



Jackson Area
Career Center

Careers Happen Here!

**STUDENT/PARENT HANDBOOK
2026/2027**

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2026/2027 Dates
(Mark Your Calendar)

August 27 – First Day of Students

September 4 – September 7 – No Students/No Staff – Labor Day Weekend

September 16 – Meet & Greet & JACC 50th Anniversary

October 19 – Staff Only/No Students

November 25 – 27 – Thanksgiving Break

December 19 – End of First Semester (½ day – AM shift only)

December 21 – January 1 – Winter Break

January 18 – No Students/No Staff - MLK Birthday

February 12 – 15 – No Students/No Staff

February 25 – JACC Career Night Open House

March 26 – April 2 – Spring Break

April 26 – Staff Only/No Students

May 17 – Senior Celebration Ceremony/Last Day for Seniors

May 31 – No Students/No Staff - Memorial Day

June 9 – Last Day For Juniors (dates may vary by local school)

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

Current Career Center Classes

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

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

GENERAL POLICIES & PROCEDURES

Academic Credit & NCAA Eligibility JACC's Career and Technical Education (CTE) curriculum incorporates academic credits. All students must complete the entire required curriculum, regardless of whether they are earning credit for it. Student's local school awards these credits and is responsible for initiating the necessary paperwork and determining credit eligibility. Important Note: JACC programming is not approved by the NCAA Eligibility Center and does not count toward NCAA eligibility requirements. Please consult your local high school counselor for specific information about Michigan Merit Curriculum (MMC) requirements.

Accidents/Safety To minimize accidents, it is crucial that all students follow the safety program outlined by their instructor. Many safety rules in our labs are the same as those followed in professional workplaces. If you are involved in an accident, report it immediately to your instructor, who will ensure you receive care. Some JACC programs require students to wear safety glasses, which are provided by the Career Center. Due to the nature of work in certain areas, protective footwear is strongly recommended but not required. Any health problems that could affect your participation in your JACC program, or pose a risk to fellow students, should be reported to your instructor and/or counselor.

Accommodating Persons with Disabilities Individuals with disabilities will have the opportunity to participate in all school-sponsored services, programs, and activities. If you have questions about accessibility or need accommodations, please contact The Center for Student Success at (517) 990-6624, the Building Principal, or the Superintendent of Jackson County Intermediate School District. Please notify us of your accommodation needs as far in advance as possible of the scheduled function, program, or meeting.

Accessing Student Records Student records are kept on file in the Main Office. Parents, guardians, and students over 18 years of age can examine these records by making a direct request to the Building Principal. If you find any inaccurate information during your inspection, you may request amendments. You also have the right to challenge the district if these amendments are not made. Please refer to Board Policy 5309 for more detailed information. Student educational records are available to parents/guardians, eligible students, and school staff who have a legitimate educational interest in the information. Records may also be made available to other individuals or agencies as permitted by law or with a release signed by the parent/guardian or eligible student. All attendance and grade information for JACC students is available online through our PowerSchool website. You can access it at <https://jcisd.powerschool.com/public>. Login and password information will be sent to parents and guardians shortly after the start of school. It's your responsibility to keep this information secure. If you have any questions, please call 517-768-5226. For eligible family members without internet access, you can arrange to view student records at the Career Center by calling to make an appointment.

Age of Majority While 18-year-old students are recognized as adults under the Age of Majority Act, JACC is committed to treating all students equally in the application of school policies and procedures. With the exceptions listed below, all school district policies and procedures apply to students regardless of their age of majority.

Unless inconsistent with a court order, students who are 18 years or older or legally emancipated may:

- A. Access or control their student records as provided by law;
- B. Make decisions related to special education and Section 504;
- C. Request a personal curriculum;
- D. Represent themselves during disciplinary conferences;
- E. Have other rights or privileges as determined by the Superintendent or designee;
- F. Sign themselves in and out of school;
- G. Provide reason(s) for their absences and tardies;

Eligible students wishing to exercise these rights must meet with the Career Center administration and must notify the building principal or designee in writing. This information will then be communicated to the parent/guardian via a letter of notice. Until such intent is registered by the eligible student, school officials will not apply the above exceptions to school policies and procedures.

Age Requirement Generally, students cannot turn 20 on or before the first day of school to participate in JACC programs. Some special education programs may be available for older students, in accordance with their IEP. Students who exceed the age cap are encouraged to explore Adult Career Enrichment options.

