

Early College Parent and Student Handbook 2023-2024



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Message from the Principal

Thank you for joining us at Jackson Preparatory & Early College. The Early College serves students from grades 9-13 in pursuit of a technical certificate and/or college credential as they earn a high school diploma. Students are eligible for dual enrollment as early as their first year of Early College, but there are requirements and expectations of students before dual enrollment, as well as a required dual enrollment application and essay, designed much like a normal college application. Many of the policies, titles, and procedures experienced at the Early College are modeled after the experiences students will have at college, so that as our students progress from the Early College to their own college experience, that transition is as seamless as possible.

The Early College is designed to be a rigorous, academic environment that respects the individuality of all students. It is not just the school for the “brightest,” but for all students who are willing to work hard for what they wish to accomplish. The Early College rewards hard work and effort far more than ability, and that *growth mindset* is an essential part of the Early College culture.

Debra A. Gibson

Principal

Jackson Preparatory & Early College

debra.gibson@jacksonpec.org

Jackson Preparatory & Early College is authorized by Jackson College.

Board of Governors

Ms. Suzanne R. Jones, *Chairman*
Mr. Jonathan Williams, *Vice Chairman*
Mr. John Macchia, *Trustee*
Mrs. Josnelly Aponte, *Trustee*
Mr. Eric Beda, *Trustee*

Board meetings are open to the public and meeting dates and times are posted at the front office.

Administrative Staff

Debra Gibson, *Principal*
Karen Carpenter, *Athletic Director/ Dean of Students*
Jessica Yonnick, *Counselor*
Niki Kish, *Office Manager*
Heather Lee, *Administrative Assistant*

Central Office

Jonathon Marowelli, *President*
Alex Elfe, *Chief Operations Officer*
Gimmie Pilczyski, *VP of Finance*

Faculty

Ray Pratt, *Mathematics*
Kasia Ciolek, *Science*
Stacy Guthrie, *Social Studies*
Tyler McFarland/*English*
Joe Moore, *Social Studies/Dept. Chair*
Sarah Shirk, *Art/Dept. Chair*
Band/Choir
Lance Berry/*PE and Health*
Jonathan Robertson, *Special Education*

I. Core Elements of JPEC

Vision

Jackson Preparatory & Early College - Your place. Your purpose. Your future.

Mission

Through passion and commitment, we inspire excellence - one student at a time.

Core Beliefs

- We personalize learning
- We celebrate the uniqueness of our learners
- We build honest connections and meaningful relationships
- We foster confidence through exploring challenges
- We encourage passion and commitment

Academic Effort & Engagement

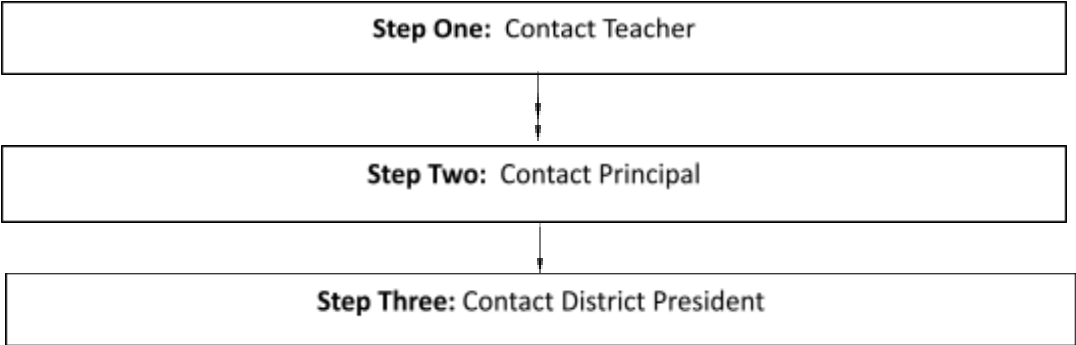
- JPEC is a competency based program that focuses on assessing students' progress in achieving skills. JPEC is also a public school academy and is a program for all students. Falcons are expected to put forth effort in all of their academic courses working toward mastery. Students who choose not to put forth effort may be required to attend seminar courses and/or additional intervention. JPEC's program is about progress and student development instead of a single grade. Hard work and effort are rewarded!
- JPEC also values Falcon engagement. Students are expected to become involved in student life, whether that is through one of our many student clubs or organizations, or through our athletics program, Falcons are expected to be engaged.

Mindsets & Student Responsibility

- Falcons are expected to develop specific academic, character, and behavioral mindsets ranging from developing analytical and reflective practices to building inquiry and curiosity character traits, and becoming a gatherer of new ideas and experiences. JPEC's goal of supporting all students' success focuses on a whole student approach, and developing an array of student mindsets.
- JPEC staff, faculty, and administration expect Falcons to develop responsibility and self-management. We focus on shifting the responsibility of students' academic programming and course management over to each student through guidance and support. Our faculty and administration work with students through guidance and academic conferences to support this shift of responsibility. We believe that this truly prepares Falcons for the transition into dual enrollment and for life after JPEC.

