity:**
 - **Hispanic/Latino** students had the highest rate of transgender identification at **8.3%**.
 - **White** students followed at **4.5%**.
 - **0.0%** of **Black** students in the survey identified as transgender.
- **Academic Performance:** There was a significant disparity based on grades. Among students receiving mostly **Ds or Fs**, **20.0%** identified as transgender, compared to only **2.5%** of students receiving mostly **As or Bs**.

JPS opt out and sex ed curriculum.

<https://resources.finalsite.net/images/v1782412549/jpsk12org/g5ckjbsreylmzwsozwwk/UpdatedSexEdOptOutRev6-2026.pdf>

[Sexual Health & HIV/AIDS Education](#) link to the JPS webpage

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 28, 2026

ITEM: 26-27-01

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, 2026 [Finance/Facilities Meeting](#)

June 23, 2026 [Public Hearing/Regular Board Meeting](#)

JACKSON PUBLIC SCHOOLS
Finance/Facilities Committee
Reynolds Hall
Meeting Minutes of 6/17/26

Call to Order:

The meeting was called to order at 11:00 AM by Derek Dobies.

Members Present:

Marilyn Acton, Derek Dobies, Jeremy Patterson, Carrie Putman, Jessica Southwell, Todd Frey, Jesse Hagensen, Joe Boertman, Marcus Leon, Matt Farhat

Approval of Agenda and Minutes:

The agenda for today's meeting and the minutes from the 5/6/2026 meeting were approved.

Finance Update:

The check register for May was presented and all questions have been answered.

The 26/27 Adopted Budget was discussed. The committee reviewed the documents to be presented at the June BOA meeting. The district is budgeting a flat pupil count, \$250 per pupil foundation increase, slight decreases to retirement costs, federal revenues as flat, health insurance cost increases, and changes to union contracts. The fund balance estimated at 6/30/2027 is just over 14 million dollars or 18.14%. Approval will be sought at the June BOA meeting.

The 25/26 final amended budget was presented. The original adopted budget provided a 2 million dollar deficit which was reduced down to 1.4 million dollars at the final amendment. The final projection for 25/26 is a 19.22% fund balance. Final figures will be determined over the new few months with accruals, year end accounts payable, and audit. Approval of the final amendment will be sought at the June BOE meeting.

A bond update was provided. Contractors are preparing to begin the JPS Montessori roof project on June 29th and will conclude in early July.

School buses must be updated on a rotation. Two propane buses are budgeted in the 26/27 budget at a cost of \$167,000. Approval will be sought at the June BOE meeting.

Adjournment:

The meeting was adjourned at 11:43 am; next meeting will be August 12, at 10 am; Reynolds Hall

JACKSON PUBLIC SCHOOLS
Board of Education Minutes
Regular Meeting
June 23, 2026

The Board of Education of the Jackson Public Schools held its Regular Meeting at 5:45 p.m. on Tuesday, June 23, 2026 at Jackson High School, 544 Wildwood Ave., pursuant to notice duly given.

Present: Marilyn Acton, Derek Dobies, Tabitha Williams, Alaina Sharp, Kesha Hamilton
Absent: Subba Reddy

Public Hearing on 2026/27 Proposed Budget

The public hearing called to order at 5:45 pm.

Mr. Leon presented the 2026/27 proposed budget. The board was given an opportunity to ask questions and provide input.

The public hearing adjourned at 6:05pm.

President Action called the regular meeting at 6:06pm.

Approval of Agenda

Motion by M. Acton to add action item 25-26-114 the appointment of a school board member.
Motion by D.Dobies to move 25-26-107 to action item. Support by T. Williams

Motion by D. Dobies, supported by A. Sharp, to approve the agenda. Motion carried unanimously. Motion carried 5-0

Superintendent's Report

Superintendent Patterson presented awards from Michigan Association of School Board to Trustee Sharp, President Acton, former President Hunt and former Trustee Simonetti for their completion of board member training and classes . He also recognized Kelly Crum for her efforts and leadership in the Juneteenth celebration.

