

**Jackson Local School District  
7602 Fulton Dr. NW  
Massillon, Ohio 44646**

Chris DiLoreto, Superintendent  
Barry Mason, Assistant Superintendent  
Linda Paris, Treasurer  
Marsha Escola, Food Services Director  
William Weirtz, Director of Transportation and Safety  
Janet Thompson, Director of Technology

**Board of Education Members**

Kenneth Douglas, President  
Thomas Winkhart, Vice President  
Katrina Barton  
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**Jackson Local School District  
Elementary Schools**

**Amherst Elementary**

William Hayden, Principal  
8750 Jane Street NW  
Massillon, OH 44646  
Phone: 330-830-8024  
Fax: 330-830-8071

**Lake Cable Elementary**

Angela Leggett, Principal  
5335 Villa Padova Drive NW  
Canton, OH 44718  
Phone: 330-834-4673  
Fax: 330-834-4528

**Sauder Elementary**

J.R. Reindel, Principal  
7503 Mudbrook NW  
Massillon, OH 44646  
Phone: 330-830-8028  
Fax: 330-830-8032

**Strausser Elementary**

Susanne Waltman, Principal  
8646 Strausser Street NW  
Massillon, OH 44646  
Phone: 330-830-8056  
Fax: 330-834-4656

**District Homework Hotline**  
(330) 830-8100

**District Website**  
<http://jackson.stark.k12.oh.us>

# Jackson Local School District

## *Vision*

Our vision of the future is *striving for excellence* . . .

which means students achieving their highest potential, inspired by teachers who are making a difference, encouraged by parents who are providing support, and empowered to action by a community working together to ensure that every child realizes his/her dreams.

## *Mission*

In the Jackson Local School District, students are our first priority. Our purpose is to create a learning environment that

- helps all students meet or exceed state standards.
- provides responsive and appropriate intervention.
- promotes student leadership.
- encourages meaningful parent and community involvement.
- provides real world learning experiences.
- respects individual and cultural differences.
- provides a rigorous student-centered curriculum.

## *Beliefs*

We believe that

- students are our first priority.
- all students can learn given proper resources, encouragement, and time.
- learning must be at the core of our daily lives to prepare for citizenship in the 21st century.
- learning is lifelong for all members of our community.
- students learn in different ways and, therefore, must be provided with opportunities that meet their individual needs.
- the ever-changing needs of students require that professional development must be ongoing, based on research, aligned with district goals, and embedded in our daily work.
- the actions of the members of our learning community must provide students with effective models of citizenship, thereby fostering students who are responsible, accountable, and respectful.
- a safe and caring learning environment is critical for the success of our students
- collaboration with and among students, staff, parents, and community is essential for continuous improvement.
- school pride in academics and all other activities should be shared with and among students, parents, and community.

## Daily Building Schedule Grades K-5

8:30 AM

Building open to students

In an emergency, students may be dropped off at 8:15 A.M.

8:45 AM	Breakfast (Amherst and Lake Cable only)
8:45 AM - 8:55 AM	Bus arrival/students report to their classrooms
8:55 AM	School day begins
3:30 PM	Student dismissal
3:35 PM	Students picked up by parents after buses depart

Latchkey Hours: Amherst, Lake Cable, Sauder and Strausser

6:45 AM - 8:45 AM	Before school hours
3:30 PM - 6:30 PM	After school hours

## **Welcome to Jackson Local School District Elementary Schools, 2018-2019!**

Dear Students and Parent(s):

The Jackson Local School District Elementary School administrators and staff are committed to providing you with the best possible educational opportunity. It is our desire that your learning experience be, not only a thorough one, but also an enjoyable one.

The intent of this handbook is to acquaint you with the procedures and regulations that have been adopted by the Board of Education, in an attempt to ensure the smooth operation of our elementary schools. We believe that an orderly school environment is essential to the learning and safety of our students.

Should you encounter a problem or have questions, we encourage you to seek the advice and counsel of the faculty and the administration. We believe that by having open communication and working together as a team, we can best serve our students.

We hope that the 2018-2019 school year is rewarding for you and your child. We look forward to working with your family.

Sincerely,  
Jackson Local School District Elementary School Administration, Faculty, and Staff



### Jackson Local School District 2018-2019 Student Calendar

August	16	Open House – All Elementaries (4:30-6:30 p.m.)
	20	First Day of School (K-12)
	31	Teacher In-Service – No School (K-12)
September	3	Labor Day – No School (K-12)

October	2	Parent-Teacher Conferences (K-5) 4:00-8:00 p.m.
	4	Parent-Teacher Conferences (K-5) 4:00-8:00 p.m.
	5	Teacher In-Service - No School (K-12)
	8	Columbus Day Holiday - No School (K-12)
	10	Parent-Teacher Conferences (K-5) 4:00-8:00 p.m.
	19	End of 1st Nine Weeks
November	21	Thanksgiving Recess Begins -No School
	27	Classes Resume
December	24	Winter Break Begins – No School
January	7	Classes Resume
	11	End of 2nd Nine Weeks
	18	Teacher In-Service - No School (K-12)
	21	Martin Luther King Day - No School (K-12)
February	13	Parent-Teacher Conferences (K-5) 4:30 – 7:30 p.m.
	15	Teacher In-Service - No School (K-12)
	18	President's Day - No School (K-12)
	21	Parent-Teacher Conferences (K-5) 4:30 – 7:30 p.m.
March	22	End of 3rd Nine Weeks
	25	Spring Break Begins - No School
April	1	Classes Resume
	19	Conference Exchange - No School (K-12)
May	27	Memorial Day - No School (K-12)
	30	Last day for Students
	30	End of 4th Nine Weeks

\*In case we exceed the number of allotted calamity days, we will attend school May 31 through June 14th, as necessary.

## **Problem-Solvers for Jackson Local School District Elementary Schools**

*If you have a problem or concern in regard to any of the following areas, please contact the person or office indicated below:*

Problem	Problem-Solver
Bus Concerns	Secretary Transportation Office (330) 830-8042
Building Use	Secretary
Class Schedule	Principal

Discipline Problems	Teacher, Principal
Early Dismissal	Attendance Secretary
Extended Absence from School	Attendance Secretary
Free and Reduced Lunch	Food Services Office (330) 830-8031
Harassments/Threats/Bullying	Guidance Counselor, Teacher, Principal
Homework Requests	Secretary
Lost and Found	Secretary
Report Card Questions/Interim Questions	Teacher
School Fees and Fines	Secretary
Stolen Property	Teacher, Principal
Textbooks	Teacher

**Jackson Local School District Elementary Schools**  
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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. These Board Policies and Administrative Guidelines are incorporated by reference into the provisions of the NEOLA Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June 2018. If you have questions or would like more information about a specific issue or document, contact your school principal.

## STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from a staff member.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures and accident reporting procedures. If a student is aware of any dangerous situation or accident, she/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

# **Attendance and Absence Procedures and Policies**

## **ABSENCE FROM SCHOOL AND/OR CLASS**

Poor attendance disrupts the continuity of instruction. Once lost, instruction cannot be recovered. Classroom participation is an important facet of the educational process and cannot be reconstructed. A correlation exists between attendance and achievement. It is the belief of Jackson Local Schools that all students are expected to be in attendance in school, in every class, every day. **Student attendance records are a part of the official transcript.**

1. If it is necessary for an elementary child to be absent from school, the following expectations are to be met:
  - a) In compliance with the Missing Child Law of the State of Ohio, we ask all parents to notify the school office each day of a student's absence by 9:00 AM. Please call Amherst at 330-830-8024; Lake Cable at 330-834-4673; Sauder at 330-830-8028 or Strausser at 330-830-8056. If a parent does not call to report their child's absence, we are required to contact parents regarding their child's absence. Failure to contact the school may result in your child receiving an unexcused absence.
  - b) **If a parent fails to notify the school of their child's absence, the absence will be marked unexcused until the parent notifies the school by phone or written note the reason for the absence. This notification must occur within two days of the absence.**
  - c) When returning from an absence, it is the responsibility of the student to contact his/her teacher to arrange for make-up work. As a guideline, the student will have one day for make-up work for each day missed. If a student is absent the day of previously announced quizzes, tests, assignments, etc., they must be taken/submitted immediately upon the student's return to school. No additional days will be granted for these

“planned” activities. An unexcused absence may result in the student not receiving credit for any work that is missed, and the student may receive a failing grade for all graded work and/or tests given during the student’s absence. An absence may be considered unexcused when not approved or sanctioned by school administration or when the absence is not supervised by school personnel.

2. Students who are absent from school may obtain their daily assignments by contacting the school secretary by 9:00 am on the day of absence. If the absence is of a prolonged nature (20 consecutive days), tutoring may be arranged through contacting the Principal or Guidance Counselor.
3. Homework Hotline - Parents or students may receive the student's daily homework assignments by calling 330-830-8100 and entering the teacher's voicemail extension.

## **ATTENDANCE POLICY**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician’s statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state (up to a maximum of twenty-four (24) hours per school year that the student’s school is open for instruction) to participate in a District-approved enrichment or extracurricular activity (any classroom assignment missed due to the absence shall be completed by the student). If the student will be absent for twenty-four (24) or more consecutive hours that the student’s school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- H. absence due to a professional appointment (note required)

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. take appropriate legal action
- B. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

#### **Reasons for excused absence from class**

Because of the wide variety of reasons for a student's absence from a particular class, the validity of an absence from class will be determined by the administration in each individual case. After 90 hours of absences, a physician's note will be required for the absence to be excused. State law specifically states that every student up to the age of 18 must attend school. The law is also very clear on what constitutes a legitimate excuse for an absence from school.

***Please note:*** Medical verification means that a physician has treated an illness or injury and has verified to the attendance office that because of the illness or injury, the student was unable to attend school.

**Official medical notification (which includes the physician's name, phone number, and specific dates of illness to be excused from school) must be submitted to the office upon the student's return to school within two (2) days following the absence.** Illness or injury that has not been treated by a physician is **not** verified.

#### **Miscellaneous Unexcused Reasons for Absences and/or Tardiness (AU or TU)**

In the past, students have had many excuses for being absent or tardy. In order to alleviate conflict between the students and the office, students and parents should note that all other reasons are unexcused (based on Ohio attendance laws), including:

1. Children arriving to school by personal transportation.
2. Oversleeping
3. Missing the school bus
4. Traffic jam
5. Babysitting in non-emergency situations
6. Staying out of school an unnecessary length of time because of doctor's appointment, job

interview, or driver's license exam.

**(Note: The validity of any questionable reasons for absence or tardiness will be determined by the school administration according to Ohio attendance laws.)**

## **FAMILY VACATION**

Students who take vacations during the school year shall be considered absent with parental permission. It is the obligation of the parent and the student to see that missed work is made up and, if necessary, to secure a tutor without placing undue demand upon the classroom teacher. In addition, the following will be expected:

1. Parental notification (either in writing or by phone to the school secretary) should be given at least three days in advance. **No more than five (5) days per school year of vacation absence will be classified as excused.** Any additional vacation days will be counted as unexcused absences.
2. All assigned work will be due on the first day the student returns to school.
3. All assessments missed during vacations will be made up following the student's return.

## **RELIGIOUS HOLIDAYS**

It is the parent's responsibility to notify the school secretary when his/her child will miss school for a recognized religious holiday. Students will not be marked absent for the time missed.

## **TARDINESS TO SCHOOL**

A student must be on time to school and in attendance every day. Students who arrive after 8:55 AM are considered tardy and must be accompanied by a parent to be signed in at the school office. **Students may not exceed four (4) tardies each nine weeks.** Chronic tardies may result in the creation of an individualized attendance plan. After 11:55 AM, a student's attendance will count as a one half-day (1/2) absence. All tardies due to a doctor, dentist, orthodontist, or court appointment must have official documentation from that office.

## **EARLY DISMISSALS**

Once a student arrives at school, he/she is required to remain for the entire day or until that student is dismissed. Any student leaving school property during school hours will be required to have a note signed by the parent or guardian.

Please note that, for security purposes, students will NOT be dismissed to parents following school events held during the regular school day. If a note was sent in with the child in the morning, students will be dismissed through the PARENT PICK-UP LINE at 3:35 PM.

A note must be sent to the child's homeroom teacher if you plan to pick up the child in the PARENT PICK-UP LINE.

Otherwise, the child will take the bus home at 3:30 PM. THE PARENT PICK-UP LINE WILL NOT BEGIN UNTIL AFTER BUS DISMISSAL.

## **OBTAINING AN EARLY DISMISSAL:**

1. A written explanation from a parent or guardian is to be turned in to the homeroom teacher on the morning of the early dismissal. A telephone number must accompany the request so that the dismissal can be confirmed.

2. If a student is granted an early dismissal, the parent must sign the student out in the school office at the designated time.
3. Even though a student is excused, the absence will be recorded on his/her attendance record since that student is not present in school.
4. Upon return from an early dismissal the same day, the parent will be expected to sign the student in at the office.
5. Telephone requests for a student to be excused will not be accepted due to safety and security concerns.

## **INJURY/ILLNESS DURING SCHOOL**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parent.

If a student becomes ill during the school day, he/she will be sent to the clinic. Office personnel will follow health procedures set forth by the school nurse to determine whether a child should return to class or be sent home. If it is deemed necessary for a child to leave school, a parent or guardian will be contacted to come to school to pick up his/her child. The parent or guardian will need to sign out the child in the school office. Children need to be fever-free for 24 hours prior to returning to school. Students are not permitted to stay in the clinic during the school day.

## **PERFECT ATTENDANCE**

Students are eligible for perfect attendance if the student does not miss any school for any reason. This includes tardies, half day absences, and full day absences.

## **ADMINISTRATIVE DISCRETION**

The School Administration has the ultimate authority in all attendance-related matters and reserves the right for discretionary deviation from the aforementioned attendance policies.

## **ENROLLMENT**

Anyone wishing to enroll a student in any Jackson Local School District elementary building should refer to our district website for policies and procedures.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State Law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and the Bureau of Motor Vehicles if s/he is under the age of 18. Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school once a release of records is received by Jackson Local Schools from the new school.

# General School Procedures and Policies

## ACADEMIC INTEGRITY

Jackson Local Schools believes that students who cheat only cheat themselves. Usually, cheating occurs when the student finds the material too challenging or too time-consuming. Cheating, copying, or plagiarism all stand in the way of a truly strong education. Teachers are here to help with challenging assignments. Students should take advantage of their expertise and seek help.

If a student is caught cheating or plagiarizing or giving the appearance as such, the teacher will conference with the school administrator. Consequences will be issued on a case-by-case basis.

