



**Jackson County ISD East Campus
Student/Parent Handbook
2019-2020**

Jackson County Intermediate School District (JCISD)

6700 Browns Lake Rd.
Jackson, Michigan 49201
517-768-5200

JCISD East Campus

345 North Dettman Rd
Jackson, Michigan 49202
517-768-5293

JCISD Transportation

1161 West Parnall Rd
Jackson, Michigan 49201
517-788-5904

Dear Parents/Guardians and Students,

The Parent/Student Handbook was developed to answer commonly asked questions. Please become familiar with the following information and keep the handbook available for frequent reference during the school year. Additional information can be found on the Jackson County Intermediate School District website at www.jcisd.org

We are looking forward to working with you to make the school year a success!

Desirae Dukate
Special Education Supervisor
517-262-1267

Jackson County ISD East Campus Mission Statement

Our mission is to collaborate with parents/guardians, service providers, and students to provide an individualized academic and social education to students in a safe, structured, and supportive environment; giving each child the opportunity to achieve the skills to become independent, responsible, and contributing citizens.



Table of Contents

Access to School Records	Pg. 5
Asbestos Policy	Pg. 14
Audio Child Tracking/Monitoring Systems	Pg. 14
Bed Bugs	Pg. 13
Bullying and Harassment	Pg. 17
Calendar	Pg. 6
Cell Phones and Electronic Devices Policy	Pg. 17
Commonly Used Abbreviations	Pg. 20
Community Support Agencies	Pg. 21
Disciplinary Procedures & Student Behavior	Pg. 15
Dress Code	Pg. 18
Drugs and Alcohol	Pg. 17
Emergency Forms	Pg. 9
Field Trips & Community Outings	Pg. 19
Head Lice	Pg. 12
Immunizations	Pg. 12
Jackson County Health Department Vision/Hearing Screenings	Pg. 20
Medications Authorization (Prescription and Over the Counter)	Pg. 10
Occupational Therapy Services	Pg. 19
Parent Involvement and Communication	Pg. 7
Personal Items	Pg. 18
Pesticide Policy	Pg. 14
Physical Education and Swim Class	Pg. 18
Physical Therapy Services	Pg. 19
Protocol Questions and Concerns	Pg. 4
Restraint and Seclusion	Pg. 16
Rights of Homeless Students	Pg. 15

Safety Drills and Severe Weather	Pg. 7
School Closings and Delays	Pg. 6
School Day Hours and Early Dismissal	Pg. 8
School Meals	Pg. 8
School Social Worker Services	Pg. 19
Smiles on Wheels	Pg. 20
Speech and Language Services	Pg. 19
Staff Contacts	Pg. 4
Student Attendance Policy	Pg. 14
Student Illness Policy	Pg. 9
Student Wellness	Pg. 8
Suspensions	Pg. 16
Tobacco and Nicotine Products	Pg. 17
Video Monitoring Systems	Pg. 9
Visitor Policy	Pg. 8
Volunteers	Pg. 8

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Jr/Sr High Teacher

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Protocol for Questions and Concerns

When a question or concern arises regarding your student's educational program, it is generally advisable to first make contact with your student's classroom teacher. If a resolution is not reached, the school supervisor is available to be contacted. All staff are available at the contacts listed above via phone or email and can typically respond within 24 hours.

Access to School Records

Student records are confidential. Parents, legal guardians of students and eligible students may inspect and review the student's educational records upon written request, at least 24 hours in advance. Administration or a designee may be present during the review. Interpretation of these records is the responsibility of the school. If, upon inspection, the parent/guardian/eligible student finds inaccurate information, they may request amendments. If amendments are denied, a right to challenge that decision exists.

The school may, without consent of parents, release a student's permanent record file to:

- The student's resident district and intermediate school officials, including teachers, within the district who have a legitimate educational interest.
- The Superintendent of the Michigan Department of Education and subordinates, so long as the intended use of the data is consistent with the Superintendent's statutory powers and responsibilities.
- Officials of the Michigan Department of Human Services investigating an abuse case when, in the judgement of those involved, disclosure to the parent(s) could be a threat to the child's health or safety.
- Other authorized government officials may be entitled to access student records in accordance with the Family Educational Rights & Privacy Act (FERPA), 20 USC 1232g.