Board of Education interviews were conducted. Applicants were allotted ten minutes to respond to questions from the Board regarding their previously submitted application and questions

1. Angelene Patton (6:13)
2. Lisa Groom (6:23)
3. William Baird (6:30)
4. Tyshon Gray (6:42)

Consent Agenda

The consent agenda consisted of the following items:

- 25-26-103 Minutes
- 25-26-104 Human Resources
- 25-26-105 Monthly Financial Report, May

- 25-26-106 MHSAA Participating Resolution

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

Citizens Requesting to Address the Board

Action Items

25-26-108 NEOLA Update, 2nd Reading

Ms. Acton mentioned that she does not support po2417 and po2418

Motion by T. Williams supported by D. Dobies, to approve the NEOLA updates as presented. Motion carried 4-1 (no-Acton)

25-26-109 SIS Change

Motion by D. Dobies, supported by T. Williams, to approve the SIS change as presented. Motion carried unanimously

25-26-110 Bus Purchase

Motion by A. Sharp supported by D. Dobies, to approve the bus purchases as presented. Motion carried unanimously

25-26-111 Stormwater Mgt Resolution

Motion by D. Dobies, supported by A. Sharp, to approve the stormwater resolution as presented. Motion carried unanimously

25-26-112 2026/27 Budget Adoption

Motion by A. Sharp supported by D. Dobies, to approve the 2026/27 budget adoption as presented. Motion carried unanimously

25-26-113 2025/26 Final Amendment

Motion by A. Sharp, supported by D. Dobies, to approve the 2025/26 final budget amendment as presented. Motion carried unanimously

25-26-107 Allen School- Right of First Refusal

Mr. Beer came to present on the issue of the Allen School - Right of First Refusal.

Motion by D. Dobies, supported by T. Williams, approval of authorizing the signature of the approval of the termination of the right of first refusal and authorize the Superintendent to effectuate any actions necessary to terminate the right of first refusal Motion carried unanimously

25-26-114 Board Vacancy Appointment

Board members were given the opportunity to identify their top two choices from the interview candidates.
Kesha Hamiton: Angelene Patton and Tyshon Gray
Tabitha Williams: Tyshon Gray and Angelen Patton
Alaina Sharp: Tyshon Gray and William Baird
Derek Dobies: William Baird and Tyshon Gray
Marilyn Acton: William Baird and Angelene Patton

Motion by D. Dobies, supported by K. Hamilton, to appoint Tyshon Gray as board member for a 6 month term until December 31, 2026. Role call vote was done. Motion carried 4-1 (no-Acton)

Board Comments

The Board members were given an opportunity to provide comments.

Calendar

- July 28, 2026 Regular Board Meeting, JHS Media Center, 6:00 pm
- JHS Centennial Committee Meeting

Adjournment

Motion by D.Dobies, supported by T. Williams, to adjourn the meeting at 7:39 pm. Motion carried unanimously.

Alaina Sharp, Board Secretary

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 28, 2026

ITEM: 26-27-02

SUBJECT: Human Resources

FOR ACTION: Human Resources

STATEMENT OF THE ISSUE:

New Hires

Rose Bednar has been hired to teach 4th grade at Hunt Elementary. She received her Bachelor's degree from Saint Mary's College.

Shawn Caldwell has been hired to teach 5th grade at Northeast Elementary. He received his Master's degree from Indiana University Fort Wayne.

Corrie Castle has been hired as the MTSS coach at Cascades Elementary. She received her Master's degree from Eastern Michigan University.

Ishina Kane has been hired to teach 4th grade at Sharp Park Academy. She received her Bachelor's degree from Southern New Hampshire University.

Chloe Kraabel has been hired to teach lower elementary at Montessori Center. She received her Bachelor's degree from Spring Arbor University.