## ASSEMBLY RULES AND REGULATIONS

1. Students are expected to show proper respect to all guest speakers during their presentations. This includes becoming quiet when the speaker steps to the podium/microphone and being attentive throughout the presentation.
2. Students are to remain seated after the assembly until dismissed by the appropriate authority.
3. All other school rules are in effect at all times.
4. **On occasion, performances will be held at the Jackson Center for the Performing Arts at Jackson High School. The rules and regulations listed above will be in effect during all school sponsored events.**

## BUILDING AND GROUNDS

Any student caught defacing school property will be subject to disciplinary action and will be responsible for payment of damages. We ask your cooperation in helping to keep the school building and equipment clean and in good condition.

**Asbestos Management Plan:** The Jackson Local Schools District Asbestos Management Plan is kept current through general inspection of all buildings every six months. A major re-evaluation is done every three years in compliance with the Asbestos Hazard Emergency Act of 1986.

Persons interested in viewing the plan can make an appointment with the Buildings and Grounds Supervisor at the Administration Building, 7602 Fulton Dr. NW, or call 330-834-8044.

## CAFETERIA

Students are expected to follow the directions of the cafeteria monitors and follow the posted cafeteria guidelines. All school rules are in effect at all times.

A student/parent may deposit money in the student's lunch account by bringing cash or a check made payable to Jackson Local Schools or by using our online payment program, PAY-FOR-IT. The money should be turned in directly to the cafeteria during the designated time for each building. During the student's lunch period, the student will proceed through a serving line, choose their items and cash out. At the register, the student will enter the five digits of his/her student ID on a pin pad next to the register.

One of the most important factors in the **PAY-FOR-IT** program is that lunch money can be added to the account by credit card or electronic check. These types of transactions will carry a small convenience fee,

which will be added to the transaction. A parent can choose to pay by cash or check on the day of the purchase.

To sign up with the **PAY-FOR-IT** program:

1. Log on to the Internet@ [www.payforit.net](http://www.payforit.net)
2. Click the sign up key
3. Click the Guardian tab to enter information  
Last name, First name, Student ID, School, Grade

Any student caught stealing from the cafeteria or exhibiting improper behavior will face disciplinary consequences.

Free-and-Reduced Lunch forms are available in the online.

Lunch visitors will be asked to sit at the visitor table with only their student. Parents and students are not permitted to share food with other students due to food allergies. No group photos may be taken in the cafeteria without the permission of other students' guardians.

## **CIVIL RIGHTS COMPLIANCE**

The name and phone number for the District Civil Rights Compliance Officer can be found on the district website under the annual notifications.

## **COMPUTER/TECHNOLOGY POLICY/ONE-TO-ONE INITIATIVE**

*ACCEPTABLE USE AND INTERNET USE SAFETY POLICY* (Jackson Local School Board Policy)

### *Education Purpose Statement*

The District provides access to technology, including Internet access to enhance the instruction of its students and achieve the goals established by the District Board of Education and the Ohio Department of Education. This Agreement is established to promote the use of technology, including Internet access in a manner that leads to a safe and worthwhile educational experience for all. Therefore, the District is committed to providing teaching on Internet safety.

### *Scope/Definitions*

Technology, including the Internet, is a source of instructional material to which students and employees have access both inside and outside the boundaries of the school physical and temporal environment. This Agreement and the associated rules and regulations refer to all devices including but not limited to computers, smartphones, digital tablets, electronic computing communication, recording or imaging devices including but not limited to MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- Owned by, leased by or on loan to the District or any third party engaged in providing services for the District.
- Any computing or telecommunication device owned by, in the possession of or being used by District students that are operated on the grounds of any District Facility, off grounds at a school sponsored function or connected to any equipment at any District Facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.



This Agreement applies to any online service provided directly or indirectly by the District for student use. Examples of online services include but are not limited to electronic mail, web sites, cloud based computing applications and social media sites. Students agree to abide by any license agreement established with a third party.

This Agreement is in effect for any school sponsored activity at any time or any place.

The Internet can be accessed by a variety of electronic devices including those not provided by the District. Because the material available on the Internet varies in quality and appropriateness and instructional material obtained from the Internet may have not been selected ahead of time in a manner similar to the way other instructional material is selected such as textbooks, software, or library books, the District cannot guarantee accuracy, appropriateness and opinions expressed in the materials. Any implementation of the use of a student-owned device for instructional use must follow all District rules and policies and may require a separate signed approval by a parent or guardian.

#### *Statement of Procedures*

In order to maintain and encourage appropriate and effective use of Internet access, computer technology and connectivity, a set of rules for computer and network use have been established. Students must read and abide by these rules established by the District and their respective buildings and classrooms.

The District provides technology and Internet access in a good faith attempt to promote the safe, ethical, responsible, and legal use of this instructional resource. This access is intended to promote the effective use of technology and the Internet for educational purposes, protect students against potential dangers and ensure accountability. This access is not intended to function as a public access service or a public forum. The District reserves the right to restrict this access to ensure that its use is in accord with its educational purpose.

The District prohibits student-teacher interaction on social networking sites unless such interaction is specifically educational in nature. Any digital communication between District employees and students is expected to follow all district policies and the Ohio State Board of Education Licensure Code of Professional Conduct for Ohio Educators.

Internet safety issues may arise around the access to and use of the Internet, Internet-ready, and other electronic devices in a manner that promotes safe, civil and legal online activity for children, digital citizenship and literacy and recognizing and responding to cyberbullying. The District will offer training in the use of the Internet and students are required to participate in training. The training will address appropriate online behavior, cyber bullying awareness and response as well as proper etiquette when interacting with other individuals in social networking sites and chat rooms. Training relating to online safety issues may be made available for parents and guardians.

Student activities will be structured in a manner that is appropriate to the age and skill level of students. This approach is adopted in recognition of the importance of providing more secure environments for younger students and supporting safe, responsible and independent use by older students.

#### *Disclaimers/Hold Harmless Clause*

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to the Internet or online services, technology or technology infrastructure provided to its students, staff or visitors. The District is not responsible for any personal documents or information stored on district technology or associated services nor is it responsible for any harm from the release of confidential information. The District will not be responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people.

The District is not responsible for the accuracy or quality of the information obtained through Internet access. The District will not be responsible for financial obligations arising through unauthorized or inappropriate use.

#### *Copyright/Ownership*

Copyrighted materials may not be placed on any service accessed via the Internet or any system connected to the District's system(s) and used in conjunction with District initiatives without permission from the holder of the copyright and materials must be licensed directly to the district. Only the owners or authorized individuals may upload or download copyrighted material to and from the district's systems. Unauthorized copyrighted materials will be removed upon notification.

#### *Privacy/Monitoring/Confidentiality*

Users shall have no expectation of privacy when utilizing district technology or related services. At any time and without prior notice, the District reserves the right to monitor, inspect, copy, review and/or store any and all results of computers, network and/or Internet access and any and all information transmitted or received in connection with such usage. This includes, but is not limited to, information contained in online services provided by the District. All such information shall be and remain the property of the District. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.

Students shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information.

#### *Prohibited Practices*

The use of technology for any purpose that violates the Student Code of Conduct, Board Policies, rules or regulations regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to:

- Theft, destruction of property
- Purchasing goods or services
- Bullying
- Interfering with the normal functioning of computers, systems or networks
- Accessing, modifying or deleting files/data that do not belong to you
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials
- Sending or publishing offensive or harassing messages/content
- Accessing dangerous information that, if acted upon, could cause damage or danger to others
- Violating copyright laws and/or District policy on plagiarism
- Recreational/non-educational use of electronic communication
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other computers/systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remote-control software. Possession of and/or destruction of any of software tools designed to facilitate any of the above actions will also be considered an offense
- Saving inappropriate files to any part of the system, including but not limited to music files, movies, video games offensive images/files, programs which can be used for malicious purposes, any files for which you do not have a legal license, hobby or personal interest files, even if not offensive or inappropriate
- Any file which is not needed for school purposes or a class assignment

Students are required to report any occurrence of a prohibited practice to the school building administrators immediately. It is recognized that the use of technology, including but not limited to Internet access is a privilege and not a right. The District reserves the right to withdraw access to technology, including but not limited to, the Internet through its network and to determine what constitutes improper use.