Attendance Policy At JACC, our classes are built on applied knowledge, meaning active participation is crucial, regardless of whether instruction is in-person, online, or hybrid. Your grades will reflect your employability, academic performance, and lab skills. JACC operates on six marking periods (grading cycles) per academic year. If you have unexcused absences within a grading cycle, your employability grade will be reduced at that time. Employability makes up 30% of your overall grade, and specific reductions are outlined in your instructor's syllabus. If attendance is the sole reason for failing a class and not receiving credit, a test-out option may be available if you can demonstrate proficiency in program standards. A trimester equals two grading cycles.

A semester equals three grading cycles. Tardies are handled by your teacher. Excessive tardies may lead to a Student Success Plan referral. If a tardy results in you missing half or more of a class shift, it will be counted as an absence.

Excused Absences (with proper documentation):

- Death in family (up to 3 days)
- Court subpoena (during scheduled class time)
- Approved local school activity
- Funeral of immediate family
- Fulfilling a Civic Duty (ex. Jury duty, MEPS, working an election polling station)

Unexcused Absences:

- Any absence not listed above is considered unexcused. To foster positive employability habits, you are responsible for contacting your instructor when absent. Calls from parents or guardians do not excuse an absence. You cannot miss more than 9 days unexcused per semester (3 days per JACC marking period). If you exceed these limits, your future JACC enrollment will be reviewed by the administration. Ten consecutive unexcused absences will result in immediate removal from your JACC program. If you have extenuating circumstances that affect your attendance or participation, please speak with a counselor or an administrator in the Main Office. All absence documentation should be submitted to the Main Office for record-keeping and review if attendance becomes a concern. If you attend JACC from an out-of-county school or a school that doesn't follow the Jackson County common calendar, you are expected to attend JACC when it is open, even if your local school has breaks or holidays.

Career and Technical Student Organization (CTSO) The Career Center has nine active CTSOs available for voluntary student participation. These groups offer students opportunities to develop leadership skills, contribute to the community through special projects, and experience a different way of learning within their chosen career cluster. Some CTSOs provide an excellent chance to meet students with similar interests from across the region, state, and nation, allowing for idea sharing. JACC actively participates in the following CTSOs:

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

Certification Reimbursement Students may be eligible for reimbursement of certification testing fee, depending on the program. Please speak with your instructor or counselor for more details.

Change of Address If your address or phone number changes at any point during the school year, please notify your JACC counselor or the main office secretary to keep your records updated.

Closed Campus Once students arrive at the Jackson Area Career Center, they are not permitted to leave the property until they are dismissed for the day. This policy is in place for the safety and well-being of all students, regardless of their transportation method. Exceptions are made only with administrative permission. Please note that food deliveries from services like GrubHub or DoorDash are not permitted during school hours.

Communicable Diseases and Pests Given the high concentration of people in a school environment, we must take health and safety measures when others may be at risk from exposure to communicable diseases or highly transient pests (like lice). Staff may isolate a student if they are ill or have been exposed. Such isolation will be limited to the contagious period, and staff will follow the advice of health professionals, such as the County Health Department. In situations where a student or staff member has been exposed to a non-casual contact disease (e.g., HIV, Hepatitis A, B, or C, typically through blood or body fluids), the school may ask parents to have their student's blood tested. Any such testing will comply with federal law requirements and state/federal confidentiality laws.

Community Counseling and School Counseling For students needing intensive or regular counseling sessions, it may be best to seek support from a community resource outside of school hours. JACC school counselors are happy to help students and parents find appropriate community support. In some instances, with the family's and outside counselor's discretion, school counselors can collaborate with the external counselor to ensure the student feels supported at school. This collaboration requires a signed "release of information" from the student and parents.

Confidentiality Policy When seeking assistance from a counselor, it's essential for everyone to understand the benefits and limits of confidentiality. Confidentiality is a counselor's responsibility and duty to protect clients from unauthorized disclosures of information shared during counseling. However, counselors are legally obligated to breach confidentiality under the following circumstances:

- When clients pose a threat to themselves or others.
- When clients disclose an intent to commit a serious crime.
- When the counselor suspects child abuse or neglect.
- When a court orders access to a client's records.
- When clients give permission for the counselor to share information.

In Michigan, individuals over the age of 14 can seek counseling without parental permission. However, parents have a legal right to information about their child's counseling until the child is 18 years old. If parents request information about their child's counseling, the counselor may arrange a joint meeting with the child and parent.