Jacob DePalma has been hired to teach music at Northeast Elementary. He received his Master's degree from Eastern Washington University.

Monique Jackman has been hired to teach special education at Northeast. She received her Master's degree from Grand Canyon University.

Que'Saundria Johnson has been hired to teach 1st grade at Cascades Elementary. She received her Bachelor's degree from Spring Arbor University.

Dayna Miller has been hired to teach lower elementary at Montessori Center. She received her Bachelor's degree from Grand Canyon University.

Christina Nieto has been hired for the counselor position at South Central Michigan Virtual. She received her Master's degree from Siena Heights University.

Amber Pedersen has been hired to teach ELL at Jackson High School. She received her Master's degree from Siena Heights University.

Joshua Siegrist has been hired to teach science at South Central Michigan Virtual

Options. He received his Bachelor's degree from Michigan State University.

Shannon Stout has been hired to teach music at Middle School at Parkside. She received her Bachelor's degree from Central Michigan University.

Kelly Tulloch has been hired to teach 5th grade at Sharp Park Academy. She received her Bachelor's degree from American Military University.

Kristopher Wallace has been hired to teach business education at Jackson High School. He received his Master's degree from Concordia University.

Ellianna York has been hired to teach kindergarten at Cascades Elementary. She received her Bachelor's degree from Michigan State University.

Resignations

Molly Essayian has resigned from the district effective August 24, 2026. Molly taught English/Social Studies at South Central Michigan Virtual Options.

Aesha Lietaert has resigned from the district effective August 24, 2026. Aesha taught math at Middle School at Parkside.

Crystal Stineman has resigned from the district effective August 24, 2026. Crystal taught special education at Sharp Park Academy.

Kenneth Wedgwood has resigned from the district effective August 24, 2026. Kenneth taught science at South Central Michigan Virtual.

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 28, 2026

ITEM: 26-27-03

SUBJECT: [JPA Contract Renewal](#)

FOR ACTION: Jeremy Patterson

STATEMENT OF THE ISSUE:

A tentative agreement has been reached with the Jackson Paraprofessional Association. The members ratified the contract on June 15, 2026.

RECOMMENDATION:

Administration recommends approval of the JPA contract renewal agreement as presented.

J.H.
J.S.
K.

6-15-26.
WR 6/15/26

**JPA Bargaining
Cabinet Response to JPA
June 15, 2026**

The district is offering a 3-year contract to commence July 1, 2026: 2026-27, 2027-28, 2028-29

ARTICLE VI - MEMBERSHIP AND PAYROLL DEDUCTIONS

A. The Board agrees promptly to advise the Association of all additions, deletions, or change in status of members of the bargaining unit.

B. The Board shall also make payroll deductions upon written authorization from employees for the following and any other programs jointly approved by the Association and the Board:

1. Credit Union
2. Tax-Sheltered Annuities
3. Professional Association
4. Insurance Options available in the District
5. United Way
6. Savings Bonds
- 7. Union Dues**

ARTICLE XI - LEAVES OF ABSENCE

B. Leaves of Absence with Pay Charged Against Sick Leave Time PTO.

C. 2. Absence when called for jury duty. Upon turning in proof of jury duty service, the employee's compensation will be paid at their regular hourly rate. The paraprofessional concerned will receive the monetary difference, if any, between their regular wage rate and jury pay.

ARTICLE XII - HOLIDAYS AND WORK DAYS

A. Holidays will be paid as follows:

New Year's Day
Martin Luther King Day
Presidents' Observance Day

½ Day Good Friday

Friday Before Spring Break

Spring Break

Memorial Day

Juneteenth (only for those participating in summer work)

Labor Day

½ Day Before Thanksgiving

Thanksgiving Day

Christmas Eve Day

Christmas Day

News Year's Eve Day

Provided the paraprofessional was on a paid status the last workday prior to and the first workday after the holiday. Paraprofessionals will also be paid for special holidays as designated by the Board of Education.