*Consequences*

Those who violate this Agreement and those failing to report violations shall be dealt with following established student discipline guidelines. The District also reserves the right to administer the appropriate disciplinary action in accordance with the “Student Code of Conduct” which includes but is not limited to detention, in-school suspension, out-of-school suspension or expulsion. Any infractions that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

*Ban of Criminal and Illegal Acts*

In addition to the rules and guidelines stated in this Agreement, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such actions and will refer offenders to proper law enforcement agencies. The District also reserves the right to seek monetary and/or other damages resulting from any criminal or illegal act or violation of this Agreement.

**ONE-TO-ONE INITIATIVE**



# **Jackson Local School District**

## **Chromebook Care**

### **Overview**

The mission of the one-to-one program in the Jackson Local School District is to create a collaborative learning environment for all learners. This environment enables and supports transformative uses of technology while enhancing students' engagement with content. This collaborative learning environment promotes the development of self-directed, responsible, lifelong learners and users.

### **Device Purpose**

The Jackson Local School District (JLSD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. An effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. Students need to be proficient and safe users of information, media, and technology to succeed in a digital world. Therefore, the JLSD will use electronic resources accessed on Chromebooks and other digital devices as powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the JLSD's goal to provide students with rich and ample opportunities to use technology for learning in schools just as individuals in workplaces and other real-life settings use these tools. Use of devices at school and at home enables educators and students to access digital curriculum, communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives. It is the policy of the JLSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

Students and families have the privilege of accessing the school network and the Internet. This extraordinary opportunity to explore resources is tied to responsibilities.

When signing the district Acceptable Use Policy (AUP), you are acknowledging that you understand and accept the information in this document.

### **JLSD students and families must understand that:**

1. Users of the JLSD network and equipment, including the 1:1 Chromebook, must comply at all times with the district AUP.

2. Devices are loaned to students and remain the property of the JLSD.
3. Users are accountable to school, district, local, state, and federal laws.
4. Device and network use must support education.
5. Students and families must follow all guidelines set forth in this document and the AUP.
6. Rules and guidelines are in effect before, during, and after school hours, for all JLSD electronic devices whether on or off the school campus.
7. Files stored on the JLSD equipment or network are the property of the district and are subject to regular review and monitoring.
8. JLSD staff reviews and monitors all activity on the network for responsible use. Internet history and e-mail checks may occur at the discretion of JLSD staff.
9. The term “equipment” or “technology” refers to Chromebooks, iPads, batteries, power cord/chargers, cases or other digital devices assigned to students. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the devices in good condition. Failure to do so may result in fines for repair or replacement.
11. Students are expected to report any device damage as soon as possible. This means no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across any information, image, or message that is inappropriate, dangerous, threatening, or makes them feel uncomfortable.
14. All users are expected to follow existing copyright laws.
15. Students may only log in under their assigned username. Students may not share their password with other students.
16. Students may not loan their device or components to other students or family members for any reason. Students who do so are responsible for any lost components.
17. Each Chromebook is identified electronically and associated to an individual student.
18. All students have access to the Google Drive to save documents, provided the student has parental permission.
19. Any failure to comply with the guidelines set forth in this document or the district AUP may result in disciplinary action. JLSD staff may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
20. Devices should remain in the case at all times; failure to do so will invalidate the accidental insurance protection.
21. JLSD staff reserves the right to repossess district-owned equipment at any time.
22. The AUP remains in effect for all devices that students choose to utilize on JLSD property in addition to the Chromebook.
23. Chromebook serial numbers and student information will be recorded for monitoring purposes.
24. Technical support will not be provided for devices that are not owned by the district.
25. Technical support is only available during school hours.

### **Parent / Guardian Responsibilities**

The JLSD makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

### **Limitation of Liability**

- While JLSD employs filtering, safety and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.
- JLSD will not be responsible, financially or otherwise, for unauthorized transactions conducted using the device.

### **Accept Liability**

- The student and/or parent/guardian is responsible for compensating the school district for repairs or replacement costs due to intentional damage, loss, negligence, misuse and/or violating the AUP.

### **Monitor Student Use**

- The parent/guardian is responsible for monitoring student use outside of school. Parent/Guardian involvement is key for keeping students safe online.

### **Suggestions**

- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Develop a set of rules/expectations for electronic device use at home. Some Websites provide parent/child agreements for you to sign.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request that they show you his/her work often.
- Ask to view your child's Google Drive to check on work progress.
- Turn off your home WiFi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access the Google Docs office suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.

### **Device Rules and Guidelines**

The rules and regulations are provided here so that students and parents are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. *Violations of these rules and guidelines may result in disciplinary action.*

### **Security Reminders**

- Do not share logins or passwords (Exception: students may share passwords with parents or guardians.)
- Do not develop programs to harass others, hack, bring in viruses, or change others' files.
- Do follow Internet safety guidelines.
- Do notify a teacher or staff member if you witness inappropriate discussions that could lead to cyberbullying, chain letters, harassment or intimidation.
- All unsecured equipment will be confiscated by staff and disciplinary actions may be taken.

### **Appropriate Content**

All files and activities must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

If inappropriate content is encountered during school hours, students are required to immediately notify a teacher or staff member. If inappropriate content is encountered during non-school hours, students are required to immediately notify a parent or guardian who will then notify school authorities during school hours.

### **External Drives**

All JLSD rules and guidelines apply to external drives (thumb drive, flash drive, etc.) plugged into a district-owned device. Saving files to the Google Drive is the preferred method of data storage.

### **Care and Keep of Chromebooks**

#### **General Care**

- Vents should remain uncovered.
- Clean the screen with a soft, dry microfiber cloth.
- Never clean an electronic device with water.
- Do not place drawings, stickers, labels, or any other forms of personalization on the device.

#### **Suggested Classroom Habits**

- Use two hands to open the lid and carry the device.
- Close the lid before standing up.
- Don't pick up by the screen.
- Follow all directions given by the teacher.
- Center the device on the desk.

#### **Lockers and Storage**

- Never pile things on top of the device.
- Never leave the device on the bottom of the locker, storage area, or cubby.
- Be sure your locker is locked.

#### **Traveling**

- The Chromebook must remain in its case at all times (even during use); failure to do so will invalidate the accidental insurance protection.
- Never leave the device unattended for any reason.
- Do not leave the device in a vehicle.

#### **Care of Chromebook**

- Students are encouraged to take their device home every day.
- Students are required to charge the device fully each night.
- Store the device on a desk or table - never on the floor!
- Leave the power cord/charger at home - you are responsible for lost or stolen chargers.
- Cords and cables should be carefully inserted/removed from device to prevent damage.
- Equipment should not be used in areas which may lead to damage or theft.
- Protect the device from:

- Extreme heat or cold
- Food and drinks
- Small children
- Pets

### **Troubleshooting Procedures**

Option 1: Student tries to fix the problem.

- Always try restarting the device as the first step in troubleshooting.
- If appropriate, student may ask a classmate for help.
- Student may ask a teacher if he/she is available to help.

