Jackson Preparatory & Early College

Your place. Your purpose. Your future.

Family & Student Handbook

College Prep Academy (Grades 6-8) | Early College (Grades 9-13)

2026-2027 School Year

2111 Emmons Road, Jackson, MI 49201
517-705-5732 | www.jacksonpec.org

How to Use This Handbook

This handbook serves both JPEC programs in one document. College Prep Academy is the middle school program, grades 6 through 8. Early College is the high school program, grades 9 through 13, including the fifth year that lets students complete a certificate or associate degree alongside the high school diploma. Most expectations apply to every JPEC student. Where a rule differs by program, the difference is shown in a side by side table or in a clearly labeled section. The most common difference, dress code, is spelled out for each program.

Defined terms. “JPEC” and “the School” mean Jackson Preparatory & Early College. “The Board” means the JPEC Board of Governors. “The President” means the School’s chief executive, who also serves as Superintendent for purposes of Michigan law. “The Principal” and “building administrator” mean the administrator responsible for a program, including the Dean of Students where designated. “Parent” includes a legal guardian and, where the law requires, a person acting in the place of a parent. Students and staff are “Falcons.”

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Part I. Welcome and About JPEC

Welcome

Welcome to Jackson Preparatory & Early College. We believe every student can excel when given support, opportunity, and challenge, and that intelligence and talent grow through effort, reflection, and persistence. Our work is grounded in a growth mindset, a competency-based approach that values progress and mastery over a single grade, and the belief that JPEC is a school for all students who are ready to work hard and grow.

College Prep Academy builds the academic habits, skills, and character that prepare students for college coursework. Early College layers college courses onto the high school program through dual enrollment, so students can earn a technical certificate, a college certificate, or an associate degree while completing a high school diploma. Across both programs we celebrate each student's individuality and work to develop confident, capable, and compassionate young adults ready for college, career, and life.

Warmly,

Rob Campbell, Principal

Authorizer and Board of Governors

Jackson Preparatory & Early College is a public school academy authorized by Jackson College. Board meetings are open to the public; meeting dates and times are posted at the front office.

Name	Role
Suzanne R. Jones	Chairman
Rubenn Lanphear	Vice Chairman
Renee Novak-Arze, P.E.	Trustee
Angela Corts	Trustee

Administrative Staff Directory

Name	Role
Jonathon Marowelli	President
Alex Elfe	Chief Operations Officer
Gimmie Pilaczynski	VP of Finance & IT
Rob Campbell	Principal
Karen Carpenter	Dean of Students and Athletic Director
Jessica Yonnick	Director of Counseling and College Pathways
Niki Meyers	Executive Assistant
Cindy Pier	Office Manager

Vision, Mission, and Core Beliefs

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, and Student Responsibility

JPEC is a competency-based program that assesses each student's progress toward mastery of skills. Falcons are expected to put forth effort in every course, working toward mastery, and to be engaged in student life through clubs, organizations, and athletics. Students who choose not to put forth effort may be assigned seminar or additional intervention.

Falcons are expected to develop academic, character, and behavioral mindsets, from analytical and reflective practice to inquiry and curiosity, and to grow in responsibility and self-management. Faculty and administration guide students in taking ownership of their academic programming and course management, which prepares them for the transition into dual enrollment and for life after JPEC.

Steps of Communication

JPEC encourages open communication. If you have a concern about your child's education, contact the teacher first to try to resolve it. If that does not resolve the matter, contact the Principal, and then the President. Please follow this order so concerns can be addressed at the closest level first.

Part II. School Information and Daily Operations

School Hours

The building opens at 8:00 a.m. for early drop-off. The school day runs 9:00 a.m. to 3:55 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesday, school releases at 2:55 p.m. for staff professional development. The main office closes at 4:15 p.m. Monday, Tuesday, Thursday, and Friday, and at 3:15 p.m. on Wednesday.

Locations and Access

Early College is located in Justin Whiting Hall on the Jackson College campus, with entry through the East Wing main entrance. College Prep Academy is located in the Education Innovation Center. The main office at the Education Innovation Center stays locked during school hours. All students, parents, and guests enter and exit through the main entrance; during drop-off and pick-up a JPEC employee monitors the entrance, and at other times visitors are buzzed in and check in at the front office. While JPEC shares space with a college that is open to the public, classroom doors stay locked during class periods.

JPEC is a closed campus. After arriving, students may not leave until the end of the day unless signed out by a parent or guardian. Early College students who are dual enrolled have open-campus status and may leave when they have no JPEC or college class scheduled; they communicate with their professors about attendance. Dual-enrolled student drivers may not drive non-dual-enrolled students during the school day and may transport siblings with parental permission.

Transportation, Drop-Off, and Pick-Up

Students may use the JATA bus system, which runs daily to campus from the downtown Jackson transfer station at the student rate. Bus passes may be available to families with financial hardships. Beyond JATA, transportation is provided by families.Please observe posted speed limits, traffic lanes, and crosswalks in all drop-off and pick-up areas. The two programs use different areas:

College Prep Academy (EIC)	Early College (Justin Whiting Hall)
Drop-off and pick-up are on the north side of the Education Innovation Center. The lot is a one-way U-shaped drive: enter on the north side and exit on the south. The right lane is for drop-off and the left lane is for passing. Do not park in unauthorized areas.	Drop-off and pick-up are at the main entrance on the East Wing of Justin Whiting Hall, with a right lane for standing and a left lane for passing. Students may also be picked up in the circle drive behind Justin Whiting Hall. Observe the crosswalk in front of the main doors.

Emergency Closings and Severe Weather

JPEC closes for the day if 75 percent of surrounding schools close due to weather, if the Jackson Career Center closes for weather, if Jackson College main campus closes, or if conditions are deemed unsafe for travel. If the Career Center closes for reasons other than weather, JPEC remains open. If JPEC is closed but Jackson College is open, dual-enrolled students are expected to attend their college classes and to communicate with their professors. Families traveling longer distances should make travel decisions based on safety and good judgment. Closings and delays are announced on local radio and television, posted on the School website, and sent through the School's notification system; keep your contact information current in PowerSchool.