Paid leave days may not be used on school days immediately preceding or following holiday or vacation periods.

ARTICLE XVI - MENTOR PARAPROFESSIONALS

A. **Mentor Paraprofessionals**

1. Each new paraprofessional shall be assigned a Mentor Paraprofessional during the new paraprofessional's first school year.
2. The mentor paraprofessional 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 Paraprofessional:
 - a. Mentors shall be paraprofessionals with at least one (1) year of experience and a current evaluation rating of effective or highly effective.
 - b. Whenever practical, mentors shall work in the same building and shall have the same job description as the new paraprofessional.
 - c. Mentors shall not participate in the evaluation of a new paraprofessional. **Mentors, mentees, and administration will work collaboratively to support best practices.**

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 receive a two one hundred (\$200.00 ~~400~~) stipend **for each mentee per trimester**

f. **The District will provide training annually to mentor paraprofessionals. The duties and responsibilities for all mentors shall be reviewed in the annual training session. Mentors may be provided access to local, county, and/or state training as available or as requested**

g. **Mentor paraprofessionals and new paraprofessionals will meet and establish plans for interaction. These plans may include conferences, visitations, observations, and demonstrations.**

h. **Mentors will submit logs to their administrators prior to the end of each trimester, and these logs will be placed in mentee's personnel file.**

APPENDIX A - JPA HOURLY RATES

2026-27: 6 percent increase

2027-28: 2 percent increase

2028-29: 2 percent increase

Eligible members will continue to advance through the steps of the pay schedule.

APPENDIX C Evaluation Tool

To the extent the CBA is not impacted by the proposals above, the CBA shall include current contract language, as amended by the Tentative Agreement executed on June 23, 2025.



APPENDIX XYZ

Paraprofessional Evaluation Form

T. H.
J. H.
6-15-26.
MWR 6/15/26

E- Exceeds expectations

M - Meets expectations

NI- Needs improvement

Any rating of NI needs to include a comment of explanation/feedback

Attendance factors	E	M	NI
Give principal and cooperating teacher reasonable notice for absences.			
Attendance 0-4 days = exceeds expectations 5-11 days = Meets expectations 12 or more days = needs improvement			
Use the District's time tracking program for time sheets and absence management accurately.			
Arrive to work and reports to assigned duties on time.			

Comments:

Work Habits	E	M	NI
Demonstrate respect for diversity and promote an inclusive environment.			
Help maintain an organized and clean classroom, including setting up and preparing learning materials; material prep/organization.			
Follow school and district procedures.			

Comments:

Student support services	E	M	NI
Actively monitor to ensure children are supervised at all times, including during recess, lunch, and other non-instructional times.			

Helps administer and proctor tests, checks student progress, and tracks results. Share this information clearly with teachers and coaches. Assessments including but not limited to: • Screeners and core phonics survey • Running records • iReady • MSTEP			
Work well with single students or small groups to practice and reinforce concepts and skills in various subjects.			
Help teacher to monitor student progress and behavior, ensuring a safe and productive classroom environment; provides feedback to students appropriately.			
Provide classroom-based supports for students in collaboration with the teacher to promote accessibility of instructional activities for all students.			
Collect data to document academic and behavioral successes and concerns; utilize data tracking mechanisms to share/communicate.			
Follow child abuse/neglect policy & procedures.			
Maintain confidentiality and follow FERPA guidelines.			

Comments:

Works and relates effectively with students and staff	E	M	NI
Communicate with MTSS coaches to understand students' needs and intervention grouping goals/expected outcomes.			
Communicate with GenEd cooperating teachers to support students in the classroom setting.			
Build and maintain respectful, positive relationships with all students and school staff.			
Participate in meetings, training sessions, and professional development opportunities.			