Option 2: Student takes device to the Library Media Center (LMC) during open hours. *If the LMC is closed, the student can continue to use his/her device or work on paper.*

- Student returns to class with a loaner device.
- When the student's original device is ready to be picked up, the student will be notified.
- Student picks up device from LMC during open hours.

### **Webcams**

All student Chromebooks and some other devices are equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21<sup>st</sup> Century tool and to develop 21<sup>st</sup> Century communication skills.

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project.
- Recording yourself giving a speech and watching it for practice and improvement.

### **Printing**

Students do not have the ability to print from their Chromebooks. We have designed our systems to pass documents and information in a digital format. If a student chooses to print school work at home, we suggest using the following options:

- Save the file on an external drive (thumb/flash/usb) and use the home computer to print.
- Store the file in Google Drive and open it on a home computer to print.

### **Desktop Backgrounds and Screensavers**

- Images set as the desktop background must be in line with the JLSD AUP.
- Inappropriate images may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols may result in disciplinary action and/or loss of device privileges.

### **Copyright and Plagiarism**

- Students are expected to follow all copyright laws and JLSD policy on copyrighted works (2531) and research and publishing (3231.01).
- Duplication and/or distribution of materials for educational purposes are permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC.)

### **Technology Discipline**

### **School-Based Discipline**



Any violation of AUP, or any behavior deemed inappropriate, may be subject to school discipline at the discretion of administration.

### **Compliance Checks**

Compliance checks (reviewing email, Internet history, user profiles etc.) may be conducted on a student's computer at any time. These may be school-wide checks or conducted individually due to suspicion of inappropriate device usage.

### **Exporting Google Account Data**

Google stores information that students create. Students that want to export data from their Google account need to use Google Takeout to download Gmail, Drive, and other Google App information.

### **Chromebook Operating System**

- Chromebooks run a modified version of the Chrome browser. It connects to Web resources, apps and extensions provided on the Internet. It does not run Windows or Macintosh software. When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system.
- Files are stored in the cloud, so there's no need to worry about lost work, though this does not apply to the Offline mode. Students may connect to a wireless system again to upload any changes.

### **Online Tools and Resources**

Per the Children's Online Privacy Protection Act (COPPA), written parental permission must be given for students under 13 years of age to use certain tools and websites. JLSD may provide access to these educational resources on behalf of the parent/guardian, via the signed AUP, for educational purposes only.

Parent/Guardian consent is inherently given to the JLSD to use student information for the purpose of utilizing online services, tools and Websites deemed educational by the JLSD. To be COPPA (Children's Online Privacy Protection Act) compliant, the JLSD provides an Exemption Form 2022F to opt out, though it is not recommended as it may hinder the educational process. Contact your school to obtain more information.

Google accounts will be given to all students utilizing Chromebooks. This is a requirement that gives students access to sign into the device and participate in communication with peers and staff for educational purposes. Students under 13 years of age ordinarily need parent permission to have Gmail accounts, however Google allows the JLSD to act as the parent's agent and approve the accounts on their behalf. This approval includes the ability to create a Gmail account with access to external web services of which may require some student information, and any other services, application or Web resources deemed educational by the JLSD.

### **Chromebook Security**

Two primary forms of security exist: Chromebook security and Internet filtering. Each of the Chromebooks has a security program installed on it. The JLSD strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the JLSD network.

Security is in place on the Chromebook to prevent certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.

### **Internet Filtering at School**

The JLSD maintains an Internet filtering software package. This program automatically filters all student access to the Internet.

### **Internet Filtering at Home**

The same school district filter will run when the students use the device at home, and will help ensure safe access to the internet. Please note, however, that there is no better security tool than an involved adult.

### **Chromebook Identification**

Student devices will be labeled in the manner specified by the JLSD. Devices may be identified by the district asset tag, serial number, as well as individual user account name and password.

### **Account Security**

Students are required to use their Bearworks account user ID and password to protect their accounts and are required to keep their password confidential.

### **Lost, Stolen, or Damaged Equipment**

- If the device is lost or stolen during the school day, the student is required to contact a teacher or school administrator immediately.
- If a device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing the police report, the student or parent/guardian shall notify school administration and submit a copy of the police report.
- If a device is lost outside of school, the student or parent/guardian is required to notify school administration immediately.
- All attempts to recover a lost or stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.

### **Repairs**

Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.) JLSD Tech Support, libraries, and media centers will assist students with getting issues resolved at no cost. Do not take JLSD owned devices to an outside computer service for repair.

### **Loaner Devices**

Temporary replacements (loaners) are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaners.

### **Accidental Damage or Negligence**

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration, if the device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

### **Lost Equipment**

If any equipment is lost, the student or parent must immediately report it to a member of the staff. When a device is reported as lost or stolen, the Technology Department will remotely turn off all device functionality so the device is unusable. A police report should be filed for devices reported as stolen.

### **Financial Responsibility**

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be fined for damaged or lost equipment.

### **Return Procedures**

All district-owned property must be returned, including Chromebooks and accompanying accessories. Students leaving the JLSD in the middle of the year must bring equipment to the LMC prior to leaving the district.

As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged.

*This publication is an adapted version of the "[One-to-One Handbook](#)" by Kent School District, used under [CC BY I](#) Desaturated from original*

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines or as defined by the Ohio Department of Health or the Local Health Department recommendations.

## **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

## **CONTROL OF BLOOD-BORNE PATHOGENS**

The District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens, within the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious

and must take precautions to follow universal procedures, in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding, or exposure to saliva and other body fluids, may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, she/he must immediately notify her/his teacher, who will contact the Attendance Office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report, Accident Report).

The parents of a student who has been exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV, either by his/her physician or the local Health Department. The student's parents will be encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus, either in cooperation with his/her physician or the local Health Department.

## **CURRICULUM**

Jackson Local Schools, as a district within the Stark County School System, offers a full course of study. The curriculum meets all standards required by the State Department of Education, the Stark County Board of Education and the Jackson Local Board of Education.

## **DRESS CODE**

Dress and appearance of students will be governed by the standards of cleanliness, neatness, health, safety, appropriateness and decency.

We ask that students not wear tank, mesh, spaghetti strap, halter (with backs exposed) or midriff tops to school. Shirts must have a 2 - 3" wide strap. Shorts/skirts/dresses are permitted to be worn all year. Shorts/skirts/dresses must be no shorter than six inches above the knee cap if the student is not wearing leggings or tights underneath. Sandals, crocs and flip flops are permitted, but students must have tennis shoes for gym class. Students are expected to dress appropriately at all times. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Clothing which is indecent, contains obscene, profane, drug-related or inflammatory messages, or advertises something that is prohibited to minors, is not permitted.

Inappropriate hair coloring (which may include but are not limited to purple, pink, blue, green etc.) and hairstyles are not permitted. Extreme accessories are prohibited (i.e., dog collars, studded collars, ball bearing necklaces and chains, safety pins, etc.) This may include certain types of body piercings.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements.

Hats and scarves will be permitted for special days only.

**School officials reserve the right to make recommendations for changes in the dress and grooming of students. The final judgment for all matters pertaining to the school dress code rests with the School Administration. If a student injury requires modification of the dress code, parents or students are expected to contact an administrator for approval before the student returns to school.**

## **ELECTRONIC DEVICES/ CELL PHONE USE**

We do not encourage students to bring cell phones, iPod's, MP3's, etc. to school. If a student does bring these items to school, they are not to be used once the student enters the building. These items should also then be turned off and stored in the student's locker or book bag during the school day. If the student does not adhere to this policy the item will be confiscated.