School personnel may not reveal, in any form, to persons other than those listed above, any information contained in school records except:

- With written consent from the student's parent(s), legal guardian or eligible student specifying record to be released and to whom they are to be released. Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act and the Americans with Disabilities Act.
- In the case of a student transferring to a different school, records will be sent to the new school with written consent from the student's parent, legal guardian, or eligible student.
- Certain directory information regarding a student may be released to any person or party, although parents, legal guardians, or eligible students may refuse to allow such information to be disclosed by notifying the school in writing within two weeks of the first day of attendance each year. Board Policy 8830 designates the following as directory information: student's name, address, major field of study, participation in officially recognized activities & sports, dates of attendance, date of graduation, awards received, scholarships, & telephone numbers for school directory. Parents will be provided with additional information on how student information may be shared and on how the parent may make adjustments to the sharing of directory information about their students.
- Parents are asked for permission to use student photographs and/or videos (for example; to appear on a website, brochure, classroom projects, etc.).

More information about student and parental rights related to student educational records is available at <http://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.pdf> or http://www.michigan.gov/documents/parents_rights_122553_7.pdf

Calendar

The 2019-2020 school calendar can also be found online by going to www.jcisd.org, About Us, Local Districts, Countywide Calendars.

2019-2020 Jackson County ISD
Torrant/EI/CI/Youth Center/Ancillary/Preschool@JACC Calendar (180 student, 186 staff)

M	T	W	TH	F	Pupil Days	Staff Days		M	T	W	TH	F	Pupil Days	Staff Days		
Aug-19								Feb-20								
			1	2	0	0										
5	6	7	8	9	0	0		3	4	5	6	7	5	5		
12	13	14	15	16	0	0		10	11	12	13	14h	4	4		
19p	20p	1/2 st	22	23	3	5		17h	18	19	20	21	4	4		
26	27	28	29	30h	4	4		24	25	26	27	28	5	5		
Sep-19								Mar-20								
2h	3	4	5	6	4	4		2	3	4	5	6	5	5		
9	10	11	12	13	5	5		9p	10	11	12	13	4	5		
16	17	18	19	20	5	5		16	17	18	19	20	5	5		
23	24	25	26	27	5	5		23	24	25	26	27h	4	4		
30					1	1		30h	31h				0	0		
Oct-19								Apr-20								
	1	2	3	4	4	4				1h	2h	3h	0	0		
7	8	9	10	11	5	5		6	7	8	9	10h	4	4		
14	15	16	17	18	5	5		13	14	15	16	17	5	5		
21p	22	23	24	25	4	5		20	21	22	23	24	5	5		
28	29	30	31		4	4		27	28	29	30		4	4		
Nov-19								May-20								
				1	1	1						1	1	1		
4	5	6	7	8	5	5		4	5	6	7	8	5	5		
11	12	13	14	15	5	5		11	12	13	14	15	5	5		
18	19	20	21	22	5	5		18	19	20	21	22	5	5		
25	26	27h	28h	29h	2	2		25h	26	27	28	29	4	4		
Dec-19								Jun-20								
2	3	4	5	6	5	5		1	2	3	4	1/2 st	5	5		
9	10	11	12	13	5	5		8h	9	10	11	12	0	1		
16	17	18	19	1/2 all	5	5		15	16	17	18	19	0	0		
23h	24h	25h	26h	27h	0	0		22	23	24	25	26	0	0		
30h	31h				0	0		29	30				0	0		
Jan-20								Jul-20								
		1h	2h	3h	0	0				1	2	3h	0	0		
6	7	8	9	10	5	5		6	7	8	9	10	0	0		
13	14	15	16	17	5	5		13	14	15	16	17	0	0		
21p	21	22	23	24	4	5		20	21	22	23	24	0	0		
27	28	29	30	31	5	5		27	28	29	30	31	0	0		
Total Days Aug thru Jan						101	105	Total Days Feb thru July						79	81	
								Total Days for the Year						180	186	
(Total instructional hours must = 1098)																
<p>School days = students + staff h= Holidays for students and staff s = Staff prof div/no students na= no students, possible staff prof divst 1/2o = full or 1/2 day; JACC prog. am only 1/2o* = full or 1/2 day; JACC prog. all day</p>																
<p>1/2* = full or 1/2 day; no JACC programs all day First semester = 82 student days Second semester = 86 students days to accommodate inclement weather & spring testing</p>																
3/7/19																

School Closings/Delays

School closing/delay announcements will be sent via the automated Global Connect system, which will call each student's designated phone numbers that are provided to the school. School closing/delay announcements will also be announced on the following media outlets:

- WILX TV 10
- Fox 47
- K-105.3 Radio
- WLNS Channel 6

- Remind App: Enter this #: 81010 Text this message: @17jcisdec
- www.jcisd.org

Sometimes it is necessary to send students home after they have arrived at school due to severe weather or other catastrophic events. Every effort will be made to alert the parent/guardian of this situation.