Comments:

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 28, 2026

ITEM: 26-27-04

SUBJECT: [JPSAA Contract Renewal](#)

FOR ACTION: Jeremy Patterson

STATEMENT OF THE ISSUE:

A tentative agreement has been reached with the Jackson Public Schools Administrators Association. The members ratified the contract on June 22, 2026.

RECOMMENDATION:

Administration recommends approval of the JPSAA contract renewal agreement as presented.

JPSAA Bargaining
June 22, 2026

1. The District is offering a **3-year contract** to commence August 1, 2026: 2026-27, 2027-28, 2028-29.

2. ARTICLE VII - GRIEVANCE PROCEDURE AND NO STRIKE CLAUSE

Section A - Grievance Procedure

2. To be valid, a grievance must be filed within ~~five school days~~ ten (10) calendar days the time the grievant becomes aware, or should have been aware of the event which gave rise to the alleged grievance.

3. ARTICLE VI- ASSIGNMENTS, VACANCIES, PROMOTIONS AND TRANSFERS

a. Section A - Assignments, Transfers and Vacancies

1. Notification of Vacancies - Whenever any vacancy in any bargaining unit position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association and providing via school email to each bargaining unit employee. No vacancy shall be filled, except in case of emergency, on a temporary basis, until such vacancy has been posted for at least five (5) calendar days. Any-member may apply for such vacancy.

4. ARTICLE IX - ADMINISTRATIVE LEAVES

Section A - Leaves of Absence Charged Against Sick Leave Time

4. Personal Leave

c. Personal leave days may not be used on school days immediately preceding or following holiday or vacation periods.

5. APPENDIX X - REMUNERATION AND FRINGE BENEFITS

Increases:

26-27: 3 percent

27-28: 2 percent

28-29: 2 percent

All members eligible for step advancement will participate during the duration of the contract.

6. APPENDIX X - REMUNERATION AND FRINGE BENEFITS

Section D-Tax Sheltered Retirement Contribution

~~The District will match up to \$1,000 of employee contribution to their 403b retirement account during each year of employment as an administrator. Each administrator shall be entitled to a tax sheltered 403b, or 457 retirement account contribution, paid proportionately with each paycheck in the amount of \$4,000 annually, with an option to receive this amount in cash.~~

The District will match up to \$1,000 of employee contribution to their 403b retirement account during each year of employment as an administrator. Commencing in contract year 2026-2027, each administrator shall be entitled to a tax sheltered 403b or 457 retirement account contribution, in the amount of 6 (six) percent of salary annually, with an

option to receive this amount in cash in a lump sum on the August 7 pay. If employee leaves the District prior to December 31, the employee will reimburse the district the prorated amount of the contribution.

7. Category V/VI/VII includes 25 paid vacation days, to be used prior to the end of each contract year (July 31). Category V/VI/VII includes 25 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.~~ Unused vacation days are not to be rolled over to the following year, but will be paid out at the employee's hourly rate of pay for up to 10 (ten) unused days.

8. Category V/VI/VII Extra Duty Pay Employees in Categories V, VI, and VII are eligible to apply for extra duty pay paid at employee's hourly rate, subject to a collective annual cap of \$10,000 district-wide. This is to be pre-approved by the Assistant Superintendent of Finance and Operations.

The extra duty must satisfy two core requirements:

1. It must occur outside of regular working hours.
2. It must significantly impact the safety, security, and ongoing operations of the school district.

~~**9. Merit Pay** 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.~~

10. REMUNERATION AND FRINGE BENEFITS

Section B - Insurance Protection

Pak B - The employee will receive a cash-in-lieu of electing health insurance amount based on the JEA contract amount spread over 24 pays.

11. All JPSAA Members that select an HSA funded Health Insurance plan shall have their HSA pre-funded in January at the full amount of the deductible.