Using an electronic device to take pictures or record audio on school property, school buses, or at school functions/events may result in immediate confiscation of the phone, and appropriate disciplinary action will be taken. Contents of electronic devices may be searched if reasonable suspicion exists that it may have been used in an activity prohibited by the Code of Conduct.

**The possessing, taking, disseminating, transferring or sharing of inappropriate or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, etc.), may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing inappropriate or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.**

**Violations of electronic devices/cell phone policy are subject to disciplinary action. The District is not responsible for lost, stolen, or damaged electronic devices/cell phones.**

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off of school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. State law requires schools to have an Emergency Medical Authorization form on file for each student. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year.

## **EMERGENCY PROCEDURES**

### **EVACUATION PROCEDURES**

- The Administration has made plans for evacuation within the building and off-site. During these times, students are not to leave school property unless officially dismissed by a school official.
- An announcement will be made to either relocate groups or individuals from one part of the building to a different location within the building, or to evacuate the building using designated or alternative

routes. At the assembly point and evacuation site, an accounting will be made of all students, staff and faculty.

- An announcement will be made by an Administrator regarding further action.

#### **FIRE DRILL PROCEDURES**

- When the alarm sounds, students will leave the room and proceed according to the posted plan.
- No talking or running is permitted.
- No one may return to the building until the signal is given by the Principal or his/her authorized representative.
- No students may leave the school property unless officially dismissed by a school official.

#### **SAFETY DRILL PROCEDURES**

- Students should enter the nearest classroom and stay away from all windows (inside intruder).
- Students should enter the nearest classroom and get down low close to the windows (outside intruder).
- Students should follow the directions of staff members and listen for further instructions from the office.
- Students should remain in rooms until dismissed.
- No student may leave the school property unless officially dismissed by a school official.

#### **TORNADO PROCEDURES**

- When the alarm sounds, students will leave the room and proceed according to the posted plan.
- No talking or running is permitted.
- Students should remain in a tornado-safe position until the all-clear is given by school officials.
- No student may leave the school property unless officially dismissed by a school official.

#### **FEES/SCHOOL PROPERTY**

The Administration has developed a schedule of fees for materials, and has prescribed a schedule of charges which may be imposed upon students for loss, damage to, or destruction of school equipment, musical instruments, library materials, textbooks (which are required to be furnished without charge), or damage to school property. Failure of the student to assume replacement costs or pay fees may result in the school withholding the student's progress reports or release of school records of the student.

#### **FERPA (Family Educational Rights and Privacy Act)**

The School District follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information (name, address, phone number) for their child released should fill out the media release form available online or in the Main Office.

The School will not provide student names, addresses or phone numbers to any individual.

#### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No minor student may participate in any school sponsored trip without parental consent and a current emergency medical form on file in the office.

Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

### **FINANCIAL ASSISTANCE/FREE AND REDUCED LUNCH APPLICATION**

A student who needs assistance to pay fees or to purchase lunch and/or necessary school supplies should contact his/her school guidance counselor.

All students will receive the guidelines and an application form for free/reduced price lunches. Parents are urged to complete and return the application form as soon as possible. Questions regarding free or reduced price lunches should be directed to the Food Service Director at (330) 830-8031.

### **FOOD**

If it is medically necessary to have special foods or drinks at school, we require a note from the child's doctor. This applies to food allergies as well as other health related conditions.

### **GIFTED EDUCATION**

[See district website](#)

### **GRADING**

The Board of Education directs that the instructional program of this District include a system of grading for grades K to 12 which is consistent with the educational goals of the District. Grading guidelines can be found on the Internet under Jackson Local School Board Policy 5421A - Grading. Progress reports are issued to every student each nine week grading period. The Elementary Schools will use the following grading scale: 90-100 A, 80-89 B, 70-79 C, 60-69 D, 0-59 F.

### **HARASSMENT/BULLYING/INTOLERANCE OF OTHERS**

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

All students will be expected to follow board policy regarding bullying and other forms of aggressive behavior as adopted by the Jackson Local School District Board of Education.

The Board of Education will not tolerate any known harassment, intimidation or bullying of any student on school property or at a school-sponsored activity.

Harassment, intimidation or bullying is defined as an intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Any student who believes he/she has been a victim of harassment, intimidation or bullying as defined above should report the incident(s) to the building principal, guidance counselor or teacher/staff member. If a report is made to a guidance counselor and teacher/staff member, the guidance counselor and teacher/staff member shall promptly notify the building principal and/or designee. A report may also be made by a parent, student or other individual.

The parent(s)/guardian of the student involved shall be notified by the building principal or his/her designee. If the student is less than 18 years of age, the parent(s)/guardian may have access to any written reports pertaining to the prohibited incident. If the student is over the age of 18, the student may grant permission for the records to be shared with the parent(s)/guardian.

The building principal/designee shall promptly document, investigate and respond to a reported incident. If the principal/designee finds that harassment, intimidation and/or bullying as defined in this policy has occurred, he/she shall include in the report a strategy for protecting the victim from additional harassment, intimidation and/or bullying and from retaliation following the report. He/she shall report findings to the Superintendent or designee.

The Superintendent shall provide semiannual written summaries of all reported incidents to the President of the Board of Education and post them on the District's website (if it has a website). The summaries shall not contain identifiable student information and shall comply with federal and state student privacy laws including ORC 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571.20 U.S.C. 1232g as amended.

Harassment, intimidation or bullying as defined herein shall be added to the Student Code of Conduct as a prohibited offense with appropriate disciplinary consequences. However, nothing contained in this policy or in the disciplinary code shall infringe on a student's rights under the First Amendment to the U.S. Constitution, which includes freedom of speech and the free exercise of religion. This policy shall be included in student handbooks and employee training manuals.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students at 330-830-8006.

## **HOMEWORK HOTLINE/VOICEMAIL**

Homework is an important part of each student's total educational experience. Students will be assigned activities to be completed outside of the regular school day. Students are expected to complete homework assignments within the timelines established by teachers. Students and/or parents may check the daily homework assignments from teachers by calling 330-830-8100 and entering the teacher's voicemail extension. Teacher voicemail extensions may be found on the school's website at <http://jackson.stark.k12.oh.us/>.

If a student is absent, requests for make-up work will be accepted when calling in for an absence, before 9:30 AM, on the second day of absence. Books and assignments will be available in the office at 3:30 PM.

## **IMMUNIZATIONS**



Students must be current with all immunizations as required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, chicken pox or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. All students in grades K-12 are required to have three doses of Hepatitis B vaccine.

The Ohio Department of Health, under the authority granted in Sections 3313.671 and 3701.13 Ohio Revised Code, has established the following minimum requirements for public and nonpublic schools:

Section 3313.671, Part (3): A pupil who presents a written statement of his parent or guardian in which the parent or guardian objects to the immunization for good cause, including religious convictions, is not required to be immunized.

Section 3313.671, Part (4): A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.

The immunization code does permit a waiver to be signed for your child against taking the immunization. However, if during the course of an outbreak of any of the aforementioned vaccine preventable diseases, that the student who has filed an exemption, may face exclusion from school, at the direction of the local health department, for the duration of the outbreak.

The following immunizations, in accordance with the Ohio Department of Health, are required for all students enrolled in grades kindergarten through 12 for the upcoming school year:

- |   |   |
|---|---|
| -Five (5) doses of DTP/DTaP                                       | - Two (2) doses of MMR                                    |
| -Three (3) doses of Hepatitis B                                   | - One (1) dose of Meningococcal (7 <sup>th</sup> Grade)   |
| -Four (4) doses of Polio  | - Two (2) doses of Varicella (chicken pox)                |
| -One (1) dose of TDaP (7 <sup>th</sup> to 12 <sup>th</sup> grade) | - Two (2) doses of Meningococcal (12 <sup>th</sup> grade) |

For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement.

