

# Jackson Preparatory & Early College



## College Preparatory Parent and Student Handbook 2024-2025

2111 Emmons Road  
Jackson, MI 49201  
Phone: 517.705-5732  
Fax: 517.513.6132  
[www.jacksonpec.org](http://www.jacksonpec.org)

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## Message to Families

Welcome to Jackson Preparatory & Early College! Our College Prep program is designed for middle school students who are committed to developing the college readiness skills necessary for success in our Early College and beyond.

Our College Prep teachers provide a high-standard, innovative approach to education, applying the science of learning to help students develop a growth mindset and reach their full potential through competency-based learning. They understand the importance of social and emotional development during the middle school years and will work diligently to foster relationships and provide fun, team-building experiences for our younger Falcons.

We are thrilled that you have chosen to join our Falcon Family and look forward to working with you!

Jonathon Marowelli

*President*

*Jackson Preparatory & Early College*

**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*  
Mr. Eric Beda, *Trustee*  
Mrs. Billie Rajzer, *Trustee*

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

### **College Preparatory Administrative Staff**

Karen Carpenter, *Dean of Students/ Athletic Director*  
Jessica Yonnick, *School Counselor*  
Cindy Pier, *Attendance Secretary*

### **Central Office Staff**

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

### **College Preparatory Faculty**

Heather Llerena, *English/Dept. Chair*  
Dr. Clinton Bartholomew, *Science/Dept. Chair*  
Katie Hamann, *Band/Choir/Dept. Chair*  
Donna Lloyd, *Mathematics/Dept. Chair*  
Katelynn Andrews, *Social Studies*  
Sarah Shirk, *Art/Dept. Chair*  
Jacob Sauber, *PE and Health*  
Jonathan Robertson, *Special Education/Dept. Chair*  
Brian Owen, *STEAM*

# I. Core Elements of the College Preparatory

## 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

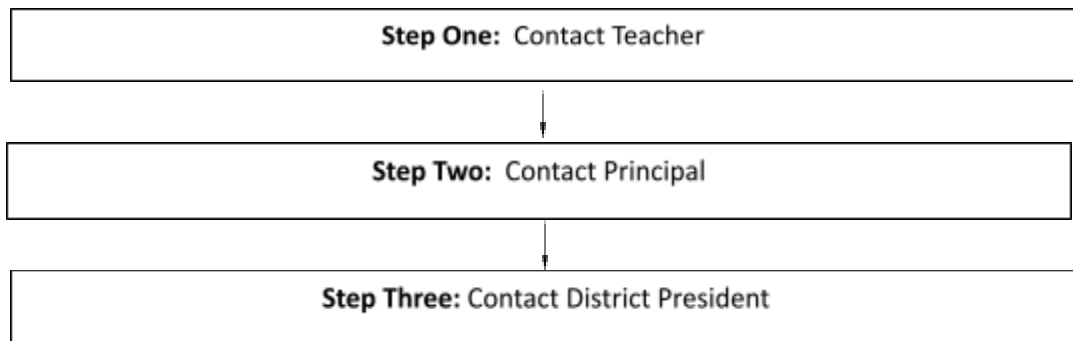
- JPEC is a competency based program that focuses on assessing students' progress in achieving skills. JPEC is also a public school academy and is a program for all students. Falcons are expected to put forth effort in all of their academic courses working toward mastery. Students who choose not to put 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.
- 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 to support with 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 the school Principal. We ask that you adhere to this process.



## II. School Information

### College Prep School Hours

The building will open at **8:00 am\*** every morning to accommodate any students/parents for early drop off. The office will close at **4:15 pm\* (M/T/Th/F) 3:15pm\* (Wed)**. **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](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 put you in contact with our Parent Advisory Board (PAB).

### Pick-Up/Drop-Off Zones

JPEC student drop-off and pick-up is located on the north side of the Education Innovation Center (EIC). 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 drop-off and the left lane is for passing. The parking lot is "U" shaped, and circles around the building. This is a directional parking lot, with a separate entrance and exit. Please obey the directional traffic pattern by entering on the north side of the building and exiting on the south. Please refrain from parking in any

unauthorized areas while waiting for students.

### **Access to JPEC (EIC)**

JPEC's main office will remain locked during school hours. All students, parents, and guests must enter and exit JPEC through the 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.