12, Section H LONGEVITY/APPENDIX B

~~Longevity pay will be paid to the Administrator or his/her estate at a rate of 25% beginning the month of retirement and an additional 25% for the next three academic years to be paid in June of those years or be paid on a mutually agreeable disbursement schedule.~~

Longevity pay will be paid to the Administrator or their estate as a single lump-sum payment upon retirement on their final contractual payout.

To the extent the CBA is not impacted by the proposals above, the CBA shall include current contract language, as amended by the Tentative Agreement executed on July 17, 2025.

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
July 28, 2026

ITEM: 26-27-05

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

FOR ACTION: 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.

JPS Belief Statement

We believe all students can achieve excellence with support from a strong community.

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.

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

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 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 District premises, in District-owned vehicles, within any indoor facility owned or leased or contracted for by the District, and/or used to provide education or library services to children, and at all District-sponsored events.

This prohibition extends to any District-owned and/or operated vehicles used to transport students and to all other District-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 District 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. **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, C, or D
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. **FALSIFYING SIGNATURE or 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 as 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 28, 2026

ITEM: 26-27-06

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

FOR ACTION: 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.

JPS Belief Statement

We believe all students can achieve excellence with support from a strong community.

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/fpco

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 District premises, in District-owned vehicles, within any indoor facility owned or leased or contracted for by the District, and/or used to provide education or library services to children, and at all District-sponsored events.

This prohibition extends to any District-owned and/or operated vehicles used to transport students and to all other District-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 District 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
Repeat 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).

involved in a worker	First Violation	Procedure B or C; parent/guardian meeting required. Any student physical altercation (fight) will be referred to the school counselor or social for conflict resolution.
	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.

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 28, 2026

ITEM: 26-27-08

SUBJECT: [Superintendent Contract](#)
Extension

FOR ACTION: Board of Education

STATEMENT OF THE ISSUE:

The Board of Education is asked to consider an extension of the Superintendent's employment contract. The proposed extension is consistent with the terms of the current contract and allows the Board to ensure stable leadership for the continued success of Jackson Public Schools.

RECOMMENDATION:

The Board will discuss the employment agreement revisions and make an appropriate recommendation.



JACKSON PUBLIC SCHOOLS
EMPLOYMENT AGREEMENT
(Jeremy Patterson)

This Agreement ("Agreement") is made and entered into this 20th day of May, 2025, by and between the Board of Education ("Board") of **JACKSON PUBLIC SCHOOLS** ("District"), and **JEREMY PATTERSON** ("Superintendent").

Pursuant to Section 1229 of the Revised School Code, being MCL 380.1229, the Board employs **JEREMY PATTERSON**, as Superintendent of Schools of the District, on the terms and conditions set forth in this Agreement.

1. **Term.** The term of employment shall be for the period from July 1, 2025, to and including June 30, 2028 (the "Term"). Before the end of the Term, the Board of Education shall consider a one-year extension of this Agreement. The Board, in its sole discretion and with or without cause, may decline to extend this Agreement for an additional year. If the Board extends this Agreement for an additional year, the Board of Education shall also establish through negotiation with the Superintendent the annual salary to be paid to the Superintendent for the school year included in the extension.
2. **Qualification and Duties.** During the Term, and any extension or renewal thereof, Superintendent agrees to:
 - a. Serve the District as its Superintendent of Schools and perform the duties required by law and directed by the Board of Education;
 - b. Obey, fulfill and implement the policies of the Board of Education of the District;
 - c. Carry out or cause to be carried out the educational program and policies of the District;
 - d. Keep the Board of Education cognizant of information which may be of importance to its members;
 - e. Prepare agendas for each regular and special meeting of the Board of Education in cooperation with the Board President;
 - f. Promote good community relations;
 - g. Prepare an annual budget, submit it to the Board of Education for approval in a timely manner, and direct expenditures within the limits of the Board approved budget;
 - h. Represent the District in dealing with other organizations, school staff, the public, and the news media;
 - i. Develop organizational goals in cooperation with the Board of Education and other interested parties and keep the Board informed of progress toward the goals; and