Hopefully, this information will be helpful to you in planning for the care of your child when school is not in session. Our JCISD Transportation Department transports students throughout the entire County of Jackson. Many students who ride JCISD Transportation have physical and medical conditions that cannot withstand a stranded bus situation. When roads are treacherous, fog impacts safe visibility or the wind chill is -19 degrees or below, school will be closed.

Safety Drills (Fire, Lock Down and Tornado Drills) and Severe Weather

Safety Drills

In accordance with State Law, East Campus will conduct 5 fire drills, 2 tornado drills, and 3 lockdown drills throughout the school year. Instructions on how to proceed with safety drills is provided to our staff who will be responsible for safe, prompt and orderly procedures. Safety drill schedules are posted on our website at www.jcisd.org

Severe Weather

The policy of the Board of Education of the JCISD is when official US Weather Bureau information is received that a Tornado Watch is in effect, East Campus will not be dismissed early. Students will be dismissed at the regular time.

If a tornado has formed and its existence is known to the US Weather Bureau, a Tornado Warning will be issued. If a Tornado Warning occurs, students will be taken to areas designated as Tornado Safety Areas in the building. These areas have little or no glass and the building is no higher than the main structure. Students and staff will remain in these areas until an “all clear” is received, even if this means regular dismissal time is delayed.

Parent Involvement and Communication

The following activities provide opportunities for parental involvement and open communication:

- Distribution of parent/student handbook
- Daily point sheets (notes back and forth)
- Parent meetings
- Student progress reporting
- Individualized Education Plan Meetings
- Participation in select school functions or events
- Open House (held in August)
- Parent/Teacher Conferences (held in November)
- Email/Phone Calls to classroom teachers

Student Wellness

East Campus students have the opportunity to participate in Health and Stress Management/Yoga, swimming class located at Lyle Torrant, and gym class. Students are given breaks throughout the day that give them the opportunity to participate in brain break and sensory break related activities. East Campus also has a full time School Social Worker assigned to our program for students with Emotional Impairments.

School Meals

Children need healthy meals to learn. East Campus offers a healthy breakfast and lunch daily when in session. Menus are sent home with students monthly. Breakfast is free for everyone. Students may buy lunch offered at East Campus for \$2.90. Your student may qualify for free or reduced meal prices. Reduced price lunches are \$.40. Applications for free and reduced lunches are accepted any time throughout the school year. Applications will be mailed or sent home with all students at the beginning of each school year. If you need an application, at any other time during the year please contact the office at 517-768-5293.

School Day Hours

East Campus classes begin at 7:55am. Students are dismissed at 2:10pm. Half day dismissal time is 11:00am. As determined by the Individualized Education Plan Team, some students may have a reduced day schedule to meet their individualized needs and their least restrictive environment, that may vary from the times listed above.

Staff use time before and after school to prepare for the day or may have work related meetings scheduled. Therefore, we ask that students are not dropped off before class begins at 7:55am. If your child will be picked up at the end of the day, we ask that you notify the office or their teacher and they are picked up by dismissal time.

All students that arrive after classes begin or are picked up at dismissal time must be signed in/out at the front desk. As a courtesy to transportation, please let them know when your child does not need a ride to or from school 788-5904.

Visitor Policy

Anyone who is not an ISD employee who is visiting East Campus must obtain a visitor's badge by registering at the front desk. This badge must be worn and visible at all times while in the school building. Visitors should only access the building through the ISD East Campus entrance.

Volunteers

Volunteers are often not needed, however there may be an occasional need for special events. It is the policy of JCISD that all volunteers submit a criminal background check before volunteering takes place. Any individual who will have direct contact with students may require fingerprinting at the volunteer's expense as well as a possible interview. Volunteer opportunities

are based on the building supervisor or building designee's approval. Volunteers must be at least 14 years of age.

Video Monitoring Systems

A video monitoring system is used on the JCISD school buses. These systems have been put into place to protect students, staff, and school property. If a discipline problem is captured on a videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Emergency Forms

It is essential that we have your student's completed emergency form in the school office by the first week of school. PLEASE NOTE: Other than to the parent/legal guardian, students will not be released to any person not listed on the emergency form. In addition, if we are not familiar with the person picking up your child, we will ask for identification prior to releasing the student.

Student Illness Policy

It is important to us that we do everything we can to keep our students as healthy as possible throughout the school year. We need your help as well to make this happen. The following rules are in place to help prevent illnesses from spreading. They also allow your child adequate time to recover from being sick.