Counselor Services JACC counselors are available to assist students with a variety of needs, including:

- Choosing a JACC class
- College and career planning
- Financial aid and scholarships
- Health insurance information
- Personal and crisis counseling
- Academic advising
- Time management and organization strategies
- Referrals to appropriate agencies

Directory Information We may release certain "directory information" about students to various individuals or parties. The main reason we share this information is to feature our students in school publications and for other beneficial purposes. However, parents and eligible students have the right to refuse this disclosure by submitting a written notification. Examples of how we might use directory information include:

- Featuring your student in a class brochure.
- Displaying your student's picture or name and class at local school conferences.
- Publishing on the JACC website.
- Including in the yearbook video.
- Recognizing students on the honor roll or through other recognition programs.
- Using in student recognition programs. This information may also appear in newspapers or be shared with employers and colleges. Additionally, federal law requires local educational agencies to provide military recruiters with names, addresses, and phone numbers upon request. Directory information that is generally considered not harmful or an invasion of privacy if disclosed includes:
 - Student's name, address, and telephone number.
 - Date and place of birth.
 - Major field of study, grade level, program, and session.
 - Local school attended.
 - Student photographs.
 - Participation in recognized activities.
 - Dates of attendance (school year enrolled).
 - Certifications, awards, and honors received.
- Scholarships and other information typically found in directories, yearbooks, and programs. We will also notify our partner colleges about students who have completed the requirements for articulation credits. If authorized, we may also release information about school preparation and attendance patterns to prospective employers. If you prefer that the Career Center not disclose this information, you must notify us by completing an Opt-Out Form within 30 days of the first day of attendance.

Dress Code At JACC, we expect students to dress and groom themselves in a clean, neat, and professional manner. Your specific program may have additional dress requirements based on industry job standards, which will be detailed in your class syllabus or directed by administration. Inappropriate clothing includes, but is not limited to, garments that are:

- Materially and substantially disruptive, or that school officials can reasonably predict will cause substantial disruption.
- Obscene, sexually explicit (e.g., Playboy symbols), indecent, or lewd.
- Promote the use of or advertise illegal substances.
- Incite violence, contain "fighting words," or pose a true threat of violence.
- Constitute hate speech or symbols, such as swastikas or Confederate flags. Students are expected to dress in a way that is conducive to a professional workplace. Please note that blankets are not permitted in the building.

Earning a 2nd Year for Focused Career Development Most JACC programs fulfill Michigan's course standards in one year, with the exception of Automotive Technology and Cosmetology. To be eligible for a second year in your program, which offers opportunities for more focused career development, you must meet the following expectations:

- Earn a C (73%) or better in both first and second semesters.
- Demonstrate proficient or exemplary skills in employability.
- Complete your initial program certification (refer to your program syllabus for specific certifications).
- Show sufficient progress in program skills/competencies.
- Do not exceed the attendance policy (see the "Attendance Policy" section above for details).

Education of Students with Disabilities The school district aims to identify, evaluate, and provide appropriate educational services to students with disabilities, as defined by the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504"). We provide a free appropriate public education in the least restrictive environment and necessary related services to all enrolled students with disabilities. For IDEA programs and services, a "student with a disability" is a person between ages 3 and 26 who requires special education services. A student who turns 26 after September 1 is still considered a "student with a disability" and can continue their special education program or service until the end of that school year. For Section 504 compliance, a "student with a disability" is someone who:

- Has a physical or mental impairment that substantially limits one or more major life activities.
- Has a record of such an impairment.
- Is regarded as having such an impairment. According to the Michigan Department of Education, students can gain valuable workplace and employment skills from CTE programs. However, if a student remains in a program with significant modifications and is unable to complete all program standards, pass the technical skills assessment, or earn industry certification, they will not receive credit for the courses in that program. You can find more information at: <https://tinyurl.com/4tyudt9j>. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" can be obtained from your local school district office.

Emergency Assistance For immediate access to thousands of services available to Michigan residents, simply dial 2-1-1. A specialist will assess your situation and provide information on resources such as counseling, food, shelter, health care, support groups, legal aid, and clothing.

Emergency Weather Procedure

- Severe Thunderstorm Warning: All activities will be moved inside of the building
- Tornado Watch: Students will only be dismissed if their local school sends buses and requests an early release for their students. Students must return home using the same transportation method they used to get to the Career Center that day.
- Tornado Warning: Your instructor and/or administration will inform students of the immediate actions to be taken.

Enrollment To enroll in a Jackson Area Career Center (JACC) program, students must first meet with their local school counselor. The counselor will determine if a JACC program fits into the student's schedule and verify that the student has enough credits to be considered a junior or is on track to graduate on time. Homeschool students wishing to participate must enroll through their local public school district. We require that prospective students visit their desired class before enrolling. Most JACC programs require one year to complete curriculum requirements and achieve applicable certifications, consistent with state standards. For students with an Individualized Education Plan (IEP), a JACC representative must participate in the prospective student's IEP meeting to ensure appropriate accommodations are provided.