### **Emergency Closings & Severe Weather Alerts**

If 75% of surrounding schools close, if the Jackson Career Center closes, or Jackson College Main Campus closes, JPEC will close. If the Career Center closes for purposes other than weather, JPEC will remain open. 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 a 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 and formative performance based assessments 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 projects, assessments 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 will pay an annual responsibility fee that allows them to take the devices home each day. *\*See Technology AUP for additional information.*

[https://www.jacksonpec.org/downloads/school\\_operations/jpec\\_student\\_aup\\_2020.pdf](https://www.jacksonpec.org/downloads/school_operations/jpec_student_aup_2020.pdf)

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).

## Requirements for Entry into Early College (Core Content Classes)

### Academic and College Preparatory Requirement

#### **General Studies**

##### **English | 9 Units**

- Literature
- Composition
- Communications

##### **Social Studies | 9 Units**

- Western Studies
- Eastern Studies
- Early US History
- Civics

##### **Math | 9 Units**

- Mathematics
- Intro to Geometry and Algebra
- Algebra I

##### **Science | 9 Units**

- Physical Science
- Earth and Space Science
- Life Science

##### **Specials | 9 Units**

- Phys. Ed
- Health
- Fine or Performing Arts
- World Cultures

##### **STEAM | 6-9 Units**

### **Educational Development Plans**

The EDP process begins in the College Prep, 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 multifaceted, 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 workforce of the 21<sup>st</sup> 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 for College Prep Students

- NWEA (College Prep Years 1-3): Fall, Winter, Spring
- M-STEP (College Prep Years 1-3): Spring
- PSAT (College Prep Year 3): Spring

### NWEA (NORTHWEST EVALUATION ASSOCIATION) Assessment Information

MAP Growth is a computer adaptive test created by NWEA that kids take two-three times per school year. The results provide teachers with information to help them deliver appropriate content for each student and determine each student's academic growth over time. Computer adaptive tests adjust to each student's learning level, providing a unique set of test questions based on their responses to previous questions. As the student responds to questions, the test responds to the student, adjusting up or down in difficulty.

### M-STEP (MICHIGAN STUDENT TEST OF EDUCATIONAL PROGRESS) Assessment Information

The Michigan Student Test of Educational Progress (M-STEP) is given online to students in grades 3-8 and measures current student knowledge of Michigan's high academic standards in English language arts (ELA), mathematics, science, and social studies. The M-STEP assessments uses computer adaptive testing for English language arts (ELA) and mathematics assessments, which provides a more individualized test experience for students and more precise measurements of student learning.

### PSAT (PRELIMINARY SCHOLASTIC ASSESSMENT TEST) Assessment Information

As preparation for college entrance exams, College Prep students will take the PSAT. It is published by the same company that publishes the SAT (Scholastic Aptitude Test), sometimes referred to as the "College Board.")

Reasons for taking the PSAT are as follows:

1. It gives students a chance to learn what the SAT is like and may increase confidence when that test is taken during the senior year.
2. **It provides an opportunity to predict SAT scores from PSAT scores and monitor college readiness growth.**
3. It allows students to compare scores with those of applicants with hundreds of colleges.
4. It permits students to estimate the chance of being admitted to and succeeding at his/her chosen college.
5. It makes it possible for a student's name to be sent (with consent) to colleges that are looking for particular ranges of students.
6. It allows students an opportunity to compare their scores with those of other students in the same grade nationwide.
7. It enters the student into competition for scholarships awarded through the National Merit

## 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 through restorative practices. 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.

### 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 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. The Principal/Dean of Students shall seek restorative justice practices for behavioral consequences. In addition, the Principal 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. Reference [JPEC Board Policy, 5611](#), Due Process or access this policy on the school website, [www.jacksonpec.org](http://www.jacksonpec.org).

### **Falcon Culture of Accountability**

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

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.

### **Anti-Harassment:**

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
- Video/Audio/Photograph Recording
- 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, as documented in the attached [JPEC Board Policy, 5517.01](#), Bullying, or JPEC [Board Policy, 5516](#), Student Hazing, also available on the school website, [www.jacksonpec.org](http://www.jacksonpec.org)

### **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.

Vaping devices or vaping paraphernalia are prohibited anywhere on school property.

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 must utilize designated areas to store property as needed. JPEC is not responsible for items stored in designated areas. All valuables should remain in their assigned locker, in the office (with permission) or in the store room (with permission). Students may 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 (as permitted by JC).

### **Dress Code**

College Prep students will follow a set uniform dress code. If a student comes to school out of uniform, the main office may have extra clothing to allow the student to use. If the student refuses the clothing, a call will be made home for the student to be brought clothes. If a student chooses to leave school due to a dress code issue, he/she will receive an unexcused absence.