Please keep your child home if they have any of the following:

- Fever of 100 degrees or higher
- Vomiting
- Diarrhea (will be sent home if student has 2 episodes at school regardless if it is due to illness, medication or a procedure)
- Eye or Ear drainage
- Open wounds that cannot be kept covered
- Constant coughing
- Rash (unless their doctor has found that it is not contagious)

If a student comes to school with any of these symptoms, they will be sent home. Your child must be picked up within 1 hour of the initial phone call. If no response from parents, all contacts on the emergency form will be called. If you know you will be unavailable or gone for the day, please remember to communicate this with your child's teacher and give special contact information if different from the information on the emergency form.

In addition:

- Keep your child home until their fever has been gone for 24 hrs without medication
- Keep your child home until they have had no diarrhea for 24 hrs
- If your child's illness requires an antibiotic, they must be on it for 24 hrs before returning
- If your child has been seen by the Emergency Department, has had surgery, or has been in the hospital due to an illness, transportation will be stopped and he/she will be

required to turn in a "Return to School" form completed and signed by the treating physician prior to him/her returning to school. This form must be received by East Campus office before transportation will be reinstated for your child. This form can be obtained from the school or found at www.jcisd.org

In the even that you are not able to obtain a Return to School form, you may have the doctor write a note that includes the date your child can return to school and if he/she has any restrictions. This information ensures us that your child's medical needs are being met.

In case of a medical emergency at school, the following procedures will occur:

- School personnel will call 911 immediately if a student requires an ambulance and emergency room care
- Parent/legal guardian will be notified of the emergency
- If no response from parent/legal guardian, all contacts on emergency form will be called
- If no response from parent/emergency contacts, police may be notified to assist with locating parents. Parents who cannot be reached will be asked to give additional emergency contact names/phone numbers.

Reminder: A student will not be released to anyone who is not listed on the student's emergency form without expressed permission from their parent/legal guardian. If we are not familiar with the person sent to transport your child, we will ask for identification.

Medication Administration (Prescription and Over the Counter)

The State of Michigan Revised School Code, MCL 380.1178 states, in part:

- (1) Subject to subsection (2), a school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the child's life or health of the pupil, pursuant to written permission of the pupil's parent or guardian, and in compliance with the instructions of a physician, physician's assistant or certified nurse practitioner, or a school employee who in good faith administers an epinephrine auto-injector to an individual consistent with the policies under section 1179a, is not liable in criminal action for civil damages as a result of an act or omission in the administration of the medication or epinephrine auto-injector, except for an act or omission amounting to gross negligence or willful and wanton misconduct.
- (2) If a school employee is a licensed registered professional nurse, subsection (1) applies to that school employee regardless of whether the medication or epinephrine auto-injector is administered in the presence of another adult.

JCISD personnel will dispense medications within the legal parameters specified in the law.

Procedure for Administration of Prescription Medications:

In order for JCISD personnel to administer prescription medications to your child, a JCISD School Administered Medication Authorization Form must be on file for each child requiring prescription medication during school. A new form must be completed and filed each school year or when medications change during the school year and must include:

- A written order from the prescribing physician stating the name of the medication to be given, dosage given, time to be administered at school, route of administration (if other than oral) and physician's signature
- Student's name and birthdate
- A dated signature from parent/legal guardian
- Medical condition for which medication prescribed
- Comments regarding medication such as side effects or any other directions by the prescribing physician

Prescription medications must be brought to school by a trusted adult (do **NOT** send any medications, including OTC to school with your child, in their backpack, or give to bus drivers to deliver).

Parents/Legal Guardians may come to the school and administer medication to their child if the child does not have a medication authorization form on file.

Procedure for Administration of Over The Counter (OTC) Medications:

- Must be brought to school by an adult (do not send any medication, including OTC to school with your child, in their backpack, or give to bus drivers to deliver)
- All OTC medications must be in its original unopened container
- Parent/legal guardian must complete the JCISD School Administered OTC form for any OTC medication you wish for them to have access to at school, with circumstances to be administered listed as well as dosage. OTC medications includes Tylenol, cough drops, etc)
- Parent/legal guardian will be notified if/when your child uses their OTC medication at school.

At the end of the school year, all unused medications, whether prescription or OTC, need to be picked up by a parent/guardian or they will be properly disposed of by JCISD staff.

JCISD Epi-Pens

East Campus is authorized to maintain a small supply of epinephrine auto-injectors (epi-pens) for emergency treatment of an apparent anaphylactic reaction. Some school staff has been trained to administer this medication in accordance with state guidelines. A parent/legal guardian will be promptly notified when the medication is administered to a student.

Per JCISD board policies, East Campus is a drug free zone, and therefore, will not administer medical marijuana, cannabis, or other medicinal/derivatives on school campus, even with the appropriate prescription. Children will be excused from school to parents, should parents

choose to administer medication to students at least 1000 feet away from school grounds (see policy 5530).