Steps of Communication

Jackson Preparatory & Early College encourages open communication about your student. If you have a concern about your child’s education, your first contact should be directly with the teacher to try to resolve the issue. If you feel you have made an appropriate contact with the teacher and have been unsuccessful in reaching an acceptable solution, you may contact your student’s academic coach. If communication does not reach a satisfactory solution, the next steps are connecting with the Principal, and finally, the President.



II. School Information

School Hours

The building will open at **8:00am** every morning to accommodate any students/parents for early drop off. The main office will close at **4:30pm** every day. **Our school day runs from 9:00am to 3:55pm Monday, Tuesday, Thursday and Friday. Each Wednesday, school will release at 2:55 for staff professional development opportunities..**

Transportation

JPEC students may take advantage of the JTA bus system which offers daily, convenient runs to campus from the downtown Jackson transfer station at the student rate. A schedule may be found at http://www.jccmi.edu/info/bus_schedule.htm. Beyond the JTA bus, transportation must be provided by families. If transportation is a concern for you, we encourage you to consider joining a carpool group with other families. Please let our front office know so we may try to put you in contact with families who may want to ride-share. Students may also drive themselves to JPEC, however they must register for a parking pass with the main office. Students who drive must park in the front parking lot of JW.

Pick-Up/Drop-Off Zones

Student drop-off and pick-up is located at the JPEC main entrance on the East Wing of Justin Whiting Hall. Please observe posted speed limits for the safety of students, guests, and employees. There are two marked traffic lanes, the right lane closest to the building is for standing and the left lane is for passing. Please observe the pedestrian crosswalk right-of-way in front of the main doors of Justin Whiting Hall. Students may also be picked up or dropped off in the circle drive behind Justin Whiting Hall.

Access to JPEC

JPEC's main office will remain locked during school hours. All students, parents, and guests must enter and exit JPEC through the East Wing Main Entrance (main office). During drop-off and pick-up times, a JPEC employee will monitor the entrance/exit. Students, parents, and guests who wish to enter outside of drop-off and pick-up times must be buzzed in by and checked-in at the JPEC front office.

JPEC operates as a closed campus. After arriving at school, students may not leave until the end of the school day unless signed out by a parent or guardian. If the student is involved in dual enrollment and taking college courses, they may leave campus if they have no further JPEC classes scheduled. We ask that dual enrolled students sign out before leaving campus, so in the event of an emergency all JPEC students are accounted for.

Emergency Closings & Severe Weather Alerts

If 75% of surrounding schools close for weather, if the Jackson Career Center closes, or Jackson College Main Campus closes, JPEC will be closed for the day. If the Career Center closes for purposes other than weather, JPEC will remain open. JPEC administration will make decisions related to weather-caused closings based on the best interests and safety of the student body.

To learn of a delayed start or school closings due to inclement weather or any other emergency, please listen for an announcement on the local radio or TV station and check the school's website. You will also receive a communication from Alert Solution, please make sure the correct information is saved into your PowerSchool account.

If JPEC is closed yet Jackson College remains open and a student is dual enrolled in Jackson College courses, the student is expected to attend his/her College classes. Students are expected to communicate appropriately with their professors regarding their attendance.

NOTE: We understand that some families are traveling a great distance and weather patterns are not consistent from county to county. We expect that families will make travel decisions based on safety, using proper judgment.

Emergency/safety Drills

JPEC complies with all tornado, fire, and lock-down safety laws and will conduct regular drills.

Severe Thunderstorm Watch or Warning

If school is already in session when the watch or warning is issued, the school will stay open. The staff will take safety precautions and will contact parents in the event of an emergency.

Tornado Watch

Students remain in school, and staff will take safety precautions.

III. Academics

Curriculum

Guiding Philosophy

We believe that every student can excel and achieve success when afforded support, opportunities and challenges. JPEC's curricular program combines integrative and adaptive educational methodologies, encouraging student exploration and individuality.

JPEC Curricular Elements

Integrative Studies – Students identify authentic connections between content areas, applying their learning in innovative ways. Methodology allows for and encourages students to explore their passions and questions through relevant and real-world experiential learning.

Competency Based Learning

Summative performance based assessments such as simulations and case studies will be used to assess students' application of learning and mastery of competencies and course skills. Students will be given regular and direct feedback from teachers through their digital portfolios and general assignments.

Learning Materials

In lieu of textbooks, students will be provided with a digital device for their use during the school day. Students and families may pay a responsibility fee that allows them to take the devices home with them each day.

Before devices are distributed, students will be required to read and sign an acceptable use policy (AUP) and Internet Agreement.

Special Education

JPEC will assume primary responsibility for the administration and delivery of special education programs and services to students with disabilities. JPEC is committed to the provision of a continuum of special education programs and services to disabled students in cooperation with the Jackson Intermediate School District. Placement options shall follow a continuum of services model to ensure that each disabled person is provided a free and appropriate public education in the least restrictive environment. To that end, every attempt will be made to first serve disabled students in the context of a regular education classroom. Other more restrictive environments, such as resource rooms, self-contained categorical classrooms or settings outside JPEC will be considered only after consideration has been given by the individual education plan (IEP) as to the feasibility of placement in the regular classroom. (JPEC Board Policy 2460).