## College Preparatory Dress Code 2024-25 School Year

<h3>Uniform Shirts</h3>	<p><b>Shirts:</b> <i>(Must be long or short sleeve only, no sleeveless shirts)</i></p> <ul style="list-style-type: none"> <li>● Solid-Color Polo Shirts</li> <li>● Solid-Color Collared Oxford Style Dress Shirt</li> <li>● Spiritwear Tops</li> </ul> <p><b>Sweaters/Fleece/Sweatshirt:</b> <i><u>(Must be worn over uniform shirts, not alone)</u></i></p> <ul style="list-style-type: none"> <li>● Solid-color sweaters             <ul style="list-style-type: none"> <li>○ Crew-neck, v-neck, or cardigan</li> </ul> </li> <li>● Solid-color crew-neck fleece or sweatshirt or spiritwear sweatshirt             <ul style="list-style-type: none"> <li>○ ¼ zip or full zip allowed</li> </ul> </li> </ul> <p><b>Non-Uniform Shirts:</b></p> <ul style="list-style-type: none"> <li>● Non-spiritwear hoodies</li> <li>● T-Shirts</li> <li>● Flannel Shirts</li> </ul>
<h3>Uniform Pants</h3>	<p><b>Pants:</b></p> <ul style="list-style-type: none"> <li>● Non-denim, plain color pleated or flat front slacks</li> <li>● Spiritwear bottoms</li> </ul> <p><b>Non-Uniform Pants:</b></p> <ul style="list-style-type: none"> <li>● Jeans</li> <li>● Leggings</li> <li>● Athletic Sweatpants/joggers (except spirit wear)</li> <li>● Pajama Pants</li> <li>● Pants with patches and/or rips</li> <li>● Pants must be worn in an appropriate manner at all times. Sagging of pants is not permitted.</li> </ul>
<h3>Uniform Skirts and Shorts</h3>	<p><b>Shorts:</b></p> <ul style="list-style-type: none"> <li>● Plain color pleated or flat front shorts. For length, fingertip length is a reasonable guide. <i>(denim is not allowed)</i></li> </ul> <p><b>Skirts:</b></p> <ul style="list-style-type: none"> <li>● Solid color pleated or straight skirts. Modestly above the knee is a reasonable expectation. <i>(denim, leather, lace or other material not allowed)</i></li> </ul> <p><b>Dresses:</b></p> <ul style="list-style-type: none"> <li>● Plain color dresses are allowed, as long as a collared top is worn, be it the dress or under the dress</li> </ul> <p><b>Non-Uniform Skirts or Shorts:</b></p> <ul style="list-style-type: none"> <li>● *Cut off shorts</li> </ul>

	<ul style="list-style-type: none"> <li>• *Jean shorts/skirts</li> </ul>
<b>Shoes/Socks/Etc.</b>	<p>Loafers, crocs, casual shoes, and sneakers are allowed.</p> <p>*Platform heels, flip-flops, and slides are not allowed.</p>
<b>Socks/Nylons/Tights</b>	Any plain color allowed
<b>Accessories</b>	<p>All styles of necklaces, bracelets, rings, watches and belts are acceptable.</p> <p>*Chains, hats, bandanas, or anything that blocks the view of the student or the view of nearby students</p>
<b>Jeans Day</b>	<p>Students can wear jeans, jean shorts, or khaki cargo shorts every Friday throughout the school year.</p> <p>If school is not in session on Friday, jeans day will be the last instructional day of the week. If jeans are worn, they must be <b>without holes or patches or be frayed.</b></p>
<b>Game-Day</b>	Students may wear appropriate dress-up attire determined by the coach and athletic director.
<b>Exceptions to the Dress Code</b>	Hat days, t-shirt days, or other days during the school year when a particular part of the dress code may be relaxed may be designated. However, clothing must always be appropriate.

**Proper Fit:**

Uniform garments are expected to fit appropriately.

**College Prep Students in Early College Courses:**

Students who are enrolled in both CP and EC classes must follow the CP Dress Code unless they are enrolled in 2 or more core EC courses. The two classes must be separate subject areas and do not include elective courses.

**Additional Notes:**

1. 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.
2. The front office has a few additional clothing items that can be used for dress code violations. Whenever possible, these items will be loaned-out to decrease the amount of time a student is out of the classroom and to prevent parents from having to make an additional trip to the school.



3. Students leaving school for the day as a result of a dress code violation is strongly discouraged, as classroom instructional time is vital to their success, and will result in an unexcused absence.