Immunizations

In order for students to begin receiving services or to start school, immunizations need to be up to date or a completed waiver must be filed with the school office. Students up to the age of 18 are required by the Jackson County Health Department to be current on immunizations. Students already enrolled in school and over the age of 18 are strongly encouraged to maintain current vaccinations to ensure the health of the total school population. Parents must contact the Jackson County Health Department for an Immunization Waiver appointment, if desired.

Head Lice

Students with live lice and untreated nits may not attend school and/or receive educational services due to the potential rapid spread of the infestation. Head lice do not pose a significant health hazard, but in special education setting it does require immediate attention in order to prevent it from spreading. Lice are most commonly spread by direct head to head contact. Due to our type of setting, students are often in direct contact with their classmates and classroom staff.

Head Lice Procedure:

- 1) If a student is suspected to be infested with head lice, the student will be referred to a designated staff member or school nurse.
- 2) If live lice are found or the nits are $\frac{1}{4}$ inch or less from the scap, the student will be considered to have a viable head lice infestation. The parent/legal guardian will be notified and provided with information regarding head lice and treatment options. The parent/legal guardian will need to pick up the child at dismissal and the Michigan Department of Education's Quick Guide for Managing Head Lice will be given to parent/guardian.
- 3) Transportation will be stopped
- 4) All classmates will be screened
- 5) A letter will be sent home with classmates and students riding the same bus notifying them that a case of head lice is suspected and to encourage parents/guardians to check their children, to prevent the lice from spreading. Student confidentiality will be maintained.
- 6) A parent/legal guardian must bring the student to school to be checked by the school nurse or designated staff member. Students must be determined to have no live lice and nits further than $\frac{1}{4}$ inch from scalp in order to return to school.
- 7) Once it is determined that a student is able to return to school, periodic rechecks may be done by designated school personnel

The Michigan Department of Education Head Lice Manual can be found at:

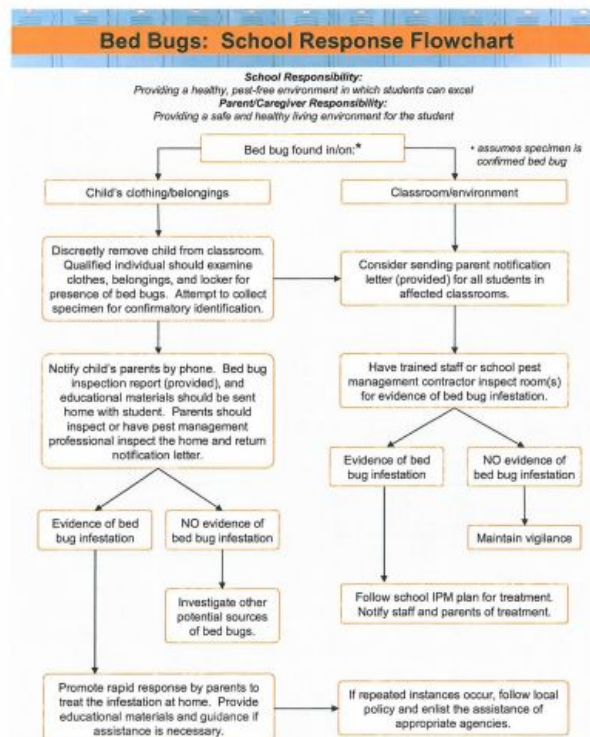
https://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_106828_7.pdf

Bed Bugs

Bed bugs are small, wingless, blood-sucking insects. They feed on warm-blooded animals such as birds, bats, and humans. They hide in cracks and crevices of beds, wooden furniture, floors and walls during the day and come out at night to feed on sleeping hosts. Bed bugs are not caused by poor hygiene or bad housekeeping. Bed bugs are not known at this time to spread disease.

Bed Bugs Procedure:

- 1) If a student is found to have a bed bug on them, on their personal belongings, or if there is a suspicion of bedbugs in the home, the student will be referred to the school nurse or designated school personnel. Students will not be excluded from school due to bed bugs unless efforts have not been made to remedy the situation at home and it persists. Ultimately, this decision will be up to the discretion of school officials.
- 2) The School Response Flowchart from Michigan Departments of Education and Health and Human Services Bed Bug Working group will be used to determine what actions need to be followed
- 3) The parents/guardians of the student will be notified
- 4) A letter will be sent home with students who are in the same classroom or ride the same bus as the affected student. Student confidentiality will be maintained.
- 5) Custodial staff and transportation will be informed of the findings so proper cleaning protocols can be followed.