If you have any questions about Special Education services provided at JPEC, please contact Mrs. Gibson at debra.gibson@jacksonpec.org

Credit from Outside Organizations

Credit through extension and internet courses may be accepted to satisfy graduation requirements providing the course has been approved by the Principal **in advance** of the student's enrollment in said course. Credit is earned through the satisfactory completion of courses offered by an institution

accredited through North Central Association or one of the other regional accrediting associations that include the New England, Middle States, Southern, Northwest, and Western Associations.

Credit recovery will be granted based on the number of instructional hours. Additionally, students who wish to “test out” of courses, receiving the credit without taking the course, will be required to demonstrate mastery of course competencies at (3.5+) for each course.

Late Work

Starting in the 2022-2023 school year, JPEC teachers will no longer accept late work past the end of the term. During the term, it is up to each teacher to determine, monitor and communicate expectations for late work acceptance past the assignment due date.

JPEC students will have the opportunity to earn back credit for one class per academic year only, by following the application guidelines and deadlines. Failure to follow application guidelines and meet appropriate deadlines will result in denial of the application. This process is applicable to Term 1 and Term 2 only. Term 3 credit recovery can only be earned by retaking Term 3 content the following school year.

Please be advised that students may only apply to make up credit for one class per year. Any other instances of failure to earn course credit will require students to retake the course when it is offered again and scheduling allows.

Graduation Requirements

The Early College graduation requirements are met by closely aligning with the Michigan Merit Curriculum, which requires every student in Michigan to complete a base curriculum. Our requirements are as follows:

- Four English credits
- Four math credits (Including Algebra 1, Geometry, Statistics, and Algebra 2)
- A PE and health credit
- Four science credits (Including Biology and Chemistry)
- Four social studies credits (Including US History, World History, Civics, and Economics)
- Two visual or performing art credits
- Two world language credits (One credit may be counted from Elementary or Middle School world language classes)

College credits and career center credits can also count for dual credit for students' graduation requirements.

Graduation Pathway Descriptions

- **Liberal Arts, STEM, and Business**
 - Jackson Preparatory & Early College’s Liberal Arts, STEM, and Business Pathway is based on a classical education that strives to make students as prepared as possible to enter highly-competitive universities. While there are a number of options within the pathway for students seeking a two-year degree, the emphasis of the program is to prepare students to start thinking beyond a bachelor's degree. This program emphasizes rigor

and having students reach the highest academic standards. Potential careers include art, business administration, law, accounting, engineering, medicine, and higher education.

Jackson College's Business and Computer Technology Pathway:
<https://www.jccmi.edu/pathway/business-computer-technology/>

Jackson College's Science, Engineering, and Mathematics Pathway:
<https://www.jccmi.edu/pathway/science-engineering-mathematics/>

Jackson College's Liberal Arts Pathway:
<https://www.jccmi.edu/pathway/liberal-arts/>

- **Medical Sciences & Human Services**

The Medical Sciences & Human Services pathway is designed for students who are interested in exploring and entering service-based careers. This pathway is best for people who are interested in improving the lives of others, be it through a medical profession, mental health services, corrections, or the armed services. Many of the career options available in this pathway are achievable with 2-year degrees.

Note: many of the degrees available through Jackson College in this pathway require 2nd admittance into competitive programs, based on scores in set prerequisites. Course planning is especially important in these fields, as admittance is often only once or twice per calendar year.

Jackson College Medical Sciences: <https://www.jccmi.edu/pathway/health-sciences/>

Jackson College Human Services: <https://www.jccmi.edu/pathway/human-services/>

- **Skilled Trades**

Jackson Preparatory & Early College's Skilled Trades pathway offers flexibility for students to successfully enter the workforce with a two-year degree, or continue their studies in pursuit of a bachelor's degree and into graduate school. An emphasis is placed on career-readiness skills and collaboration with local industry and educational resources. Potential careers include advanced manufacturing, energy systems, electrician, and agricultural technology.

Jackson College's Skilled Trades Pathway:

<https://www.jccmi.edu/pathway/skilled-trades/>

Educational Development Plans

The EDP process begins at the sixth grade level when students investigate and consider various occupations and "pathways" (academic courses) that will enable them to achieve their goals. EDPs are designed to be revisited on a set schedule throughout the Early College years. Career

exploration should be multi-faceted, involving schools, the community, businesses, organizations, guest speakers, etc. In an all-encompassing effort to assist and guide students in developing a greater understanding of the work force of the 21st Century, it is important that all students are aware of the training and/or education necessary to make knowledgeable choices.