Emergency and Safety Drills

JPEC complies with all tornado, fire, and lockdown safety laws and conducts regular drills. During a severe thunderstorm watch or warning while school is in session, school stays open and staff take safety precautions, contacting parents in an emergency. During a tornado watch, students remain in school and staff take safety precautions. The School's emergency operations plan also addresses when and how students may use a wireless communications device during an emergency, consistent with MCL 380.1308b.

Visitors

Certain exterior entrances stay locked. Visitors are buzzed in, check in at the front office, and receive a visitor badge. If someone other than a parent or guardian, or someone not on the emergency contact list, will pick up a student, please call the front office in advance.

Early Dismissal and Student Pick-Up

A student may not leave before dismissal without a written request signed by a parent or guardian, or a person whose signature is on file, or unless the parent or guardian comes to the office to request the release in person. A student will not be released to anyone other than a custodial parent or guardian without written permission from the custodial parent or guardian. Anyone picking up a student may be asked to show photo identification.

Lockers, Identification, Meals, and Personal Items

Lockers and personal property. College Prep students are assigned a locker and combination lock each year, must use the assigned lock, and must keep lockers clean and unmodified. Backpacks, purses, and larger items stay in lockers, not in class. JPEC is not responsible for items stored in lockers or for personal items, and expects students to leave home anything not needed for school. Staff may confiscate items that are unsafe, inappropriate, or distracting and hold them in the office until a parent retrieves them. Students using the Jackson College Fieldhouse locker room for physical education must bring a lock.

Identification cards. JPEC provides a photo ID to each student. Early College students must carry their ID and produce it on request of any JPEC or Jackson College staff member; the first card and one replacement are free, and additional replacements are five dollars. Upon starting dual enrollment, students obtain a Jackson College student ID for campus resources.

Meals. Students may bring a lunch and a sealed, non-glass water bottle. Students may also purchase items from the school store. Snacks may be eaten during passing time, breaks, and before or after school; eating in class is allowed only with staff permission. Early College students who are dual enrolled may leave for lunch and return, provided they are present for their next JPEC or college class.

Lost and found. Located in the main office; unclaimed items are donated to charity periodically.

Field Trips and Use of Jackson College Facilities

Students may take part in off-campus field trips with a signed authorization form for each activity. On trips, students represent JPEC and follow the same rules as at school; a documented discipline history or disregard of school rules may result in loss of field trip privileges. Except for students enrolled in college courses, students may not go unaccompanied into Jackson College buildings other than the building where JPEC is housed; doing so results in parent notification and discipline. Jackson College should be treated as a separate entity when a student is not accompanied by a JPEC staff member.

Work Permits, Yearbook, and Unfinished Business

Work permit applications are available at the front office. Senior portrait and yearbook deadlines are set each year by the yearbook advisor and are firm. Outstanding fees or debts should be cleared before the close of each term; schedules, diplomas, or records may be withheld until fees are paid.

Fundraising

To protect students' educational programs, fundraisers must be approved in advance by the school administration. Students may not solicit money for personal interests or projects. Student-group fundraiser requests go on an approved application to the building administrator at least one month before the activity. School-sponsored groups may sell or solicit inside a building only during non-instructional time, and must obtain approval of any trip or project before fundraising for it begins.

Parent Engagement

A strong partnership between school and home is critical to each student's success. The most reliable predictor of student achievement is a family's ability to create an encouraging environment, set high and reasonable expectations, and stay involved. JPEC sends weekly communications from administration plus updates for events, progress, and changes; families are asked to communicate promptly about absences, contact changes, and questions. Volunteer opportunities are available through the front office.

Part III. Academic Program and Early College

Curriculum and Competency-Based Learning

JPEC's curriculum combines integrative and adaptive methods that encourage student exploration and individuality. Through integrative studies, students find authentic connections between content areas and apply learning to real-world, experiential work. Learning is competency-based: summative and formative performance assessments, including projects, simulations, and case studies, measure each student's mastery of course competencies, and students receive regular, direct feedback through digital portfolios and assignments.

Learning materials. In place of textbooks, each student receives a digital device for use during the school day. Before a device is issued, the student and family read and sign the Acceptable Use Policy and Internet Agreement.

College Prep Academy (Grades 6-8)

College Prep Academy prepares students for college coursework. Students complete core content across English, social studies, mathematics, science, and specials, building toward the requirements for entry into Early College courses.

Standardized testing. College Prep students take NWEA MAP Growth three times a year (fall, winter, spring), the M-STEP each spring, and the PSAT 8/9 in the third College Prep year. MAP Growth is computer-adaptive and helps teachers tailor instruction and monitor growth; the M-STEP measures performance against Michigan standards; the PSAT introduces students to the College Board assessments and supports college-readiness growth monitoring.

- Three English Credits;
- Three Math credits;
- Three Science credits;
- Three Social Studies credits;
- Two Art credits;
- One PE and one Health Credit

Early College (Grades 9-13)

Early College is a five-year model. Through dual enrollment, students take college courses alongside their high school requirements, governed by college policies and expectations, and complete a structured application and eligibility process much like a traditional college applicant. Students can earn a technical certificate, a college certificate, or an associate degree while completing the high school diploma.

Graduation requirements. JPEC aligns with the Michigan Merit Curriculum. Students complete:

- Four English credits;
- Four mathematics credits, including Algebra 1, Geometry, Algebra 2, and either Financial Literacy (students who began 9th grade in 2023 or later) or Statistics (students who began before 2023);
- Four science credits, including Biology and Chemistry;
- Four social studies credits, including U.S. History, World History, Civics, and Economics;
- One physical education and health credit;
- Two visual or performing arts credits; and
- Two world language credits (one may be earned from elementary or middle school world language).

College and career-center credits may count as dual credits toward graduation. Students should confirm with the counselor before assuming a course counts as a dual credit.