Asbestos Policy

The JCISD leases space in the East Jackson Memorial building for this program, and relies on East Jackson Community Schools to ensure compliance with asbestos inspection and containment. A separate notice will be provided to parents/guardians of the findings of the most recent inspection of the building, how to review the full report, and the appropriate contact person at East Jackson Community Schools for asbestos-related information.

Pesticide Policy

The State of Michigan laws require us to notify you prior to the application of any pesticide in our buildings (MCL 324.8316, Notice of Pesticide Application at School or Day Care Center). Any needed pesticide applications will be scheduled outside of school hours or on the weekend.

Child Safety GPS and Audio Child Tracking/Monitoring Systems

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity in school. This includes placing recording devices, or other devices with one or two way audio communication technology (ie, technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located) within a student's bag, on the student's person or otherwise in an area capable of listening in or recording without expressed written consent of the JCISD Superintendent. Any requests to place a recording device or other device with one or two way audio communication technology within a student's bag or on a student's person shall be submitted in writing to the building supervisor. The District representative shall notify the parent/guardian(s) in writing, whether such a request is denied or granted within five (5) days. The building supervisor or designee must be given access by the parent to be a school guardian on the device to ensure the Listen In feature is disabled during school hours due to privacy concerns.

Student Attendance Policy

It is important for students to attend school each day as per compulsory school attendance laws. Before or on the day that a legitimate absence occurs, please contact the school office, 517-768-5293, to explain your child's absence and notify JCISD transportation at 517-788-5904. A determination for excused or unexcused absences will be made by the school supervisor or designee.

Excused absences typically include:

- Doctor's appointments (must provide school with valid doctor slip)
- Illness with doctor's excuse (must provide school with valid doctor slip)
- Extreme emergency
- Death in the family
- School related and approved activities

Unexcused absences may include:

- Illness with no doctor's excuse
- Babysitting/Caregiver
- Vacations

Notification of absence concerns will be sent to parents according to the following:

- Letter of concern with community resources to assist with absences will be mailed home once a student has reached their 5th unexcused absence or tardy (list of absences/tardies will be listed on the letter)
- Letter of concern with community resources will be mailed home once a student has reached their 9th unexcused absence or tardy (list of absences/tardies will be listed on the letter)
- Potential referral to JCISD's Truancy Officer once a student has reached 10 or more unexcused absences

Any student who arrives to school after 8am will be marked as tardy. All students arriving to school after the school day start time must be signed in by a parent/guardian at the front desk. Students are not permitted to leave school grounds at any time during the school day without being signed out by a parent/guardian or an adult listed on the emergency contact form.

Rights to Homeless Students

Students who meet the definition of homeless have certain rights related to education. Students, parents/guardians who need information regarding rights for homeless students and/or want to file a dispute related to these rights may contact Ms. Caitlin Williams, JCISD Liaison for Homeless Children, 517-768-5264, caitlin.williams@jcisd.org

Disciplinary Procedures and Student Behavior

Student Behavior

It is the responsibility of East Campus staff to encourage appropriate and safe behavior. Strategies and routines which promote student success include but are not limited to:

- Providing a positive climate in a structured classroom/school environment with consistent routines
- Establishing classroom rules/expectations and reviewing them regularly
- Teaching daily routines that promote independence
- Using visual supports
- Being consistent with behavioral expectations and consequences
- Using positive feedback and reinforcement
- Modeling and reinforcing desired behaviors
- Use of positive rewards, token economy systems, verbal praise, & special activities to reinforce positive choices
- Use of Positive Behavior Intervention and Supports (PBIS)
- Use of Non-Violent Crisis Prevention Intervention techniques

In cases of chronic, severe, or unsafe behavior, a meeting with support staff, classroom staff, and parents/guardians will be arranged to determine necessary interventions.

Restraint/Seclusion

All East Campus staff are trained annually and receive certification through Crisis Prevention Institute (CPI). Crisis prevention intervention teaches staff to recognize different levels of student behavior in order to intervene quickly and appropriately for the behavior the student is displaying, as well as specific de-escalation techniques for that behavior. When a student is displaying unsafe behaviors that are determined to present imminent danger to self or others, CPI non-violent restraint or seclusion may be used as a last resort, using a level of physical restraint that is appropriate and proportionate to the behavior that is presenting imminent danger to self or others and will not be used longer than necessary for the child to regain control of his/her behavior.

If your child is restrained or secluded, you will be notified immediately following the incident or during the incident if another staff is available to do so. You will also receive written notification regarding the incident that led to the restraint or seclusion which will include interventions attempted prior to the restraint/seclusion, the incident that led to restraint/seclusion, staff who were involved in making this determination, and a timeline for the restraint/seclusion.