Standardized Test Information

Standardized Tests

Many Colleges require that a student submit test scores on one or several tests with an application. Two major tests are the AMERICAN COLLEGE TEST (ACT) and the SCHOLASTIC ASSESSMENT TEST (SAT). These are published and administered by separate companies. Colleges and agencies subscribe to either or both. Colleges use the ACT or SAT to help determine eligibility for admission and to help in appropriate class placement after admission. JPEC serves as a liaison between the students and the testing agencies providing registration materials information and is a test center.

The testing schedule is as follows:

9th grade: PSAT 8/9 - Spring

10th grade: NMSQT - Fall

10th grade: PSAT 10 - Spring

11th grade: SAT - Spring

11th grade: ACT Workkeys - Spring

11th grade: Social Studies & Science M-STEP

12th grade: SAT - Spring (as desired)

IV. Student Rights & Responsibilities

Code of Conduct

First and foremost, JPEC students will be accountable to the Falcon Code, and adhere to the expectations and values set within the JPEC community. As such, all relationships will be founded in mutual respect. Conduct shall not cause a problem for the community or any individual within the community. If a student's conduct does negatively disrupt the community or an individual within the community, the student will be expected to resolve it. Additionally, if a student is unable to, or chooses not to, find a resolution, an appropriate accountability measure will be decided for him/her. Each situation and the person, or people, involved will be evaluated independently. Students are responsible citizens within the JPEC community and accountable for their choices and conduct, and accountable to the consequences and/or impact these choices/actions have:

- Self-Managing
- Work Outside of Class
- Making-up Assignments
- Mastery Grading Scale
- Attendance

Student Discipline

JPEC Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of the students. The best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions. As such, we adhere to the Falcon Code:

BE RESPECTFUL:

- Of Yourself
- Of Others
- And the Environment

BE RESPONSIBLE:

- Ready to learn
- On Task
- Accountable for yourself

BE SAFE

- Take responsible risks
- Use empathy and understanding
- Be thoughtful of outcomes

The Principal of JPEC will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and are not arbitrary but bear a reasonable relationship to the need to maintain a safe school environment conducive to learning; does not discriminate among students; does not demean students; and does not violate any individual rights constitutionally guaranteed to students. In addition, the Principal of JPEC shall designate sanctions, excluding corporal punishment for the infractions of rules which shall relate in kind and degree to the infraction; help the student learn to take responsibility for his/her actions; be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Teachers and other employees of JPEC having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of JPEC. When such conduct interferes with the educational program of the schools or threatens the health and safety of others.

A STUDENT HAS THE RESPONSIBILITY:

1. To respect the rights and viewpoints of other students.
2. To attend school regularly and arrive to classes on time.
3. To care for school property and the property of others.
4. To work cooperatively with all members of the educational family to assure an environment conducive to learning and following school rules.
5. To appropriately respond to adult directives.

District Bullying, Hazing, Due Process Rights, and Seclusion & Restraint Policy:

https://www.jacksonpec.org/downloads/board_policies/19-20_board_policy_manual.pdf

Anti-Harassment Policy

In accordance with JPEC Board Policy 5517, all students, administrators, teachers, staff and other school personnel share the responsibility for avoiding, discouraging and reporting any form of harassment or bullying.

Harassment is defined as any threatening, insulting or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or Academy employee that:

- Places a student or JPEC employee in reasonable fear of harm to his/her person or damage to his/her property
- Has the effect of substantially interfering with a student's educational performance, opportunities or benefits, or an employee's work performance; or
- Has the effect of substantially disrupting the orderly operation of JPEC

Bullying is defined as any unwanted and repeated written, verbal or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile or offensive educational work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- Threats
- Intimidation
- Stalking
- Cyberstalking
- Cyberbullying
- Physical violence
- Sexual, religious or racial harassment
- Public humiliation
- Destruction of property

Any student who believes that he/she has been subjected to unlawful harassment may seek

resolution and should alert a JPEC faculty member as soon as possible, and/or submit an anonymous incident report through the school's website. He/She may seek resolution of his/her complaint through established informal or formal procedures.

Alcohol & Tobacco Free

JPEC and JC are tobacco free facilities as well as alcohol free.

Smoking and tobacco use are prohibited anywhere on school property, in all indoor facilities, and in the presence of students.

In accordance with JPEC Board Policy 5530, the use, manufacture, possession, distribution or dispensation of alcoholic liquor or the illegal use, manufacture, possession, distribution or dispensation of drugs or drug paraphernalia is strictly prohibited on school property, on school provided transportation, or at school-sponsored events. JPEC will maintain a drug-free environment at all times.

Students found in possession of alcohol or illegal drugs or drug paraphernalia, or found to be under the influence of such substances, will be subject to disciplinary measures. (See also: Behavior Rubric)

Student Property

Students will be responsible for maintaining their personal possessions and may utilize designated areas to store property if needed. JPEC is not responsible for items stored in designated areas. All valuables should remain with the student during the day. Students will have access to the locker room in the Jackson College Fieldhouse before and after physical education activities and are required to bring a lock to secure their personal items.