Jackson Preparatory & Early College's graduation requirements are designed to comply with the Michigan Merit Curriculum (MMC), all applicable legislated state standards of education, and other requirements established by the State of Michigan. Students must satisfy all applicable state and JPEC graduation requirements in order to earn a high school diploma.

Credit, Late Work, and Credit Recovery

Credit from extension and internet courses may satisfy graduation requirements if approved by the Principal in advance and earned through an institution accredited by a recognized regional association. Credit recovery is granted based on instructional hours. A student may test out of a course by demonstrating mastery of its competencies at 3.5 or higher. Teachers set and communicate late-work expectations during a term, and late work is not accepted after the end of the term. A student may apply, following posted guidelines and deadlines, to earn back credit for one class per academic term. Otherwise, a student who does not earn credit retakes the course when it is next offered and scheduling allows.

Educational Development Plans and College Pathways

Educational Development Plans begin in the middle school years, when students investigate occupations and academic pathways, and are revisited on a set schedule through the Early College years. Career exploration is multifaceted and involves the school, community, businesses, and guest speakers so students understand the training and education their goals require. The counseling and college pathways staff support course planning, dual enrollment, and college and career advising.

Standardized testing. Michigan requires the College Board assessments: the PSAT 8/9 in grades 8 and 9, the PSAT 10 in grade 10, the PSAT/NMSQT in grade 11 (which also qualifies students for the National Merit Scholarship Program), and the SAT for all 11th graders in the spring as part of the Michigan Merit Examination. Some colleges are test-optional, and a high SAT can strengthen applications and scholarship eligibility.

Special Education

JPEC assumes primary responsibility for special education programs and services for students with disabilities, in cooperation with the Jackson County Intermediate School District, and provides a continuum of services so each eligible student receives a free appropriate public education in the least restrictive environment. Placement begins with consideration of the general education classroom before more restrictive settings, as determined by the IEP team. Questions about special education or Section 504 may be directed to the school principal.

Part IV. Annual Notifications

These notices are provided to every JPEC household each year as required by federal and state law. Related opt-out forms are distributed separately.

Family Educational Rights and Privacy Act (FERPA)

FERPA gives parents, and students who are 18 or older (“eligible students”), specific rights regarding the student’s education records:

1. **Inspect and review.** You may inspect the student’s education records within 45 days after JPEC receives a written request submitted to the building principal that identifies the records you wish to see. JPEC will arrange a time and place to inspect them.
2. **Request amendment.** You may ask JPEC to amend a record you believe is inaccurate, misleading, or in violation of the student’s privacy rights by submitting a written request to the building principal identifying the record and the reason. If JPEC declines, you will be notified of your right to a hearing.
3. **Consent to disclosure.** You may consent before JPEC discloses personally identifiable information, except where FERPA allows disclosure without consent. One exception is disclosure to school officials with a legitimate educational interest, which may include administrators, teachers, and other staff the Board designates, and contractors or consultants performing a school function under JPEC’s control, such as attorneys, auditors, or special education providers. Another permits disclosure, on request, to a school in which the student seeks or intends to enroll or is enrolled, for purposes related to enrollment or transfer.
4. **Opt out of directory information.** You may refuse to allow disclosure of “directory information” by submitting written notice within 30 days of JPEC’s public notice.
5. **File a complaint.** You may file a complaint with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

Directory information. JPEC designates the following as directory information that may be released without consent unless you opt out: student name, address, and telephone number; photograph; date and place of birth; participation in school programs and activities; academic awards and honors; height and weight if a member of an athletic team; and dates of attendance and graduation.

Military recruiters. JPEC must give U.S. Armed Forces recruiters the same access to student directory information it gives other entities offering educational or employment opportunities, unless a parent or eligible student submits written direction that the information not be released to recruiters.

Nondiscrimination and Harassment

No person may be denied admission to, denied the benefits of, or discriminated against in any JPEC program or activity on the basis of sex (including sexual orientation, gender identity, and gender expression), religion, race, color, national origin or ancestry, age, disability, marital status, pregnancy status, genetic information, military status, or any other legally protected characteristic. A person who believes they have been discriminated against or harassed may contact JPEC's Civil Rights Compliance Officer and Title IX Coordinator: Karen Carpenter, Dean of Students; karen.carpenter@jacksonpec.org. The complaint procedures appear in Part VI.

Drug-Free Environment

JPEC and Jackson College are tobacco-free and alcohol-free. JPEC maintains a Drug-Free School Zone extending 1,000 feet from the boundary of school property. The use, possession, concealment, delivery, or distribution of any drug or drug paraphernalia, including alcohol, marijuana, and vaping devices, is prohibited at any time on school property, within the zone, on school transportation, or at any school-related event.

McKinney-Vento Homeless Assistance Act

JPEC ensures that children and youth in transition have access to a free appropriate public education and full opportunity to participate in school programs and assessments. A student may be eligible if living in temporary shared housing, a shelter, or a transitional program; in a hotel, motel, or campground due to lack of alternatives; in a car, park, or abandoned building; or in temporary or transitional foster placement. JPEC's McKinney-Vento liaison is Jessica Yonnick; Director of School Counseling and College Partnerships; jessica.yonnick@jacksonpec.org

Parental Inspection of Instructional Materials

Parents may inspect, on request to the building principal, any instructional material used in the curriculum, including printed, audio-visual, and digital materials. This does not include academic tests or assessments. Access is provided within a reasonable time.

Student Privacy and Parental Access (PPRA)

Under the Protection of Pupil Rights Amendment, JPEC will not require a student to take part, without prior parental consent, in a U.S. Department of Education-funded survey that reveals information about political or religious beliefs; mental or psychological problems; sexual behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of close family relationships; privileged relationships such as those with lawyers, physicians, or clergy; or income other than for program eligibility. Parents may inspect a third-

party survey before it is given. Complaints may be filed with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

Special Education and Section 504 (Child Find)

JPEC is required to locate, identify, and evaluate all children with disabilities, including those who may be eligible under the IDEA or Section 504 of the Rehabilitation Act of 1973. If you believe your child may qualify, contact Rob Campbell at rob.campbell@jacksonpec.org. Program details appear in Part III.