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

Grades A grade indicates how much a student has learned. JACC uses a standard grading procedure that includes assessment results, homework, projects, class participation, and employability. Your instructor will provide their specific grading criteria at the beginning of the school year or semester. Since JACC classes are "applied knowledge," your presence and participation are essential. All JACC classes are for credit and cannot be audited. JACC grades will be reported to your local district and included on your student report card. We encourage parents and students to regularly check grades using the Career Center PowerSchool platform.

Job Placement A Work-Based Learning Coordinator will create a placement file for each Career Center student applying for this service. Job placement with local employers is an earned opportunity and requires meeting and maintaining additional program criteria. Each student's file will contain information related to their career goals, evaluations and recommendations from instructors and past employers, as well as their Career Center attendance and training records. A minimum grade of 73% is required to be placed and remain on job placement.

Limited English Proficiency Limited English proficiency should not hinder a student's equal participation in instruction. Career Center staff will collaborate with local school staff to determine appropriate additional support for students identified with limited English proficiency, ensuring they can fully access the benefits of their JACC classes.

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

Medical Insurance and Medication All JACC students should have medical insurance coverage. This can be through your parents/guardians or through the student insurance policy offered by your local school. If you do not have insurance, we recommend you contact your Career Center Counselor to discuss potential insurance options. All medication must be turned into the Main Office with dosage instructions and a permission slip from a parent or guardian to administer. The only exception is the use of a metered dose inhaler or a dry powdered inhaler, provided it follows the guidelines in the school code (MCL 380.1179). For prescription medications, the Career Center requires a written physician's prescription. All medications must be in their original containers. The school is authorized to maintain a small supply of epinephrine auto-injectors ("epi-pens") for emergency treatment of severe allergic reactions (anaphylaxis). Some school staff are trained to administer this medication according to state guidelines. Parents/guardians will be promptly notified if this medication is administered to a student. Students may carry over-the-counter (OTC) medications such as ibuprofen or acetaminophen, provided written permission is on file with the office. The Career Center will not provide these medications to students.

Other Personally Identifiable Student Information There are rare circumstances where the Career Center may be required to disclose personally identifiable information about a student. Under State Law and Board Policy (MCL 380.1136), parents and guardians have the right to request, in writing, information regarding such disclosures. This includes details on what information was shared, with whom, and the reason for the disclosure.

Parent Involvement See Appendix A for Board Policy 5401

Personal Counseling Beyond career and academic advising, JACC counselors often meet with students and/or parents to discuss personal issues. It's important to understand that counselors believe in student self-determination. This means we'll help students make decisions by assisting them in gathering as much information as possible. A counselor might even suggest a specific course of action based on a student's stated goals. Our primary aim is to help students advocate for themselves and take responsibility. Social work services are also available as needed.

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

Removal, Suspension and Expulsion Unrelated to a Student's Disability Pursuant to state law and Board Policy 5206, a student may be removed from the classroom or suspended for persistent disobedience or gross misconduct. If a suspension or expulsion is being considered, the administrator will also consider the following factors:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the violation or behavior
- Whether the violation or behavior threatened the safety of any student or staff member
- Whether restorative practices will be used to address the violation or behavior
- Whether a lesser intervention would properly address the violation or behavior Please note that a suspension of ten (10) days may result in the student's removal from the Career Center program and referral of the disciplinary matter to their local school district. The local school district is responsible for evaluating whether the misconduct also warrants suspension or expulsion from all or a portion of its services. More details regarding disciplinary processes related to suspension and expulsion can be found in Board Policies 5206 and 5206A-E. Various exceptions and discipline related to Criminal Sexual Conduct apply as listed under MCL380.1310e.

Rights of Homeless Students Students who meet the federal definition of "homeless" have specific educational rights. If you need information about these rights or wish to file a dispute, please contact your local school district McKinney-Vento liaison.

Safety Drill Procedures and Conduct Safety drills will occur at times determined by the principal. Students are required to be silent and comply with the directives of school officials during emergency drills. The Jackson Area Career Center will conduct all required fire drills, tornado drills, and lockdown drills in accordance with State of Michigan laws and guidelines. Additional drills may be held at the administration's discretion. Drills may not be preceded by a warning to students. Drill schedules will be reported on our website.