Dress Code

Students will follow the set dress code. If a student comes to school out of dress code, the main office may have extra clothing to allow the student to use. If the student refuses available clothing, a call will be made home for the student to be picked up or to be brought clothes. In the event that a student chooses to leave school due to a dress code issue, he/she will receive an unexcused absence.

Students are expected to follow the guidelines of decency and proper respect for others. Student attire must be appropriate for the time of year and the activities in which the student will be participating. General rules of decorum include:

- No midriffs showing
- No excessively low-cut tops
- No short shorts/skirts/skorts - approximately a 5" inseam length
- No undergarments showing or worn as clothing
- No profanity or obscenities on clothing
- No see through clothing
- Hats or hoods are not to be worn in such a way that distracts or disrupts learning
- Clothing or accessories that are considered offensive and/or disruptive (sexually suggestive, profane, obscene, tobacco or alcohol advertisements, etc.) are not permitted

Please be aware that the administration has final say regarding appropriate clothing. Teachers are required to enforce the standards set forth by administration. Students are expected to abide by the dress code, and to always be respectful if referred to the office by a teacher for a dress code violation.

Notes:

Students will be asked/allowed to wear special clothing for unique outdoor activities as well as for special curricular and co-curricular activities, including school events outside of school hours.

Main Office

The office is available for student business before and after school only. During the school day students will need a pass to be admitted to the office. Acceptable reasons for office use during the school day will be the following: illness, injury, or disciplinary reasons.

Cell Phones & Electronic Devices

Students may not use cell phones or electronic devices other than their JPEC electronic devices during class, unless given specific permission from a teacher. Students also cannot use headphones in the classroom unless specially instructed by the teacher. Some teachers may choose to collect phones at the beginning of class and return them at the end of the period. Students must follow the classroom rules set forth by each teacher. Failure to comply may result in devices being held in the office for the remainder of the day, parent contact, or disciplinary action.

Identification Cards

Picture identification cards will be provided to all JPEC students. Early college students (9th-13th year) are required to carry their ID. Students are required to produce their ID card upon request of any JPEC or JC staff member. The first ID card and one replacement card will be provided free of charge. Additional replacement cards will be provided for a \$5.00 fee.

Food & Drink

Students will be given the opportunity to eat and/or drink during specified times. Students should refrain from eating and drinking (except water) during all other class times. Students who buy lunch on campus, outside of JW, have a responsibility to finish their lunch and be in class, ready to learn, by the start of class time. Lunch cannot be brought into class.

Falcon Culture Accountability

Becoming a member of JPEC means that you are committed to being a Falcon and representing yourself as such. We hold Falcons accountable to specific expectations that influence our school culture.

Attendance

To enter JPEC after class has started or be taken from school early, the student will need to be signed in by a parent/guardian at our main office.

Jackson Preparatory & Early College will follow the rules below. If a student has **ten (10)** or more unexcused absences per school year they will be deemed truant and the administration will follow truancy processes. Unexcused tardies will be monitored. Once a student has **three (3)** unexcused tardies, we will follow our attendance procedure (See Disciplinary Policy).

Additionally, starting in the 22-23 school year, students who have three (3) consecutive unexcused absences in any class will have their JPEC student accounts disabled until they physically return to school. This means that students will not have access to courses or supporting resources until they are physically present at school. We know that attendance is vital to a comprehensive education. Virtual learning was a necessity during the COVID-related closures, but JPEC does not operate as a virtual school. Students are expected to be present for classroom instruction on a daily basis.

Chronically Absent: means that the student is absent for 10% or more of the enrolled school days in a school year no matter if the absences are excused, unexcused, or for disciplinary reasons. For instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year. Note: All absences for the school year should be counted, even if they have carried over from a different school.

Disciplinary Absence: absences that result from school or district disciplinary action and are neither unexcused nor excused absences.

Excused Absence:

- Student illness/injury with doctor's note
- Medical appointments
- Religious holidays
- Extreme family emergencies
- Lice (3 days)
- Funeral/death in the family
- Mandated court appearances (documented)
- Placement by Juvenile Court in detention, shelter care, foster care or residential placement
- Educational opportunities approved by school officials
- Homelessness

Unexcused Absence:

- Staying home to baby-sit
- Overslept
- Travel
- Needed at home
- Weather (If JPEC remains open)
- Missed bus
- Child is not immunized
- Sickness (not documented)
- Chronic lice (over 5 days)
- Willful truancy (skipping)

Truant: a child who has ten (10) or more unexcused absences per school year. Once deemed truant, a child shall be monitored throughout the school year until improved attendance is consistent.

Tardy/Late Absences: a student who enters a classroom after the scheduled class time is considered tardy, unless excused. Tardy students not only miss learning time, but also interrupt the learning of others. Students who are more than ten (10) minutes late for class will be

marked absent.

Fundraising-- soliciting funds from and by students

Many worthwhile community and student activities which require the raising of funds by the sale of merchandise and tickets or perhaps direct request for money. Because of the need to safeguard students' educational programs, the district limits fundraisers to those that have been approved by the President of JPEC. **Students will not be allowed to solicit money for personal interest or personal projects.**

If a fundraising project is conducted to sponsor a specific purchase, activity, or trip, the purchase or trip must be approved prior to initiation of the fundraising effort. This applies to school related groups and organizations.