## **INVITATIONS**

Students will only be permitted to pass out invitations at school if they have an invitation for all the girls in their class, all the boys in their class or all the students in their class.

## **LOCKERS (Student) (Applicable to buildings with lockers)**

Each student will be assigned a locker. Students are not permitted to change lockers without the permission of an Administrator. If a locker fails to function, the student should notify the Main Office. The occupant of each locker is solely responsible for the condition and contents of the locker. If a student's locker has been damaged, the student should report the damage to the Main Office; otherwise, the student will be considered responsible.

**Your locker is the property of the Jackson Local School District. It is on loan to you to use and respect. It may be inspected without notice.** Any damage is subject to a fine. The school is not responsible for locker thefts; however, thefts should be reported to the Office immediately.

### **LOST AND FOUND**

Each building has a Lost and Found area designated by the office. All unclaimed items will be donated to a service organization at the end of each nine-week grading period. Lost items must be properly identified through a school official in order to be claimed.

### **MEDIA RELEASE FORM**

Throughout the school year we receive numerous requests from area media (newspaper, radio, television, internet, etc.) for photographs, slides, audio and/or video recordings that feature students' projects and achievements in academic and extracurricular programs. The "Media Release Form" gives parents the opportunity to grant or deny permission to include students in such media activities.

### **MESSAGES/DELIVERIES**

Messages and/or deliveries are handled directly through the Office.

### **MISSING CHILDREN**

The Jackson Local Schools comply with Ohio law regarding missing and absent children. The Board of Education cooperates fully with state and local agencies to help locate missing children.

### **NOTICE OF NONDISCRIMINATION**

"The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age in its programs, activities, or employment."

### **ONE CALL NOW**

ONE CALL NOW is a robust, user-friendly rapid notification system used by the Jackson Local School District. It increases parental involvement by helping schools communicate with parents effectively and efficiently.

ONE CALL NOW improves parent involvement by allowing schools to send messages customized for group, message type, or contact device. It has the ability to deliver messages to telephones, mobile phones, pagers, PDAs or any other internet-enabled device at a rate of over 2,000,000 messages per hour.

### **PARENT COMMUNICATION PROCEDURES ON SCHOOL PROBLEMS**

It is reasonable to expect that some parents in the District will have inquiries, complaints or concerns regarding the District or a particular teacher. Such concerns can best be addressed if initially taken to those persons closest to the problem.

It is suggested that a parent first talk over the concern with the teacher. The vast majority of problems are resolved at this level. However, after talking to a teacher, a parent may desire to carry the concern to the principal.

Should this be the case, it is suggested that the parent call the principal's office to advise him/her of the situation and, if necessary, an appointment will be arranged when the parent can come in and discuss the concern.

## **PARENT INVOLVEMENT**

[See district website](#)

## **PARENT PICK-UP**

The parent pick-up line is a courtesy that the school extends to families that need to pick up their student for an appointment or extra-curricular activity that takes place outside of school hours. Academics are taught until the end of every school day. Therefore, parents are highly discouraged from signing students out of the office at the end of the day. However, we do realize emergencies may occur. If it is necessary for a parent to pick up his/her child at the end of the day, prior to the start of the parent pick-up line, **a written note must be submitted to the homeroom teacher (dated and signed) the morning of the appointment.** The parent will need to park the car and come into the office to sign the child out. Otherwise, all students will be sent to their buses or the parent pick-up line at the end of the day. As a reminder: the parent pick-up process will begin after all buses exit the school parking lot.

## **PROHIBITED ITEMS**

1. Sprays – Students are not to have any spray bottle items at school whether aerosol or pump. This includes, but is not limited to breath sprays and hair sprays.
2. Skateboards – Skateboards are not to be on school property. This includes the school buses.
3. Collector items, which includes, but is not limited to baseball cards, game cards, and toys.

Violations are subject to disciplinary action and parents will be requested to make an appointment to pick up the confiscated item(s). Students are responsible for any items they bring to school. The District is not responsible or liable for retrieving any items of value that may be lost, stolen or broken.

## **PROMOTION, ACCELERATION, AND RETENTION**

### PROMOTION

A student will be promoted to the succeeding grade level when she/he has:

- completed the course and State-mandated requirements at the presently assigned grade;
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

### ACCELERATION

A student/parent interested in acceleration should contact the District Gifted Coordinator.

### RETENTION

If a student is being considered for retention (or if a parent would like to discuss the possibility of retention) a meeting will be held with the principal, guidance counselor, teacher, and parent(s).

## **SAFETY AND SECURITY**

- All visitors must report to the office, with a state issued identification card, when they arrive to school.
- All visitors are given and required to wear a building pass while they are in the building.
- Our school building is locked during school hours.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass.

## **SCHEDULING**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

## **SCHOOL CLOSINGS**

When schools are closed because of bad weather or another calamity, parents will be notified by ONE CALL NOW, the school rapid notification system. (See Section on ALERTNOW). Announcements will be made over radio station WHBC, 1480 on the AM dial, and local TV stations. Information will also be on Jackson Voice Mail at (330) 830-8100.

## **SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person, property, content of cell phones and/or electronic devices, with or without the student's consent, whenever reasonable suspicion exists that the search is required, to discover evidence of a violation of law or of the School Code of Conduct. Random searches may include the assistance of dogs trained to detect the presence of drugs.

## **SECURITY CAMERAS**

A security camera and intercom have been installed at the main entrance of the building. All visitors are expected to use this system to enter the building.

Activities on school property may be monitored with a video recording system. Recorded images may or may not be used as evidence for disciplinary action or to observe safety.

## **SPECIAL PROGRAMS/ STUDENTS WITH DISABILITIES**

The Jackson Local Schools provide special programs for students who are disabled, speech-impaired, and gifted. Children are identified and placed in these programs after an evaluation team report has been completed. We have school psychologists and speech therapists who are involved in testing children who are suspected of being disabled. Children are referred to these specialists through their building principals and/or guidance counselors.

The District's Special Programs Department also provides the services of elementary guidance counselors to counsel students who are referred. Two school nurses provide services to all of our schools.

Additional special programming is available for select elementary students who are experiencing reading difficulties through our Title I reading program, which includes one reading teacher in each elementary building. Children must qualify for services through grade level testing at the school.

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with disabilities in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

These laws define a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with state and federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by federal (IDEIA), A.D.A. Section 504) and state law. Parents should contact Kathy Brand, Director of Special Programs, at 330-830-8006 to inquire about evaluation procedures, programs, and services.

## **STUDENT ASSESSMENT**

Unless exempted, each student must complete all portions of the State-mandated assessment test. While the School District does schedule make-up dates for testing, students should avoid any unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers.

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

## **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

## **TESTING AND ASSESSMENT**

[See district website](#)

## **TITLE I**

[See district website](#)

## **VISITORS/GUESTS**

Students are not permitted to bring outside student visitors to school. Adult visitors should report to the main office when they arrive at school. Prospective students should schedule a tour through the Main Office.

## **WEAPONS**

No student shall possess, handle, transmit, conceal, or store any weapon or instrument capable of harming another. Neither shall a student possess any object perceived to be a weapon or any type of self-protection device (mace, pepper spray, etc.). Such items are prohibited on school property, in school vehicles, and at school-sanctioned activities. Any student who violate this policy will be subject to suspension/expulsion/prosecution from school and law enforcement officials.