Personal Curriculum

The Personal Curriculum is a Michigan Department of Education process that allows certain modifications to credit requirements or content expectations based on a student's individual learning needs, whether to accelerate beyond the Michigan Merit Curriculum or to individualize how a student meets it. Contact the School Principal for more information.

Title I Parent and Family Engagement

Because JPEC receives Title I funds, the board has established Board Policy 2112 BP, the parent and family engagement policy. Additionally, any parent has the right to request teacher qualifications from the Principal.

Programs for English Learners

Parents of students identified as English learners who participate in a language instruction program are notified within 30 days of the start of the year about the reason for identification, the student's English proficiency level, the instructional methods, how the program supports English acquisition and academic standards, exit requirements, and the parent's right to remove the child from the program.

Wellness

JPEC supports lifelong wellness through nutrition, nutrition education, and physical activity. The Board has adopted a Wellness Policy (8510 BP) that is periodically reviewed.

Physical Examinations and Screenings

Absent an emergency or an IEP or Section 504 plan, JPEC does not provide physical examinations or screenings on school premises. If JPEC ever does, parents may opt their student out by written request to the building principal. This does not apply to physicals required for sports participation.

Safe Storage of Firearms

Information from the Michigan Department of Health and Human Services on the safe storage of firearms is available from JPEC and is posted on the School website.

Part V. Student Code of Conduct

The Falcon Code and Our Approach to Discipline

JPEC students are accountable to the Falcon Code: Be Respectful (of yourself, others, and the environment), Be Responsible (ready to learn, on task, accountable for yourself), and Be Safe (take responsible risks, use empathy, be thoughtful of outcomes). Relationships are founded on mutual respect, and conduct should not cause a problem for the community or any individual in it. When it does, the student is expected to help repair it.

JPEC believes zero-tolerance and purely punitive discipline do not improve safety, learning, or behavior, and uses positive and restorative practices to treat behavioral concerns as learning opportunities. When a student is not following the Falcon Code in class, early intervention through a reflection process comes first. If the concern is serious or continues, the student is referred to the Dean of Students to build a plan for classroom success and to repair harm, which may include a restorative circle. In serious cases such as physical violence, the Dean of Students may recommend a student or parent meeting and further consequences to the Principal. A student returning from suspension meets with the Dean of Students and Principal and completes a positive behavior intervention plan.

This Code sets the rules for the most serious and obvious misconduct. It is not a complete list and does not limit the authority of school officials to address other conduct that interferes with the good order of the School, the educational process, or the health and safety of students and staff. Consistent with Michigan law, restorative practices are considered in every case as an addition or alternative to suspension or expulsion.

Where This Code Applies

This Code applies on school property; in a vehicle used for a school purpose; at a school-related activity; en route to or from school; involving another student en route to or from school; off school premises where the conduct is prohibited by law or, in the administrator's judgment, is serious enough that the student's continued attendance would endanger others or substantially disrupt the educational process; and to conduct committed before enrollment that would have justified discipline had it occurred while enrolled. Each JPEC student and parent is asked to sign and return the Student Code of Conduct Acknowledgment of Receipt; a student is bound by the Code even if the form is not returned.

Athletics and Extracurricular Activities

Participation in interscholastic athletics and extracurricular activities is a privilege, not a right. Participants are subject to this Code at all times, plus any Athletic or Extracurricular Code of Conduct, and must return a signed responsibility acknowledgment before participating.

Dress and Appearance

How a student dresses is largely the responsibility of the student and parent, and JPEC may impose reasonable restrictions where dress or grooming is disruptive, unsafe, or contrary to the School's mission. The two programs differ: College Prep Academy follows a uniform policy, in

part so younger students are clearly identifiable on a college campus, while Early College follows a dress standard. In both programs, administration has final say on appropriate attire, and a student who leaves school over a dress code issue receives an unexcused absence.

College Prep Academy (Grades 6-8): Uniform	Early College (Grades 9-13): Dress Standard
A required uniform. The front office may loan items to a student out of uniform; if the student refuses, a parent is called to bring clothing.	No uniform. Students maintain a standard of decency and respect, with attire suitable to the season and activity.

College Prep Academy Uniform

Shirts. Long- or short-sleeve only (no sleeveless): solid-color polo, solid-color collared Oxford-style dress shirt, or JPEC spirit-wear top (third-party event shirts are not JPEC spirit wear). Sweaters, fleece, or sweatshirts must be worn over a uniform shirt: solid-color sweater (crew, v-neck, or cardigan), solid-color crew-neck fleece or sweatshirt, or spirit-wear sweatshirt, in quarter- or full-zip.

Not permitted: non-spirit-wear hoodies, t-shirts, flannel shirts, cropped shirts, or any shirt that does not fully cover the midriff. Undergarments must not be visible.

Pants. Non-denim, plain-color, pleated or flat-front slacks, or spirit-wear bottoms.

Not permitted: jeans, leggings, athletic sweatpants or joggers (except spirit wear), pajama pants, or pants with patches or rips. Sagging is not permitted.

Shorts, skirts, and dresses. Plain-color pleated or flat-front shorts and solid-color pleated or straight skirts, fingertip length is an approximate guide; no denim, leather, or lace. Plain-color dresses are allowed with a collared top worn as part of or under the dress.

Not permitted: cut-offs and jean shorts or skirts.

Shoes, socks, and accessories. Loafers, Crocs, casual shoes, and sneakers are allowed; platform shoes, flip-flops, and slides are not. Any socks; solid-color nylons or tights (no fishnet or patterns). Necklaces, bracelets, rings, watches, and belts are fine; chains, hats, bandanas, and anything that blocks a student's view are not.