### **Electronic Devices/Cell Phones**

Students may not have electronic devices (other than their JPEC electronic devices) or cell phones during school hours. Students also cannot use headphones/earbuds in the classroom unless specially instructed by the teacher. Cell phones are to be kept in student lockers, not in backpacks or kept in pockets. JPEC staff reserve the right to confiscate cell phones or devices. In the event that a device is taken away, it will be returned at the end of the day, or the parent/guardian will be contacted to pick it up. The first time a cell phone is taken, it will be logged and communicated home to parents. The second time, students will be required to drop their cell phone off with the secretary each day until the end of the term. Failure to do so that results in a third cell phone confiscation will be grounds for additional disciplinary action or suspension.

### **Recording: Video/Photograph/Audio**

Audio/video recording and/or taking photographs of staff or students of the JPEC community and/or any persons on JPEC property without their knowledge and consent is not permitted. In addition, audio recording of private meetings for purposes of record-keeping or later reference (i.e. recording of students working on a specific project) is permitted only if all participants are fully-informed that recording is planned and consent is given by each participant- and the teacher. Audio recording of certain student club/ organization events and meetings may be permitted with the consent of the club/ organization in accordance with its applicable constitution, rules, and guidelines, and with permission from administration. Events open to the public, Eg. concerts, commencement, sporting events, can all be recorded, as long as the recording of said event does not interfere with ability of other attendees to view and enjoy the event.

### **Lockers & Locks**

CP students are assigned lockers and combination locks each academic year. Students are required to keep lockers free from any type of modifications, including stickers, writing, etc. Lockers should be kept clean and organized. Damage or vandalism to lockers will result in a fee and will be assessed at the discretion of administration. Unless given permission by JPEC, students must use the lock assigned to them. Damage or loss of the lock will result in a \$10.00 charge. Backpacks, purses and larger items are to be kept in lockers, not brought to class. Athletes who bring extra bags during sports seasons can leave them in the school store room if extra room is needed during a sports season.

### **Food & Drink**

Students will be allowed to eat and/or drink during specified times. Students should refrain from eating and drinking (except water) during all other class times. Students will not be allowed to bring food into classrooms unless given specific permission by their teacher or administrator. Students will have two short breaks and a 30 minute lunch period in which to eat. If students choose to play or socialize during these times without eating, they will not be allowed to bring food into the classroom.

## Attendance Policy

Regular attendance is essential for student success and academic achievement. Research consistently shows that students who attend school consistently are more likely to excel academically and graduate on time. At Jackson Preparatory & Early College (JPEC), we prioritize creating an environment that supports and encourages regular attendance to ensure every student reaches their full potential.

## Attendance Procedures

If students arrive after classes have started or need to leave school early, they must be signed in or out by a parent/guardian at the main office.

## Attendance Expectations and Definitions

1. **Tuancy:** If a student accumulates forty (40) or more unexcused class period absences in a school year, they will be considered truant. The administration will follow established truancy processes to address and improve attendance.
2. **Unexcused Tardies:** Unexcused tardies are monitored closely. After three (3) unexcused tardies, the school's attendance procedures will be initiated to support the student in improving punctuality.
3. **Chronic Absenteeism:** A student is considered chronically absent if they miss 10% or more of enrolled school days, regardless of whether the absences are excused, unexcused, or due to disciplinary reasons. For example, this could be missing 3 days in the first month, 8 days in the first half of the year, or 18 days over the entire school year.

## Types of Absences

1. **Excused Absence:** These are absences acknowledged by the school as valid and include:
  - Student illness/injury with a doctor's note
  - Medical appointments
  - Religious holidays
  - Extreme family emergencies
  - Lice (up to 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
2. **Unexcused Absence:** These are absences not acknowledged as valid and include:
  - Staying home to babysit
  - Oversleeping
  - Travel not approved by the school
  - Being needed at home
  - Weather-related absences (if JPEC remains open)
  - Missing the bus

- Lack of immunization
  - Sickness not documented by a doctor
  - Chronic lice (over 5 days)
  - Willful truancy (skipping school)
3. **Disciplinary Absence:** Absences resulting from school or district disciplinary action, which are neither excused nor unexcused.

## Attendance Procedures

At Jackson Preparatory & Early College (JPEC), we believe that regular attendance is vital for student success. To support our students and families in maintaining consistent attendance, we have established a procedure that focuses on collaboration and assistance rather than punishment.

### Absences:

#### 1. Initial Concern:

- If a student has three (3) consecutive days of unexcused absences, three (3) non-consecutive unexcused absences within a 45-day period, or three (3) absences of any kind in September, parents will be contacted via phone and email. This communication will express our concern and restate our attendance policy, offering support to address any challenges.