School Closing Procedure On rare occasions, weather or other external factors may necessitate closing or delaying the Career Center.

- If JACC will not be in session, the decision to close will be announced on the following radio stations: K105.3 FM, WKHM-97.1 FM, and television stations: WLNS 6, WILX 10, and FOX 47.
- The Jackson Area Career Center will also use an automated phone calling system to notify all students (using the phone number on file) of school closures and delayed starts.

School-sponsored Publications and Productions To ensure a positive and appropriate environment, certain types of speech are prohibited in all school-sponsored student publications and productions. This includes:

- Defamatory, libelous, obscene, or harmful speech towards juveniles.
- Speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process.
- Speech that infringes upon the privacy or rights of others.
- Speech that violates copyright law.
- Speech that promotes activities, products, or services that are unlawful for minors.
- Speech that otherwise violates school policy or law.

Search and Seizure Searches of motorized vehicles, lockers, and students will be conducted according to rules set by the Superintendent.

- **Lockers:** School lockers belong to the district. The district maintains exclusive control over these lockers, provided for student convenience. The building principal or school representative may conduct periodic general inspections of lockers at any time, without notice, student consent, or a search warrant. Law enforcement officers may only search a locker without a warrant if they have the Building Principal's consent and are accompanied by the principal or a designated school representative.
- **Motorized Vehicles:** Vehicles brought onto school property by students are subject to search by building principals or designated school representatives. This may occur with reasonable suspicion that the search will reveal contraband or evidence of a policy or law violation. Such searches can be conducted without notice, student consent, or a search warrant if school officials reasonably suspect the vehicle's contents pose a threat to the health, safety, or welfare of others or the school. For locked vehicles, every effort will be made to have the student unlock it before proceeding with the search. Students who refuse to cooperate with a vehicle search on school property may face disciplinary action, including a recommendation for removal from JACC to local school administration.
- **Student Searches:** To protect the health, safety, or welfare of students under school jurisdiction, the building principal or designated school representatives are authorized to search students upon reasonable suspicion. Strip searches are strictly prohibited. All searches will be carried out in the presence of an adult witness.

- **School Representatives:** School representatives may include school liaison law enforcement officers or security personnel.

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

Special Education Assistance is available in the following areas:

- Rehabilitation service referrals.
- Personal adjustment and work behavior development.
- Work study services.
- Job placement assistance, including paid and non-paid work experience.
- Consultation for adaptive/assistive technology and interpreter services. The Center for Student Success is also available as a resource for all students, with and without disabilities, offering academic support, behavioral support, assistive technology, and assistance related to:
- Individual Education Plans (IEP)
- Section 504 of the Rehabilitation Act of 1973
- Carl D. Perkins Career and Technical Education Improvement Act of 2006 as amended by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) For further information, please call (517) 990-6624.

Student Driving/Transportation Most local school districts provide bus transportation to and from JACC. Students are expected to follow their local district's transportation policies. Driving a car to JACC requires approval from your local district Principal. If granted permission, JACC rules and regulations apply. Students with permission to drive to JACC must purchase a parking pass and complete the Registration Form in the main office by the required date. Students with permission to drive a personal vehicle may only park in the designated Student Parking Lot (Parking Lot S). For a safe parking environment, administration and/or security will monitor the student and staff parking areas. Students are expected to identify themselves and comply with staff's directions and requests. Student drivers are expected to arrive at the same time as their local district bus arrives and proceed directly to their classrooms. Students are not permitted to remain in their vehicles. Student drivers should be in labs/classrooms at the same time as bus students. Repeated tardiness will be addressed by the teacher and/or an administrator, up to and including removal from JACC. Driving privileges may be revoked for any reason by the JACC administration.

Student Grievance Related to Civil Rights Per Board Policy 3118, the Board of Education will not discriminate on the basis of protected classes in its educational programs and activities. Protected classes generally include race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital status, military status, ancestry, genetic information and such others as are defined in federal or state law. Any person believing that the Jackson County Intermediate School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and other federal and state civil rights laws may bring forward a complaint, which shall be referred to as a grievance, to any of the following officials:

Dan Draper Assistant Superintendent/ Principal Jackson Area Career Center (517) 768-5100 dan.draper@jcisd.org	Amy Rogers Director of Special Education (517) 768-5129 amy.rogers@jcisd.org
Elizabeth Gayle (for non Title-IX matters only) Director of Human Resources (517) 768-5155 elizabeth.gayle@jcisd.org	

The Jackson County ISD Board policies 3115, 3118, 5106, 5202 provide additional information about student and family rights to pursue claims of discrimination. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. Relief may also be sought from the Denver Office, Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; Phone 303-844-5695; Fax 303-844-5756; TDD 800-877-8339. E-mail: OCR.Denver@ed.gov. You can also seek assistance from the Office for Civil Rights, U.S. Department of Education. Their contact information is: 400 Maryland Avenue, SW, Washington, DC, 20202-1100; Phone: 800-421-3481; Fax: 202-453-6012; TDD: 800-877-8339; Email: OCR@ed.gov.