Suspensions

Suspension is defined as a temporary removal of the student from East Campus. Authority to place a student on suspension rests with the building supervisor. The JCISD considers the suspension policy part of the learning process for our students by enabling them to learn that there are consequences for their choices. Factors that will be considered when making a determination of a suspension include the student's age, the history of behavior interventions with the student, the seriousness of the violation or behavior, whether the student action threatened the safety of others, whether restorative practices are appropriate under the circumstances, etc.

If the situation involves a weapon, state law requires additional questions be asked which could impact disciplinary action taken. Parents/legal guardians are reminded that all students at East Campus have to abide by the mandate of the Revised School Code (MCL 380.1311-1313 and federal statute (20 USC 71510), as they relate to the possession of weapons and drugs, and with respect to various threats, except where their disability may be a factor. Per JCISD Board policies 5772, 7217 and 8142.01, East Campus prohibits the possession of a weapon. Weapons include, but are not limited to: firearms, guns of any type including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

For students eligible for special education services, a Manifestation Determination Review meeting will be held when the total number of days suspended for the school year reaches more than 10 days and a pattern of behavior is determined. .

Students who may be a threat to themselves or others and who may not be able to benefit from their school program may be considered for an alternative placement by the student's IEP Team members.

Procedures for Suspensions:

- Parent/legal guardian will be informed by phone of the incident that lead to suspension, as well as the dates the student will be suspended, and when he/she can return.
- Parent/legal guardian will receive written notice of the behavior that lead to suspension, as well as the dates the student will be suspended and when he/she can return
- Transportation will be notified to stop transportation for the duration of the suspension

Bullying and Harassment

We strive to provide a safe nurturing educational environment for all students at East Campus. Bullying behavior toward others is prohibited. This includes written, physical, verbal and psychological abuse toward another student(s) which cause or threaten to cause bodily harm, creates reasonable fear for personal safety, substantially interferes with educational opportunities or has a substantial detrimental effect on a student's physical or mental health.

- Physical- may include hitting, kicking, spitting on, pushing, damaging personal property
- Verbal- may include taunting, malicious teasing, insulting, name calling, making threats
- Psychological- may include spreading rumors, manipulating social relationships, coercion or engaging in social/shunning, extortion or intimidation. This may occur in a number of ways including, but not limited to, notes, emails, social media postings, verbally

Violation of this standard may result in disciplinary action.

Use of Tobacco and Non-Tobacco Nicotine Products

Students are strictly prohibited from using and possessing tobacco and non-tobacco nicotine products on school property and at district related events. Students who violate this standard may be disciplined. Families and visitors are prohibited from using tobacco and non-tobacco nicotine products on district property and at district related events. More information is available in Board Policy 5512.

Drug and Alcohol Prevention

The use of illicit drugs and the unlawful possession, sale or use of alcohol is prohibited. Students who violate this standard may be disciplined and could be referred for prosecution. Students and parents who want assistance with these matters may ask school for information and referrals for substance abuse counseling. More information is available in Board Policy 5530.

Personal Cell Phone/Electronic Devices Policy

In order to reduce distractions to the learning environment and power struggles, the use of personal electronic communication and listening devices including but not limited to cell phones,

iPods, iPads, MP3 players, etc. may only be used on the bus, before class begins, or during breaks with staff permission. Any personal electronic device should be turned off or put away once school is in session. Devices can be placed in the student's backpack, locker, or locked in a designated area in the classroom. Any student who wishes to contact home during the day will be permitted to do so from the office. If students do not comply with putting personal electronic devices away appropriately, parents/legal guardians will be contacted to pick up the device from school. Failure to follow these guidelines may result in disciplinary action.

Personal Items

Please keep personal, noneducational related items (such as toys, trading cards, etc) at home. Bringing personal items creates a distraction to the learning environment and often creates conflict in the classroom. Students will be permitted to bring backpacks to school, however under certain circumstances, your child may be asked to leave backpacks/bags at home.

Dress Code

Student dress code is established to teach discipline and respect, prevent disruption, and to avoid safety hazards. If a student is not following the dress code, a parent/guardian may be contacted to bring a change of clothes.