Jeans day, PE, and game days. Students may wear jeans or jean shorts (approximately fingertip length, no holes, patches, or frays) each Friday, or the last instructional day of the week. For PE, athletic clothing and shoes are required, with students changing before and after class. On game days, student athletes may wear their school-issued athletic top with uniform bottoms; sleeveless athletic tops require a shirt underneath. Hat days, t-shirt days, and similar relaxed days may be designated, but clothing must always be appropriate.

College Prep students in Early College courses. A student enrolled in both programs follows the College Prep uniform unless enrolled in two or more core Early College courses in separate subject areas (not electives).

Early College Dress Standard

Attire should reflect a standard of decency and respect. The following are not permitted: exposed midriffs; excessively low-cut tops; short shorts, skirts, or skorts (about a five-inch inseam guide); visible undergarments or undergarments worn as clothing; profanity or obscenities; see-through clothing; hats or hoods that interfere with learning, such as blocking the instructor's view of the face or hiding earbuds when not permitted; and clothing or accessories that are offensive or disruptive, including sexually suggestive items and tobacco or alcohol advertisements. Students may wear special clothing for unique outdoor, curricular, or co-curricular activities.

Personal Wireless Communication Devices

JPEC's use of wireless communications devices is governed by Board Policy 5136 and MCL 380.1303a (Public Act 2 of 2026), effective for the 2026-2027 school year. Students are prohibited from using a wireless communications device (WCD) on academy grounds during instructional time. A WCD is an electronic device capable of text messaging, voice communication, entertainment, navigation, internet access, photos and video, or email, such as a cell phone, smartwatch, smart glasses, or personal laptop or tablet. It does not include a basic telephone used primarily for voice calls that cannot run third-party applications or access the internet, and it does not include a JPEC-issued device.

Where the prohibition applies. "Academy grounds" means a building, playing field, or property used for school purposes or for academy-sponsored functions and events. It does not include a building used primarily for adult education or college extension courses. For Early College students taking courses in Jackson College buildings, the instructional-time prohibition does not apply in those college spaces, but college-course expectations and each professor's rules do.

Exemptions, as required by law. The prohibition does not apply to a medically necessary device; a JPEC-owned device such as an issued tablet or laptop; a device the Academy designates for instructional purposes; a device used for special education programming or as an accommodation under Section 504, an IEP, or the ADA; a device used for a lesson-specific assignment at the limited and direct discretion of the classroom teacher; or a device used in an emergency, consistent with the Academy's Emergency Operations Plan (Policy 8402). Emergency use must not interfere with emergency protocols or first responders or endanger students or staff.

JPEC Additional Restrictions

Board Policy 5136 sets the minimum standard and authorizes the School Leader to designate additional situations and locations where WCD use is prohibited, with enforcement through the Student Code of Conduct. Under that authority, JPEC applies the following restrictions, which go beyond the instructional-time baseline:

College Prep Academy (Grades 6-8)	Early College (Grades 9-13)
Personal devices and cell phones are stored and not used for the entire school day. Phones are kept in the student's locker, not in pockets or backpacks. Headphones and earbuds may not be used in class unless a teacher directs it.	Personal devices are not used during instructional time and are kept out of sight. A teacher may permit use for a specific instructional purpose and may collect devices during class. Headphones and earbuds may not be used in class unless a teacher directs it. While in Jackson College buildings, college-course and professor rules apply.

Privacy locations. A WCD or any device with a camera may not be activated or used at any time where a reasonable expectation of personal privacy exists, including classrooms, gymnasiums, locker rooms, shower facilities, restrooms, and any area where a person may be changing clothes. Administration may designate other locations where WCD use is prohibited. Students have no expectation of confidentiality in their use of a WCD on academy premises.

Misuse. A student may not use a WCD in a way that could reasonably make another person feel threatened, humiliated, harassed, embarrassed, or intimidated, including transmitting threatening, obscene, disruptive, or sexually explicit material, or material that harasses or disparages others based on a protected characteristic, and including sexting. A student may not use a WCD to capture, record, transmit, or receive test or other information in a way that constitutes cheating or academic dishonesty. Violations are reported as required by law, including to law enforcement and child protective services where applicable.

Enforcement. A student who violates this policy is subject to discipline under the Student Code of Conduct. As the standard practice, staff may confiscate a device used in violation: the first confiscation is logged and communicated to the parent; on the second, the student turns the device in to the office each day through the end of the term; and a further violation may result in additional discipline, up to suspension.

Recording

Audio or video recording or photographing staff, students, or others on JPEC property without their knowledge and consent is not permitted. Recording a private meeting for record-keeping is allowed only if everyone, including the teacher, is informed and consents. Recording certain club events may be allowed with the club's and administration's permission. Public events such as concerts, commencement, and sporting events may be recorded as long as it does not interfere with others' ability to enjoy the event.

Police Investigations and Arrests

JPEC cooperates with law enforcement in the interest of the school community. Parents are notified if police arrest or wish to question their student at school; timing depends on the circumstances. Except where the law requires reporting, JPEC retains discretion to report serious crimes and events, including an armed or suspected armed student, arson, bomb or similar threats, death, explosion, illegal drug use or sale, intruders, larceny, a minor in

possession, physical assault, robbery or extortion, sexual assault, a suicide threat or attempt, unauthorized removal of a student, vandalism, and weapons on school property.

Search and Seizure

To maintain order and protect safety, school authorities may search students and seize illegal, unauthorized, or contraband materials. Lockers, desks, and assigned devices remain JPEC property, and students have no reasonable expectation of privacy in them; JPEC may inspect school property at any time, without notice, consent, or a warrant. A student's person and personal effects, such as a purse, book bag, or athletic bag, may be searched when a school official has reasonable suspicion that the student possesses illegal or unauthorized materials. Student parking is a privilege conditioned on advance consent to a vehicle search. Contraband may be turned over to law enforcement. Privacy is respected for lawful items found during a search, and refusal to permit a lawful search may be grounds for discipline.