Student Lockers Lockers are the property of the Jackson Area Career Center, and their contents may be inspected at any time. We will provide locks for student use; personal locks are not permitted.

Student Success Plans Student Success Plans may be implemented when a concern is impacting a student's performance in the classroom. Examples include, but are not limited to, poor attendance or low academic or employability scores. The primary goal of a Success Plan is to improve the identified areas of concern, leading to greater student success. Ongoing parent and teacher involvement is crucial for the plan's effectiveness. A Success Plan is terminated once the student meets or exceeds the expectations outlined within it.

Toxic and Asbestos Hazards JACC is committed to student safety and strives to comply with all federal and state laws and regulations to protect students from hazards, whether from industrial accidents beyond our control or from asbestos materials used in previous construction. Board Policy 3407 addresses these issues. The most recent three-year asbestos inspection was conducted in August 2025 by ARM Industrial & Environmental Consultants, Inc., in accordance with AHERA regulations. Between these three-year inspections, JCISD personnel conduct periodic surveillance of each JCISD building that might contain asbestos. Our reports are on file at the Educational Service Center Building. For questions regarding asbestos and related compliance issues for the JCISD, please contact Ray VanZandt, the District's Senior Manager of Operations.

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

Visiting the Building All visitors in the building must register at the sign in station upon entering the building. Due to equipment and necessary safety precautions, students are not allowed to bring visitors to class unless they have received prior permission from the instructor and approval from the building administrator.

Wireless Communication Devices Wireless communication devices include, but are not limited to, cell phones, smart watches, tablets, and computers. Per Board Policy 5209, students may not use wireless communications devices on school grounds during instructional time (8:00am-10:40am; 11:40am; 11:40am-2:00pm) except as provided by the board policy. These devices should be stored away and either silence or turned off during these times.

Students may not use any device to photograph, audio record, or video record the activities of other students or district personnel while on school property or at a school-sponsored activity. This is only permitted if expressly authorized in advance by the building principal or designee, and with the consent of the individual(s) being recorded. JACC is not responsible for any stolen or misplaced communication device. If a student has a health or other unusual reason for needing their device turned on, they must seek prior administrative approval. If personal devices are used on school property, these devices are subject to search when reasonable suspicion exists that a search will reveal evidence of a violation of law, Board Policy or school rules. Parents/guardians are advised that the best way to reach their students during the school day is to call the school office. Students must ask to use school phones to contact parents/guardians during the school day.

DISCIPLINE PROCEDURES

Students are under the disciplinary authority of the Jackson Area Career Center (JACC) while on school property, at school activities, or during any extension of the JACC educational program. This includes any overt misbehavior or rule infraction. The principal or their designee may use the following discipline procedures to administer JACC's rules and policies. These rules apply to any student on school premises, in a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the school's operations, discipline, or general welfare. This list of infractions is not exhaustive; other acts of misbehavior will be handled at the discretion of the principal or designee. Students and parents will have access to due process as outlined in this document.

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

Procedure

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

Removal, Suspension and Expulsion Unrelated to a Student's Disability Pursuant to state law and Board Policy 5206, a student may be removed from the classroom or suspended for persistent disobedience or gross misconduct. If a suspension or expulsion is being considered, the administrator will also consider the following factors:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the violation or behavior
- Whether the violation or behavior threatened the safety of any student or staff member
- Whether restorative practices will be used to address the violation or behavior
- Whether a lesser intervention would properly address the violation or behavior
- Please note that a suspension of ten (10) days may result in the student's removal from the Career Center program and referral of the disciplinary matter to their local school district. The local school district is responsible for evaluating whether the misconduct also warrants suspension or expulsion from all or a portion of its services. More details regarding disciplinary processes related to suspension and expulsion can be found in Board Policies 5206 and 5206A-E.
- Various exceptions and discipline related to Criminal Sexual Conduct apply as listed under MCL380.1310e