- No midriff shirts- the mid section of the body is to be covered
- Tank top straps must be approximately 2-3 inches (the width of 2-3 finger)
- Shorts, skirts and dresses should be at least mid-thigh length or arms length (whichever is longer) when standing
- Hoods, hats, bandanas and head coverings are not permitted unless approved on a special occasion
- No masks or other face coverings are permitted, except as a religious accommodation
- Students must wear footwear
- No clothing that includes inappropriate or suggestive language/images

Physical Education and Swim Class

The opportunity to participate in physical education and swim class is provided by JCISD's adaptive gym teacher. The swim class takes place at JCISD Lyle Tarrant Center and students are transported by JCISD bus on swim days. The pool is 20 feet wide by 40 feet long and the temperature remains between 88-92 degrees. Participating in the PE and/or swim class may be a requirement to receive High School Credits for some students. All students must have a signed permission slip on file annually to participate in these classes.

Rules and expectations for gym and swim class will be reviewed regularly by your child's teacher and the gym teacher. The following behaviors are prohibited in the pool area and your child may lose privileges of using the pool due to these behaviors:

- Spitting
- Splashing others
- Hanging on others
- Physical aggression

- Running on pool deck

Field Trips and Community Outings

All students must have an updated field trip permission slip completed, signed, and on file with the school annually. Most trips will be taken within the local area, and will be of interest and educational value to the students. Parents/guardians will be given advanced notification prior to each of these outings. Should a special event occur that we were not able to notify parents in advance, you will be contacted by telephone as a notification. All field trips and community outings will take place under the direct supervision of your child's teacher and other JCISD staff.

Transportation of students on most trips will be made by JCISD buses. Occasionally, students will use public transportation or be transported by a JCISD vehicle driven by JCISD staff.

Physical Therapy (PT)

When a student is determined to be eligible for Physical Therapy by an IEP Team, the physical therapy is provided by a JCISD Physical Therapist, whose responsibility is to assess the needs of the students and carry out individual therapy prescriptions/treatments, driven by the selected IEP goals. The PT may deliver direct therapy or serve as a consultant to the classroom staff.

Occupation Therapy (OT)

When a student is determined to be eligible for Occupational Therapy by the IEP Team, the occupational therapy is provided by a JCISD Occupational Therapist, whose responsibility is to assess students and develop/implement treatment plans which are driven by IEP goals. The OT carries out occupational treatment programs related to sensory-motor, fine motor, visual perceptual skills that impact the student's ability to make progress in the educational setting. The OT may deliver direct therapy or serve as a consultant to the classroom staff, as determined by the IEP Team.

School Social Work Services (SSW)

When a student is determined to be eligible for School Social Work services by the IEP Team, the school social work is provided by a JCISD Licensed Master School Social Worker, whose responsibility may include assessing behavioral concerns, addressing positive behavioral support strategies, assisting with mental health concerns, providing individual and/or group social skills sessions, assisting with behavior plans, helping families access community resources and/or consulting with teachers, parents, and administrators to provide social-emotional support in the school setting. The SSW may deliver direct services or serve as a consultant to the classroom staff, as determined appropriate by the IEP Team.

Speech and Language Services

Speech and Language Services are provided by a Speech and Language Pathologist (SLP). The SLP works directly with students and staff providing a variety of language experiences and materials suited to meeting the varied communication goals of student. The SLP may deliver direct services or serve as a consultant to the classroom staff, as determined by the IEP Team.

Commonly Used Abbreviations

ASD- Autism Spectrum Disorder
EI- Emotional Impairment
FBA- Functional Behavior Assessment
IEP- Individualized Education Plan
IFSP- Individualized Family Service Plan
LD- Learning Disability
MDR- Manifestation Determination Review
OHI- Otherwise Health Impaired
OT- Occupational Therapist
PBSP- Positive Behavior Support Plan
PT- Physical Therapist
REED- Review of Existing Evaluation Data
SLP- Speech and Language Pathologist
SSW- School Social Worker

Jackson County Health Department Vision/Hearing Screenings

East Campus schedules annual Vision/Hearing Screenings through the Jackson County Health Department. The following grade levels will be screened each spring:

- Hearing: Kindergarten, 2nd, 4th
- Vision: 1st, 3rd, 5th, 7th, 9th

If Jackson County Health Department determines from their screening that a student child is having difficulty with vision or hearing, they will notify parents/guardians and provide resources.

Smiles on Wheels

Smiles on Wheels is a non-profit mobile dental hygiene program comprised of Registered Dental Hygienists and coordinators, operating under Public Act 161 of 2005. The program is focused on providing preventive oral health care services in schools and other nontraditional settings. The services include dental cleanings, dental assessments, fluoride treatments, dental sealants, and oral health education. Smiles on Wheels comes to East Campus two times each school year (once in the fall and once in the spring). Paperwork will be sent home each time for parents/legal guardians to complete if you are interested in having your child's teeth cleaned and/or sealed.

Community Support Agencies

Please refer to our Family Resource Guide at:

<http://bit.ly.familyresourceguide.com>