Bullying and Cyberbullying

JPEC prohibits bullying and cyberbullying, retaliation against a target, witness, reporter, or participant in an investigation, and knowingly false reports. The building principal is primarily responsible for implementation, and the President reports verified incidents and resulting consequences to the Board annually.

"Bullying" means any written, verbal, or physical act, or any electronic communication, including cyberbullying, that is intended, or that a reasonable person would know is likely, to harm one or more students directly or indirectly by substantially interfering with educational opportunities or programs; placing a student in reasonable fear of physical harm or causing substantial emotional distress that adversely affects participation in school; having an actual and substantial detrimental effect on physical or mental health; or causing substantial disruption to the orderly operation of the school. "At school" includes a school bus or other school-related vehicle, a school-sponsored activity on or off premises, and the off-premises use of a telecommunications device or service owned by or under the control of JPEC.

Reporting. A student who believes they have been bullied should report it to a faculty member or the building principal, or submit an anonymous incident report through the School website, which goes to the Dean of Students, Principal, and President. A parent should also report on the student's behalf. The principal or designee promptly investigates and may, with the complainant's permission, first attempt an informal resolution, including restorative practices, without substantial delay; the complainant may move to a formal investigation at any time. Where bullying is alleged to be based on race, color, sex, national origin, or disability, the principal notifies the Compliance Officer.

Presumption Against Long-Term Suspension or Expulsion

Consistent with Michigan law, JPEC presumes that a student should not receive a long-term suspension (more than 10 school days) or be expelled (60 or more school days) unless JPEC determines the presumption is rebutted after considering each of seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled under the IDEA or ADA/Section 504;
- The seriousness of the misconduct;
- Whether the misconduct threatened the safety of any student or staff member;
- Whether restorative practices will be used to address the misconduct; and
- Whether a less severe discipline would properly address the misconduct.

This presumption does not apply to suspensions of 10 school days or fewer, or to a student who possesses a firearm in a weapon-free school zone. For all long-term suspensions and expulsions, the administrator must consider and document the seven factors and the consideration of restorative practices.

Definitions of Discipline

Administrative intervention. Action that does not remove a student from school, including restorative practices, removal from a class period, in-school suspension, reprimand, restitution, detention, additional assignments, and loss of the privilege of attending after-school functions.

Suspension. Exclusion from school for fewer than 60 school days, or until specific conditions are met. A short-term suspension is 10 school days or fewer; a long-term suspension is 11 to 59 school days.

Expulsion. Exclusion from JPEC for 60 school days or more, or permanent exclusion.

Prohibited Acts

Unless stated otherwise, the penalty for a prohibited act ranges from administrative intervention to permanent expulsion, depending on the severity of the conduct, its impact on the school and community, Board policy, and state and federal law. JPEC will also consider restorative practices as an addition or alternative to discipline. A student shall not:

1. **Alcohol, marijuana, and chemical substances:** manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence of alcohol, marijuana, or any intoxicant, or inhale any chemical substance to become intoxicated.
2. **Arson:** burn or attempt to burn property, set a fire, or cause or attempt to cause an explosion on school property.
3. **Coercion, extortion, and blackmail:** commit or attempt coercion, extortion, or blackmail, or use threats or violence to secure money or items of value or to force an unwilling act.
4. **Criminal acts:** commit any act defined as a crime by federal or state law or local ordinance.
5. **Criminal sexual conduct:** commit criminal sexual conduct as defined by Michigan law; penalties are imposed consistent with MCL 380.1311.
6. **Discriminatory harassment:** engage in unwelcome sexual advances, requests for sexual favors, or unwelcome touching, or in verbal or physical conduct based on a

person's race, color, national origin, religion, sex (including sexual orientation and gender identity or expression), marital status, pregnancy status, genetic information, disability, or age.

7. **Disruption of school:** cause or risk causing, through violence, force, noise, coercion, threat, intimidation, or passive resistance, the disruption or obstruction of any school function, or urge others to do so.
8. **Damage to property or theft:** intentionally damage or attempt to damage school property or another's property, or steal, attempt to steal, or knowingly possess stolen property.
9. **Dangerous weapons:** possess a dangerous weapon in a weapon-free school zone, including brass knuckles, a dagger, dirk, firearm, iron bar, a knife with a blade over three inches, a mechanically opened pocket knife, or a stiletto.
10. **Failure to comply with directions of school personnel:** be insubordinate or fail to comply with the reasonable directions of JPEC employees, volunteers, chaperones, or supervisors.
11. **Failure to cooperate:** refuse to cooperate with an investigation, make false statements, or give false evidence in a disciplinary proceeding.
12. **False alarms:** knowingly cause a false fire alarm or make a false fire, bomb, or catastrophe report.
13. **False allegations:** libel, slander, or make false allegations against another student, employee, Board member, or volunteer.
14. **Falsification of records:** use another person's name or falsify data on School forms or records, or provide false or misleading information on them.
15. **Fighting, assault, and battery:** physically assault, threaten, or behave so as to cause physical injury to an employee, student, volunteer, chaperone, or other person.
16. **Fireworks, explosives, and chemical substances:** possess, handle, or transmit any substance or prepared chemical that can explode, inflict bodily injury, or cause physical discomfort to another person.
17. **Gang insignia and activity:** wear, possess, display, or commit any act that may reasonably be perceived as evidence of gang membership or affiliation, or act in furtherance of gang activity.
18. **Hazing:** initiate another student into any grade, school, or activity by means that may cause physical or emotional pain, embarrassment, or discomfort.
19. **Improper communications:** make threatening, harassing, vulgar, or obscene communications to JPEC employees, Board members, chaperones, volunteers, or visitors, on or off premises and at any time.
20. **Indecency:** engage in conduct contrary to commonly recognized standards of decency, including obscenity, indecent exposure, or offensive language, pictures, or gestures.
21. **Look-a-like weapons:** possess, handle, or transmit a look-a-like weapon such as a starter pistol, rubber knife, or toy gun.