Student groups:

The President must approve all fundraising events in advance. Requests must be on an approved application form and submitted to the Dean of Students and/or Provost at least one month prior to the proposed activity.

School-sponsored groups may sell or solicit in a school building only during non-instructional time. There will be no selling or soliciting outside the school except as part of a booth at a fair, shopping center, or other locations where potential "customers" are coming to the sellers.

School sponsored organizations may not have more than one money-raising event in a year that involves going into the community. cards, letters, or other identifying literature shall be provided to all students authorized for sales in the general community.

Specifics:

Fundraising projects carried on for special trips or special projects shall not be started until approval of the trip or project is granted. Trips covered by this policy shall include out-of-state and overnight trips as well as trips to foreign countries.

Any sale of commercial products or the solicitation of funds in a door-to-door campaign and/or through contracts with the businesses shall require approval of the President before any oral commitment, written agreement, or contract is made or any advance publicity or group promotional activity is undertaken. Once approved, however, before sales begin or solicitations are made, contract agreements must be signed by the appropriate administration.

Fundraising projects shall be compatible with the school's purpose, goals and general community expectations, but shall not unduly conflict with local business enterprises.

Adult Groups:

School related organizations, which are primarily adult, and raise funds used primarily for the improvement of the educational program, must submit a written request through the appropriate administration. This request should be submitted one month in advance and identify the nature of the activity. Fundraising activities should not commence until approval has been granted. The purpose is not to unduly limit the activities of these groups, but rather to:

- Be assured that students are not being "used" or their educational program interrupted.
- Assist with coordination of activities so similar activities are not in conflict with each other.
- Be assured of the appropriateness of the activity and that all fundraising activities with

local and/or state regulations. Since some courts have ruled that the board is liable for fundraising activities of such groups, funds raised are to benefit the school or its organizations.

Search and Seizure:

To maintain order and discipline in the schools and to protect the safety and welfare of all students and school personnel, school authorities may search students and may seize any illegal, unauthorized or contraband materials discovered in the search.

Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason, may conduct periodic general inspections of school property at any time, without notice, without student consent and without a search warrant.

A student's person and/or personal affects (e.g. purse, book back, athletic bag) may be searched whenever a school official has a reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities for ultimate disposition. A student's failure to permit searches and seizures, as provided in the procedure, will be considered grounds for suspension or expulsion.

Student Anonymous Incident Report:

There are times when students are aware of activities that would not be in the best interest of JPEC. It may be difficult for those students to tell an adult or an administrator about these activities for fear of reprisal or rejection from classmates.

In order to address that fear, we offer the JPEC Anonymous incident report. This hotline is part of our overall JPEC website, but can be accessed separately. Students may access the page, write their concern, and then send it directly to the Dean of Students, Prinsipal, and President. NO one will know who sent the item unless the student signs it. Administration will then check out the concern to determine its validity and to identify the appropriate response. Hotline address: <http://www.jacksonpec.org/anonymous-incident-report/>

Unfinished business

Unfinished business, debts to the school, should be taken care of prior to the close of each term. The following term's schedules or diplomas may be withheld until all fees are paid.

Work Permits

Applications for work permits may be obtained at the front office

Yearbook

There are strict requirements for senior pictures to be included in the senior portrait section of the yearbook. Contact the front office for specific guidelines. The yearbook advisor will define late pictures each school year. Pictures will NOT be accepted after the deadline.

Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their child's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit a written request to the school principal clearly identifying the record(s) they wish to inspect. A school official will make arrangements for access and notify the parents of the time and place the records may be inspected.
- The right to seek an amendment of the student's education records that the parent believes are inaccurate, misleading or in violation of the student's rights of privacy. Parents should submit a written request to the school principal, clearly identifying the part of the record they want amended and specifying its inaccuracy. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing to challenge the content of the student's education records. Hearing procedures will be provided to the parents when a hearing is requested.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school does not need written consent to disclose a student's education records if the disclosure meets one or more of the following conditions and the disclosure is to or for: (see 20 U.S.C. §1232g; 34 CFR Part 99.31):
 1. School administrators, teachers, support staff, NHA personnel and other school officials which have a legitimate educational interest
 2. Persons or organizations with whom the school or NHA has outsourced services or functions and which have a legitimate educational interest (e.g., attorneys, auditors, medical consultants, special and supplemental education providers, therapists)
 3. Officials of another school where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment, and as long as a proper records release request is received by the sending school.
 4. Certain federal and state officials and educational authorities (for audit, evaluation, reporting, or compliance purposes) or state and local authorities concerning the juvenile justice system in accordance with state statute
 5. Appropriate parties in connection with financial aid to a student
 6. Organizations conducting studies for, or on behalf of, the school or NHA to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction
 7. Accrediting organizations to carry out accrediting functions
 8. Compliance with a judicial order or lawfully issued subpoena after the school makes a reasonable effort to notify the parent of the order or subpoena
 9. Appropriate parties in a health or safety emergency

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5920

V. Parent Engagement

Communication

Parent Engagement is vital to student achievement and personal success. According to research, the most accurate predictor of a student's achievement in school is not income or social status, but the extent to which that student's family is able to create an encouraging and learning environment, set high, but reasonable expectations, and become involved in their student's education.