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

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

MAJOR VIOLATIONS

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

Aggressive Misbehavior Toward Any School Employees

- Physical assault is intentionally causing or attempting to cause physical harm to another through force or violence
- Verbal assault is a communicated intent to inflict physical or other harm on another person, with the present intent and ability to act on the threat
- Michigan law creates a "rebuttable presumption" that a long-term suspension or expulsion is appropriate for these offenses (MCL380.1308–380.1311a)

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

Bullying, Intimidation & Harassment

- All students, families, visitors and staff are responsible to act consistently with the Board Policies 5202, 5207, which require that all persons are to be treated with dignity and respect in the education environment.
- Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.
- No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, transgender identity, disability, age, or religion, marital status, physical characteristics, cultural background, socioeconomic status or geographic location. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.
- Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.
- Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a Career Center administrator, counselor or teacher. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Complaints may also be made to the officials listed below pursuant to the student grievance process found in Board Policy 3115-E. Students who make good faith complaints and/or who provide witness statements will not be disciplined for reporting a perceived violation, and will be protected against retaliation.

Dan Draper Assistant Superintendent/ Principal Jackson Area Career Center (517) 768-5100 dan.draper@jcisd.org	Amy Rogers Director of Special Education (517) 768-5129 amy.rogers@jcisd.org
Elizabeth Gayle (for non Title-IX matters only) Director of Human Resources (517) 768-5155 elizabeth.gayle@jcisd.org	

- Any student found to have engaged in bullying, intimidation, or harassment after an investigation will face disciplinary consequences as outlined in this handbook, including suspension and expulsion, consistent with JACC and local school policies. Parents of students involved in such behavior will be notified. Students making knowingly false accusations of harassment may also face disciplinary action.
- New procedures for Title IX sex discrimination and harassment complaints and processes became effective August 1st, 2024. Parents and students who are concerned about Title IX violations are encouraged to review Board Policy 3118 and/or contact one of the compliance officers, above, for assistance in doing so.

Destruction/Loss/Stealing or Defacement of School Property or Properties on School Grounds The destroying or mutilating of objects or materials of the school. (The offending student or student's parent or guardian will make restitution and/or repair.)

Disorderly Conduct Any conduct or behavior that disrupts the school's orderly educational procedure.

False Statements During school investigations into alleged misconduct by school staff or students, students must answer questions truthfully and to the best of their ability, providing factual information. This does not require students to provide personal opinions or speculation.

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

False Threat Making a threat of dangerous activity directed toward or occurring on school property. In all instances, law enforcement authorities will be notified and a police report will be filed.

Examples are, but not limited to

- Swatting (falsely reporting an emergency to draw a law enforcement response)
- Bomb threat
- Falsely alerting the Fire Department or school to non-existent fire.
 - Under MCL750.240, pulling a false fire alarm is punishable up to 1 year in jail with a fine.
- Social media hoax

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

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

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

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks and Internet service and any other communications. The student and/or the student's parent/guardian shall be responsible for compensating JACC for any losses, costs or damages. The user is responsible for his or her actions and activities involving JACC computers, networks and Internet services and for his or her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- **Accessing inappropriate materials** – accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are obscene, threatening, discriminatory, harassing, illegal or otherwise inappropriate.
- **Illegal activities** – using the school's computers, networks and Internet services for any illegal activity or activity that violates other board policies, procedures and/or school rules.
- **Plagiarism** – representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.) When Internet sources are used in student work the author, publisher and Web site must be identified.
- **Copying software** – copying or downloading software without the express authorization of the system administrator.
- **Non-school-related uses** – using the JACC computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, solicitation purposes, games, or for any other personal use.
- **Misuse of passwords/unauthorized access** – sharing passwords, using other user's passwords without permission, and/or accessing other user's accounts.
- **Malicious use/vandalism** – any malicious use, disruption, or harm to the school's computers, networks and Internet services including, but not limited to, hacking activities and creation/uploading of computer viruses.
- **Unauthorized access to chat rooms/newsgroups** – accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

JACC retains control, custody and supervision of all computers, networks, and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including email and stored files.

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

Information Regarding Illegal or Dangerous Activities Call Toll Free: **8-555-OK2SAY (855-565-2729)** or Text **652729** or Email **ok2say@mi.gov** for any information regarding illegal or dangerous activities on school property or the illegal activities of any persons.

- All callers will remain anonymous.
- This service is provided by the Michigan Department of Health and Human Services.

Law Enforcement Contact The Jackson Area Career Center (JACC) and the Jackson County Intermediate School District (JCISD) work with law enforcement while protecting student rights.