22. **Personal protection devices:** possess, handle, or transmit a personal protection device such as pepper gas, mace, a stun gun, or an electric shock device.
23. **Recording without consent:** use any device to capture, record, or transmit audio or images of any person at school or a school event without that person's consent, except as allowed in the Recording section.
24. **Trespassing and loitering:** be on school property except to participate in the educational process, or loiter in hallways, classrooms, or restrooms.
25. **Scholastic dishonesty:** cheat or plagiarize, including giving or receiving unauthorized aid or unfair advantage on academic work, or presenting another's language, structure, or ideas as one's own. Use of artificial intelligence and large language models is subject to the Acceptable Use Policy and this Code.
26. **Smoking and tobacco:** use or possess tobacco in any form on school property, including electronic cigarettes, vaporizers, and similar devices, regardless of product name.
27. **Suspended student on school property:** while suspended, enter school property or attend any school-related activity without prior permission of a building administrator.
28. **Violation of the Acceptable Use Policy:** violate JPEC policies and directives on computers, networks, telephone systems, or artificial intelligence; creating deepfakes that violate this Code is strictly prohibited.
29. **Violation of building rules:** commit any act prohibited by a building's rules and regulations.
30. **Weapons and dangerous instruments:** possess, handle, or transmit a knife with a blade of three inches or less, an airsoft gun, a blackjack, a baton, a martial arts device, a paintball gun, or any other object capable of inflicting bodily injury.
31. **Misconduct prior to enrollment:** be subject to discipline for misconduct committed while a resident of another district, enrolled elsewhere, outside school hours, or off premises, if it would have justified discipline had it occurred while enrolled at JPEC.

Due Process: Procedures for Discipline

The building administrator (the Principal) makes the initial judgment that a student has engaged in a prohibited act. For purposes of these procedures, the President serves as Superintendent and the Board of Governors hears appeals of permanent expulsion.

Short-term suspension (10 school days or fewer). Before an out-of-school suspension, the administrator informs the student of the misconduct and, if denied, the evidence; gives the student a chance to explain; and considers the seven factors. If the student's presence poses an immediate danger or ongoing threat of disruption, the administrator may suspend immediately and provide these rights as soon as reasonable afterward. The parent is notified by phone or in person and then in writing. A decision of up to 10 school days is final and not subject to appeal.

Long-term suspension (11 or more school days) and expulsion (60 or more). If the administrator decides a suspension of 11 or more school days or expulsion is warranted, the

student and parent are notified in writing of the charges, the recommended discipline, the fact that a hearing will be held before the President or designee, and the time, place, and procedures for the hearing. The notice documents consideration of the seven factors and of restorative practices. The student may be suspended pending the hearing if the administrator finds the student's presence presents a danger; otherwise the student may return pending the decision. The hearing determines the truth of the charges and, if substantiated, the appropriate discipline. The student or parent may waive the hearing, in which case the recommended penalty is ordinarily imposed, except that expulsion or permanent expulsion requires a decision by the President or designee. The decision is given orally within five school days of the close of the hearing and in writing at the same time.

Appeal of permanent expulsion. A decision to permanently expel may be appealed to the Board of Governors by filing written notice with the President within five school days. The appeal does not involve new testimony or evidence; the student, parent, or representative may address the Board, which issues a written decision within 15 school days.

If This Code Conflicts With Law or Board Policy

This Code is intended to be consistent with Michigan law and Board policy. If there is any inconsistency, Michigan law controls over Board policy, and Board policy controls over administrative regulations.

Part VI. Key School Policies

This part summarizes the Board policies most relevant to students and families. Full policies and their administrative regulations are maintained by the School and available on request.

Enrollment

JPEC is a public school academy with open enrollment. Currently enrolled families complete an Intent to Return form each spring to hold a seat; preference goes to enrolled students and their siblings. When a grade reaches capacity, applicants are placed on a waiting list and admitted by lottery. JPEC may deny admission to a student whose behavior record administrators believe would threaten the safety and well-being of students and staff.

Attendance

Regular attendance is essential to student success, and Michigan's compulsory attendance law (MCL 380.1561) requires it. JPEC follows the Jackson County attendance protocol and focuses on collaboration and support rather than punishment. Students who arrive late or leave early are signed in or out by a parent or guardian at the main office.

Definitions. A student is truant after 40 or more unexcused class-period absences in a year. A student is chronically absent after missing 10 percent or more of enrolled days, whether excused, unexcused, or disciplinary. A student more than 10 minutes late to class is marked absent for that period.

Excused absences include illness or injury with a doctor's note, medical appointments, religious holidays, extreme family emergencies, lice (up to three days), a funeral or death in the family, documented court appearances, juvenile-court placements, school-approved educational opportunities, and homelessness.

Unexcused absences include staying home to babysit, oversleeping, unapproved travel, being needed at home, weather absences when JPEC is open, missing the bus, lack of immunization, undocumented illness, chronic lice beyond five days, and skipping school. A disciplinary absence results from school disciplinary action and is neither excused nor unexcused.

Support procedures. After three consecutive unexcused absences, three nonconsecutive unexcused absences in a 45-day period, or three absences of any kind in September, parents are contacted by phone and email. After 10 full-day absences of any kind, a letter is sent and a meeting is offered to build a support plan. At 10 unexcused or 15 total absences, the student is considered truant, a meeting with administration is scheduled, and a truancy officer is notified. For tardies, a letter is sent after three unexcused tardies, a follow-up after five, and a meeting with the Dean of Students after seven.

Student Behavior

JPEC expects conduct grounded in civility, mutual respect, and the behaviors of a functioning member of a school community, on premises, en route to and from school, at school functions, and off campus where it substantially disrupts school programs or the School is legally required to consider it. The President develops and enforces the Student Code of Conduct in Part V.

Principals may suspend a student for up to 10 school days; the Board delegates long-term suspensions and expulsions to the President, subject to the appeal rights in Part V. Michigan law also requires policies on bullying, verbal assault, and locker searches, which are incorporated into the Code of Conduct.