A strong partnership between school and home is critical to the individual success of each student. Jackson Preparatory & Early College has established a culture which encourages and supports ongoing and meaningful parent involvement.

Communications are sent weekly from administration, and other communications will be sent out for events, student progress, changes to information, and other special information. To ensure that your student has the best learning environment possible, we want to hear from you! Communication is vital and necessary to set your student up for success, please communicate any information to us regarding absences, changes in information, questions on grades/projects, or any other matter.

Volunteer opportunities are always available. Please let the front office know if you would like to volunteer for a school event, or in our front office!

Attendance

Regular attendance is critical in the development and learning of all students. Research shows students with chronic absenteeism have lower grades and are more likely to drop out than students with better attendance. Truancy is not only detrimental to student success, but is also detrimental to our community as truancy is one of the most powerful predictors of delinquent and criminal activity.

To see the definitions of our attendance policy, please see the Attendance section of Student Rights & Responsibilities.

Dress Code

Dressing for success is vital for students to follow to advance into their career path of choice. Early College (grades 9-13) follow a dress code. Please set your student up for success by sending them to school within our dress code rules. If the student is out of dress code, the front office has dress code items that can be worn for the day, or the parents will be asked to pick up the student or drop off clothes to them.

Visitor Policy

Entrances to the East Wing of Justin Whiting Hall will be locked at all times. Visitors will need to be buzzed in to gain entry and must then check in at the front office and pick up a visitors badge. If a student is getting picked up by someone other than the parent/guardian or are not on the emergency contact list for the child, we ask that a note is sent with the child to school and also to

call the front office to inform them.

VI. Policies & Procedures

Enrollment Policy

Currently enrolled families must complete an *Intent to Return Form* each Spring to ensure a seat is saved for the student(s) for the following year. Preference will be given to currently-enrolled students and siblings of enrolled students.

When maximum enrollment for a grade has been reached, applicants will be placed on a waiting list and admitted on the basis of a lottery system.

JPEC is a Public School Academy and has open enrollment, however, is authorized to deny admission to any student who has a record of behavior that administrators believe would constitute a threat to the safety and well-being of fellow students and staff.

Nondiscrimination and Access to Equal Educational Opportunity Policy

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, JPEC does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status or ancestry in its educational programs.

Student Illness/Injury

All injuries and illnesses must be reported to a JPEC staff member or teacher and an *Incident Report Form* must be filed.

If a student is feeling ill, he/she may request permission to go to the office, where a staff member will contact his or her parent/guardian or emergency contact. Students will only be released to individuals listed on the student's emergency contact form.

Before any non-prescribed medication may be administered, JPEC requires the prior written consent of the parent. JPEC will provide only routine first aid.

Immunizations

JPEC will request an immunization record from each student that has been signed by a physician OR an authorized waiver signed by the Health Department. If immunizations are not on file by the first day of attendance, the student cannot attend class. A full schedule of required childhood immunizations can be found at the Michigan Department of Education website.

Use of Prescription Medications

In accordance with JPEC Board Policy, neither the Board of Directors nor JPEC administration/faculty shall be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student

during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program. Before any prescribed medication or treatment may be administered to any student during school hours, JPEC will require the written prescription from the child's physician and the written authorization of the parent.

- Medication will be administered in the main office by a JPEC faculty member in the presence of another adult.
- Only medication in its original container (labeled with the date, dosage, and student's name) will be administered.
- All medication will be kept in a locked storage case in the JPEC office.
- A log for all prescribed medication will be maintained. The log will note the person administering the medication, the date and time of day.

Students may possess and use an inhaler for relief of asthma, provided that the following conditions are met:

- JPEC possesses written approval from the student's physician and the student's parent/guardian
- JPEC possesses a copy of the student's emergency care plan

Note: Parent MUST furnish an emergency care plan for all students who may require an emergency medication (those with asthma, diabetes, food allergies, etc.) Only trained staff members may administer medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician.

Use of Non-Prescription Medication

A JPEC staff member may administer non-prescription medication (antibiotic ointment, antacids, etc.) only if the student has a signed *Permission to Administer Non-Prescription Medicine* form on file. The form will be presented to parents at orientation and is available upon request. Students are also allowed to bring their own non-prescription medication, along with a signed permission slip, to be administered by the administrative staff.

Student Records

Student records (including student demographic information, academic records and behavioral records) will be requested from each student's previous school upon enrollment to JPEC. Student records, after being received at JPEC, will be kept in a secure filing system in the administrative office, and may only be accessible to the Administrative Assistants and head administration.