#### 2. Ongoing Concern:

- After ten (10) full-day absences (excused, unexcused, or disciplinary), a formal letter will be sent home and by email to indicate that an attendance issue has been identified. Parent(s)/guardian(s) will be invited to meet with the appropriate administration to discuss the reasons behind the absences and to create a supportive attendance plan.

#### 3. Significant Concern:

- If a student reaches ten (10) unexcused absences or fifteen (15) total absences (excused, unexcused, or disciplinary), the student will be considered truant. A second letter will be sent home along with other forms of communication (call and email) to schedule a meeting with the President. Additionally, a truancy officer will be notified to provide further support.

### Tardiness:

#### 1. Initial Concern:

- After three (3) unexcused tardies, a letter will be sent home to inform the parent/guardian and offer support to help the student arrive on time.

#### 2. Ongoing Concern:

- Upon reaching five (5) unexcused tardies, a follow-up letter will be sent to parent/guardian to remind them of our Attendance Policy and to offer further assistance.

#### 3. Significant Concern:

- If a student accumulates seven (7) unexcused tardies, a parent meeting will be scheduled with the Dean of Students to discuss the situation and to develop a plan to support the student in arriving to school **on time**.

## Our Commitment to Support

JPEC is committed to working collaboratively with students and families to overcome any

barriers to regular attendance. Our goal is to provide a supportive environment that encourages every student to attend school consistently and achieve their highest potential. We are here to help and will offer the necessary resources and assistance to ensure student success.

### **Tardy/Late Absences**

A student is considered tardy if they enter a classroom after the scheduled start time, unless excused. Tardy students miss valuable learning time and can disrupt the learning environment for others. Students who are more than ten (10) minutes late for class will be marked absent for that period.

### **Supporting Student Success in School Attendance**

JPEC is committed to helping students overcome barriers to regular attendance through various supportive measures:

1. **Individualized Support:** Staff are available to work with students and families to address attendance barriers, providing academic support, counseling services, and connections to community resources.
2. **Engaging Curriculum:** We strive to create a stimulating learning environment that motivates students to attend school regularly.

By emphasizing the importance of attendance and offering support, we aim to foster an environment where every student can succeed academically and reach their full potential.

### **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 Principal must approve all fundraising events in advance. Requests must be on an approved application form and submitted to the Principal 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 belongings (e.g. purse, book bag, 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, Provost, 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, diplomas, or records may be withheld until all fees are paid.

### **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!

### **Dress Code**

College Preparatory students follow a uniform policy. We feel this policy is important for student

safety and for preparing students for success. As we are located on a college campus, it is imperative that our younger Falcons be clearly visible as CP students at all times. Please set your student up for safety and success by sending them to school within our dress code rules. If the student is out of dress code the front office may have uniform items that can be worn for the day, or parents will be asked to drop off clothes to them. Students who chose to leave school due a dress code violation will receive an unexcused absence.

### **Visitor Policy**

Entrances 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. 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 wellbeing 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.

### **Attendance Procedure**

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.

Please view the link for Jackson County Attendance Protocol and Procedures, followed by JPEC.

[Jackson County Attendance Protocol](#)



## 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 Governors 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 and academic record) 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. Prior to enrollment at JPEC, behavior records will also be requested from the incoming student's previous school.

### **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 Justin Whiting Hall. 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(s) 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. Chronic misbehavior, documented discipline history or disregard of school policies can result in denial of field trip privileges.

### **Meal Services**

Students must bring a sack lunch.

Food and drink are allowed in the classroom with teacher permission. Snacks may be eaten during passing time, brain breaks, and before/after the school day. Students are encouraged to bring a sealed water bottle to keep in class. Glass water bottles are not permitted.

### **Lost & Found**

The lost and found is located inside the main office. Unclaimed items are regularly donated to charity.

## Personal Items

JPEC will not accept responsibility for students' personal items. 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 before 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 someone other than a custodial parent(s)/guardian without written permission signed by the custodial parent(s) or guardian. Any person who 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 focuses on **positive discipline strategies** and **restorative justice practices** 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 the following:

- Instructor 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 who will work with the student to 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. A restorative circle among community members may be required at this stage.
- In cases of extreme misconduct, such as physical violence, the Dean of Students may recommend to the Principal for a student meeting, parent meeting, restorative circle and/or further consequences, such as suspension. Any student placed on suspension may only return to school after a parent meeting with the Dean of Students and Principal. .

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 extended suspensions or expulsions of more than 10-days, disciplinary action and decisions will take place via the Jackson Preparatory & Early College Board of Governors.