The Jackson Area Career Center and the JCISD have the right and responsibility to:

- Report Concerns: Administrators may contact law enforcement if they suspect criminal activity, threats to safety, or disruption to the school environment.
- Share Records: Student records are shared with law enforcement only according to District policy and law.
- Be Present: A building principal or designee will be present when law enforcement questions a student at school.
- Manage Custody/Removal: A law enforcement officer seeking to take a student into custody must contact the building principal or designee. If practicable, the building principal or designee will request that the law enforcement officer provide a copy of the warrant or other court documentation. If an officer takes a student into custody or removes them, school staff will record details (officer's name, reason, location) and promptly notify the Superintendent.
- Conduct School Investigations: This policy does not limit school staff's authority to question or investigate suspected student misconduct. Law enforcement officers may contact and question students at school about school related criminal activity as necessary.
- Searches: While school officials may search a student and their belongings (backpacks, purses, bags) based on reasonable suspicion, law enforcement may also be involved in or assist with such searches at the school's request.

Student, Parent, Guardian Rights and Responsibilities:

- The building principal or designee will make reasonable attempts to contact a student's Parent before the student is questioned by law enforcement. If the student is 18 years or older or is emancipated, the building principal will make reasonable attempts to contact the student's Parent, if requested by the student.
- Non-School Related Criminal Activity: Unless specifically authorized by law, a law enforcement officer may not question a student at school about non-school related criminal activity without Parent consent or an appropriate warrant or court order.
- Parent/Guardian Notification for Custody/Removal: If law enforcement removes a student from school, the principal or designee will immediately notify the parent/guardian about the removal and where the student is being taken.
- Exception: This notification is not required if the student is taken into custody as a victim of suspected child abuse or neglect (refer to Policy 5701).

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

Physical Assault A physical attack by one person, or a group of persons, upon another who does not wish to engage in the conflict and who has not provoked the attack. Victims of an assault have the right to defend themselves in a manner that safeguards their person.

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

Possession Of Disruptive Items & Drug Paraphernalia Possession of any items resembling a weapon that causes a disturbance and/or a potentially dangerous situation and possession of drug paraphernalia on school property.

Possession of Weapons and Certain Other Illegal Conduct The possession on school property of any weapons, such as knives, clubs, guns, chains, bows, and the like, that can be used to inflict bodily injury. (MCL380.1313(d) and Board Policies 3408 and 5206). Law enforcement authorities will be notified. A recommendation for expulsion may also be made to home districts. Please note MCL 380.1311(2) of the Revised School Code, which establishes a presumption that expulsion is appropriate if:

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

Possession Or Use Of Fireworks Or Other Explosive Material Students using or possessing any explosive device that is illegal or dangerous to themselves or others. Law enforcement authorities will be notified.

Profanity and/or Obscene Behavior Use of profanity or obscene behavior that disrupts the school's orderly educational procedure.

Sharing Medication Students giving another student any form of medication.

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.

Tobacco and Non-Tobacco Nicotine Products The use of tobacco and non-tobacco nicotine products is not allowed on district property or at district-related events. This applies to students, families, and visitors. Tobacco use on ISD property is also a violation of public law. Repeat violations may result in a misdemeanor citation.

Unauthorized Absence Leaving school without permission.

Use, Possession, or Under the Influence of Mind Altering Drugs - Including Alcohol This includes the use, possession, sale, and/or distribution of illicit drugs and alcohol, or the use of any mind-altering substance that results in physical, mental, emotional, or social impairment. Students who violate this standard may be prosecuted.

APPENDIX A

Board Policy 5401: Parent Involvement in Education

- Parent Involvement
- The District will take the following steps to encourage Parent involvement in their student's education:
 - Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
 - Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
 - Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
 - Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.
- Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.
- Parents are not permitted to observe testing.
 - Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.
 - A copy of this Policy must be included in the Student Handbook.
 - See Policy 5405 for Parent and Family Engagement Policy at schools receiving Title I funds.
- Assessments and Surveys
 - State assessments
- Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.
 - National Assessment of Educational Progress
- As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.
- The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
 - Surveys
- Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.
- Legal authority: MCL 380.1137, 380.1280b, 380.1295, 380.1507(3)

Date adopted: 08/20/2024

Date revised: 07/15/2025

JACKSON AREA CAREER CENTER MISSION

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

JACKSON AREA CAREER CENTER VISION

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

JACKSON AREA CAREER CENTER MOTTO

Careers happen here!

PARTICIPATING SCHOOLS

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

JCISD BOARD OF EDUCATION

Blaine Goodrich

Shari Hein

David Salsbury

Doug Scott

Erin Slater

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

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

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

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