Use of Jackson College Facilities

Jackson College should be regarded by students as a separate entity when unaccompanied by a JPEC faculty member or teacher. With the exception of those enrolled in college courses, students MAY NOT venture unaccompanied into Jackson College buildings other than Whiting Hall before or after JPEC school hours. Failure to comply will result in parent notification and disciplinary action.

Field Trips & Special Activities

Students will have the opportunity to participate in off-campus field trips. Parents/guardians will be required to sign an authorization form prior to each off-campus activity if they wish their student to participate. When students travel from the school, they are expected to represent JPEC in a respectable manner and are subject to the same rules, regulations, and appropriateness observed at school. Misbehavior or disregard of school policies can result in denial of field trip privileges.

Meal Services

Students must bring a sack lunch.

Snacks may be eaten during passing-time, brain breaks, and before/after the school day. Students are encouraged to bring a water bottle, which can be sealed, to keep in class. Glass water bottles are not permitted.

Dual enrolled students have open-campus status. They may leave for lunch and return, as long as they are in attendance for their next class, be it a JPEC or college course. Dual enrolled students are not allowed to drive non-dual enrolled students at all, throughout the school day. They may drive siblings to and from school, given parent permission.

Lost & Found

The lost and found is located inside the main office. Unclaimed items are donated to charity at the end of each term.

Personal Items

JPEC will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home. Any personal items that staff members judge to be unsafe, inappropriate for school, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of a staff member until the parents retrieve them. JPEC is not responsible for any items lost or damaged.

Early Dismissal (Student Pick Up)

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or a person whose signature is on file in the school office or the parent/guardian comes to the school office to request the release in person. No student will be released to a person other than a custodial parent(s)/guardian without written permission signed by the custodial parent(s) or guardian. Any person that arrives to pick up a student may be requested to show picture identification.

VII. Discipline Policy

Jackson Preparatory & Early College believes that zero-tolerance policies and absolute punishment-based disciplinary procedures do not improve school safety, learning, or behavior, as recognized by the National Association of School Psychologists. As such, Jackson Preparatory & Early College utilizes **positive discipline strategies** in order to utilize behavioral issues and concerns as learning opportunities.

Jackson Preparatory & Early College utilizes the **Falcon Code** to drive disciplinary actions:

1. Be respectful
2. Be responsible
3. Be safe

When students are not following the Falcon Code within a classroom, except in extreme circumstances, **early intervention** will occur via a reflection process initiated by the classroom instructor. This might include asking a student to step out of the classroom and fill out a reflection form, quietly asking them to complete a reflection form at their workstation, or simply an outside-the-door conversation with the teacher to discuss what occurred, how it affected the learning environment, and how to successfully move forward. The goal of this procedure is to **ensure that learning continues**.

If the behavioral concern is extreme or continues after the reflection process, the student will be referred to the office of the Dean of Students to work with the student and help the student come up with a plan for **further classroom success**, as well as how to resolve any issue that may have occurred between the student, teacher, and peers.

In cases of extreme misconduct, such as physical violence, the Dean of Students may make a recommendation to the Principal for a student meeting, parent meeting, and/or further consequences, such as suspension. Any student placed on suspension may only return to school after a parent meeting with the Principal or Dean of Students. Returning students must complete a Positive Behavior Intervention Plan with the Dean of Students that identifies choices that led to the student behavioral issue, the supports put in place to help that student, quantifiable goals, and how that plan will be monitored. Positive Behavior Intervention Plans create **individualized plans for student success**. The student and Dean of Students will both sign and oversee that plan, in an effort to keep students in school and progressing in their learning, rather than out of the learning environment.

Repeat offenses and suspensions are communicated to the President, and decisions made regarding severe consequences are made by the administrative team, rather than one individual. In cases of suspensions longer than 10 days, which are considered expulsions in the state of Michigan, disciplinary action and decisions will take place via the Jackson Preparatory & Early College Board of Governors.

Attendance Procedure

Once a pattern of absences/tardies is seen, JPEC will follow the procedure below.

Absences:

- If three (3) consecutive unexcused absences or three (3) non-consecutive unexcused absences within a 45-day period or three (3) absences of any kind in September are seen: parents will be contacted via call and email to express concern and restate our attendance policy.
- Ten (10) absences (excused, unexcused, or disciplinary): A formal letter will be sent home (also by email) indicating there is an attendance problem. Parent(s)/guardian(s) will be

asked to have a meeting with the appropriate administration to explore the reason behind the absences and set an attendance plan.

- Ten (10) unexcused absences or fifteen (15) absences (excused, unexcused, or disciplinary): Student is considered truant after ten (10) unexcused absences. Second letter will be sent home along with other forms of communication (call and email) to schedule a meeting with the President and a truancy officer will be notified.

Tardy:

- Three (3) unexcused tardies: A letter will be sent to parent/guardian to inform them of our Attendance Policy.
- Five (5) unexcused tardies: A letter will be sent to parent/guardian to inform them of our Attendance Policy.
- Seven (7) unexcused tardies: Parent meeting with the Dean of Students.