Health and Safety

Student illness and injury. Injuries and illnesses are reported to a staff member, and an incident report is filed for an injury. A student who feels ill may go to the office, where staff contact a parent or emergency contact; students are released only to individuals on the emergency contact form. JPEC provides routine first aid only.

Immunization. Each student must have an immunization record signed by a physician or an authorized waiver on file by the first day of attendance, except as the law allows; a student without it cannot attend.

Medication. Parents are primarily responsible for their student's medication. JPEC administers prescription medication only with the written prescription of the physician and written parent authorization, and non-prescription medication only with a signed parent permission form. Medication is given in the main office by a staff member in the presence of another adult, kept in its original labeled container in locked storage, and recorded in a log. A student may self-carry an asthma inhaler or epinephrine auto-injector with physician and parent written approval and an emergency care plan on file. Parents must provide an emergency care plan for any student who may need emergency medication. Medication forms are provided separately by JPEC.

Epinephrine auto-injectors and opioid antagonists. JPEC maintains at least two functioning epinephrine auto-injectors and at least one opioid antagonist (such as naloxone) at each building. Trained staff administer an auto-injector to anyone believed to be having an anaphylactic reaction and an opioid antagonist to anyone believed to be experiencing an opioid-related overdose, and call 911 for a suspected overdose. Parents are notified when either is administered to their student.

Seclusion and restraint. JPEC follows Michigan law prohibiting seclusion and restraint except for emergency seclusion and emergency physical restraint in the manner the law permits.

Cardiac emergency response and AEDs. JPEC maintains automated external defibrillators and a cardiac emergency response plan, trains required staff in CPR, first aid, and AED use, and conducts at least one cardiac emergency response drill each year.

Concussion. A student may not take part in physical education or extracurricular athletics until the student and parent acknowledge receipt of concussion education materials.

Behavior threat assessment and standardized response. JPEC maintains a behavior threat assessment and management team under MCL 380.1308e and, beginning in 2026-2027, uses the standardized response terminology developed by the Michigan State Police and the school safety and mental health commission.

DNR and POST. JPEC follows the Michigan Do-Not-Resuscitate Procedure Act and related law for any enrolled student with a valid DNR order or POST form on file, including required notice and training.

Acceptable Use of Technology and Artificial Intelligence

Access to JPEC computers, networks, and telephone systems is a privilege for educational, instructional, and administrative purposes, consistent with the Children's Internet Protection Act. JPEC monitors network activity, filters content harmful to minors, and educates students about appropriate online behavior and cyberbullying. Users must follow School policy and copyright law, support educational goals, and report misuse, and must not damage equipment; access others' accounts, files, or passwords without authorization; use technology for commercial purposes; impersonate others; send harassing or inappropriate messages; disclose passwords or confidential information; post personal financial information; or access or distribute material that violates FERPA, endangers students, is obscene or libelous, disrupts school, or plagiarizes. Use of generative artificial intelligence and large language models is subject to this policy and the Student Code of Conduct, including off campus where it affects the school, and creating deepfakes that violate the Code is prohibited. Students and families sign the Acceptable Use Policy and Internet Agreement before a device is issued.

Americans with Disabilities Act and Section 504

JPEC does not discriminate on the basis of disability and provides a free appropriate public education to eligible students under Section 504 and the ADA. A person who believes they were discriminated against on the basis of disability may use the School's complaint procedure. The Section 504 and ADA Compliance Officer is Rob Campbell; Principal; rob.campbell@jacksonpec.org

Website and Digital Content Accessibility

JPEC works to make its website, online platforms, and mobile applications accessible, conforming to WCAG 2.1 Level AA consistent with the 2024 U.S. Department of Justice ADA Title II regulations. Anyone having difficulty accessing online content may contact the Web Accessibility Coordinator, Gimmie Pilaczynski; gimmie.pilaczynski@jacksonpec.org, who will provide the information in an alternate format and work to remediate the issue.

Communicable Diseases

JPEC works with the Jackson County Health Department and follows the Michigan Public Health Code for the prevention and control of communicable diseases, applies universal precautions for exposure to blood or other potentially infectious materials, and protects the privacy of affected individuals.

Copyrighted Works

JPEC respects intellectual property and complies with the Copyright Act, including fair use guidelines for limited classroom reproduction. Questions about a particular use go to the building principal before copying.

Discrimination and Harassment Complaints

JPEC is committed to a learning and working environment free from discrimination and harassment based on race, color, national origin, religion, sex (including sexual orientation and

gender identity or expression), marital status, pregnancy status, genetic information, disability, age, or any other legally protected characteristic. Complaints, including sexual harassment under Title IX, are investigated and resolved through informal or formal procedures maintained by the School. Reports may be made to the Compliance Officer and Title IX Coordinator: Karen Carpenter; Dean of Students; karen.carpenter@jacksonpec.org. A complaint may also be filed with the U.S. Department of Education Office for Civil Rights, and for employees with the EEOC and the Michigan Department of Civil Rights. Retaliation against anyone who reports or participates in an investigation is prohibited.

Digital Communications

Communication between staff and students, and communication to which students may be exposed, must be professional and of the same content and tone as in-school communication. Staff may not communicate with students through personal social media or platforms that delete evidence of communications. JPEC public-facing social media is a limited public forum subject to monitoring and content rules; off-topic, abusive, illegal, obscene, campaign-related, commercial, doxing, or infringing posts may be removed. Personal social media may not be used to speak on JPEC's behalf.

Social Security Numbers

JPEC requests or maintains a social security number only when required by law or essential for a School purpose, limits access to staff whose duties require it, and disposes of documents containing social security numbers securely.

Freedom of Information Act

Public records may be requested in writing from JPEC's FOIA Coordinator, Gimmie Pilaczynski; gimmie.pilaczynski@jacksonpec.org. JPEC responds in writing within five business days, with one possible 10-business-day extension, and may charge allowable fees under the Michigan FOIA. A requester may appeal a denial or fee to the President or file a civil action in circuit court.