## **WEATHER**

### **OUTSIDE RECESS**

Children go outside for recess when the temperature, including wind-chill, is 15 degrees F or higher. We encourage students to dress appropriately for the weather (warm coats, hats, gloves and boots).

# **DISCIPLINE POLICIES AND PROCEDURES**

## **ADMINISTRATIVE DISCRETION**

The School Administration has the ultimate authority in all Student Conduct Code violations and reserves the right for discretionary deviation from the following policy.

Classroom teachers will be encouraged to handle their own classroom discipline matters in a variety of ways to bring about desirable student behavior. In some cases, the School Administration will be involved in discipline-related matters. Consequences may be employed in an attempt to change undesirable student behavior.

A student who reacts inappropriately to a disciplinary action may receive an additional consequence.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all the students in the School.

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **LUNCH/RECESS DETENTION**

A student will come, with work, to the office during his/her lunch and/or recess time. The student will be allowed to bring his/her lunch or get a lunch from the cafeteria. The student will return to class at the end of the lunch period.

### **ALTERNATIVE DAY ASSIGNMENT**

An Alternative Day Assignment will take place in the office. The student will receive classroom assignments which must be completed during the day for credit to be earned.

### **OUT-OF-SCHOOL SUSPENSION**

If a particular student is suspended out of school:

1. The student is not permitted on school property or at school-sponsored events.
2. Administrative discretion will determine the student's ability to receive credit for academic work missed during an out-of-school suspension.
3. Out-of-School Suspension is classified as an unexcused absence from school.
4. The student has the right to appeal the decision to the Board of Education, or its designee. Such notice of appeal shall be filed, in writing, with the Treasurer of the Board of Education or the Superintendent within three (3) calendar days after the date of notice to suspend. The student has the right to be represented in the appeal by a representative of his/her choosing, and to request that the hearing be held in an executive session.

If the student fails to correct problem behavior, a hearing may be recommended for that student, and expulsion from school may result.

## **EMERGENCY REMOVAL PROCEDURES**

Emergency removal may be used when a pupil's presence poses a continuing danger to persons, property, him/herself, or an ongoing threat of disrupting the academic process taking place whether within a classroom or elsewhere on the school premises with notice and hearing requirements. Emergency removal shall not be construed as requiring notice and hearing in the case of normal disciplinary procedures, in which a pupil is removed from a curricular or extracurricular activity for a period of less than twenty-four hours, and is not subject to suspension or expulsion.

1. The Superintendent or principal may remove the student from curricular or extracurricular activities or from the school premises.
2. A teacher may remove the pupil from curricular or extra-curricular activities under his/her supervision, but not from the school premises altogether.
3. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal as soon as is practical thereafter.
4. If the Superintendent or principal reinstates a student removed by a teacher prior to the hearing following removal, reasons in writing must be given to the teacher upon request.
5. A hearing must be held as soon as is practical after the removal, but within seventy-two hours after the initial removal is ordered. Written notice of the hearing must be given to the pupil as soon as is practicable prior to the hearing. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probable action that will be taken. An important additional requirement is that the person who ordered, caused or requested the removal must be present at the hearing.
6. Appeal procedures are the same as those under suspension and expulsion.

**The district will honor any suspension or expulsion from any other Ohio district and/or out-of-state district which has not expired.**

## **SCHOOL CODE OF CONDUCT/VIOLATIONS OF SCHOOL CODE OF CONDUCT**

Learning happens best in an environment where students are well behaved and where teachers are in control of their classrooms. We support disciplinary methods, which not only preserve an atmosphere conducive to learning, but which have as their prime considerations the development of codes of behavior that are consistent with society's fundamental goals.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to school buses and property, which is under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

Violations of the school Code of Conduct, or of additional rules or decisions related to adopted policy, may subject the student to disciplinary action, which may include detention, extended detention, loss of privileges, restitution, Alternative Day Assignment (ADA), suspension, or expulsion from school. Referrals will be made to the School Administration when expulsion is considered, and, in which case, a hearing involving the School Administration, parents, and student will be held.

A student may be disciplined for misconduct that occurs off of school district property but is connected to activities or incidents that have occurred on District property, and a student may be disciplined for misconduct that, regardless of where it occurs, is directed at a District official or employee or the property of an official or employee.



Code of Conduct infractions which may result in detention, extended detention, loss of privileges, restitution, Alternative Day Assignment (ADA), suspension, expulsion or possible legal action/prosecution are listed below:

- Plagiarism/cheating or the appearance of cheating
- Disruption of the educational environment
- Unexcused absence from school
- Unexcused tardiness from school
- Fighting/aggression/inappropriate physical contact/threat of injury
- Profanity or indecent or obscene language, gestures, and/or images
- Use of abusive language including but not limited to the use of racial or religious remarks
- Physical reaction to a teacher and/or other school employee (striking, kicking, pushing or threatening with fists or weapons)
- Verbal disrespect, defiance, insubordination, obscene gestures, or threats toward a teacher and/or other school employee or their property, regardless of where it occurs
- Obstructing justice by not cooperating with school officials, including failing to tell the truth
- Falsely representing or attempting to falsely represent any information given to a school official, or using the name of another person to commit libel or slander. Libel is defined as defamation of character expressed in print, writing, pictures, or signs. Slander is defamation by speech
- Repeated acts of misconduct
- Behavior which causes or reasonably could cause physical harm to students or adults
- Smoking or possession of tobacco products, or tobacco paraphernalia on property owned by the Board of Education
- Being under the influence of, use of, possession of, or distribution of illicit or controlled substances or any other chemical/substance which resembles same, and/or over the counter medications on school property or at any other school-sanctioned activities
- Use of, possession of, or distribution of mind-altering paraphernalia
- Failure to comply with Jackson School District's Computer/Technology Policy
- Improper possession of or misuse of personal or school electronic devices, including but not limited to cell phones, laptops, memory sticks, IPODS, tablets, MP3's, and E-Readers
- Harassment/bullying/intolerance/endangering of others, including but not limited to cyber bullying or hazing, whether verbally or physically
- Hazing or initiation of students
- Possession of weapons or "look-alike" weapons or any type of self protection devices (mace, knives, etc.) on school property
- Possession of or igniting of any explosive, incendiary, pyrotechnic, or gaseous device which produces an explosion, smoke, fire, gas, or odor
- Theft or possession of stolen property
- Damage to, vandalism of, and/or misuse of school or private property
- Publication, distribution and/or possession of any material not approved by the school administration, or the depiction of inappropriate behaviors
- Outside of school building or off of school property unauthorized
- Knowledge of, aiding or abetting violations of school rules, including assisting others in violation of any school rules
- Missing assigned consequences such as detention, ADA, etc.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

## TRANSPORTATION

### Bus Transportation to School

The District provides transportation for all students who request this service. The transportation schedules and routes are available by contacting the Transportation Department at (330) 830-8042.

Students may ride only assigned buses and must board and depart from the buses at assigned bus stops. Students will not be permitted to ride unassigned buses for any reasons other than emergencies, except as approved by the Principal. Bus passes will only be administered for day care/babysitting purposes. Please send a note to your child's homeroom teacher on the morning of the bus change. The note must include the date, bus number and address where the child is going. If your child has a permanent daycare change during the school year. **Please notify the office in writing so appropriate arrangements and passes can be issued.**

The Principal may approve a change in a student's regularly assigned bus stop to address a special need, parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

### Bus Conduct

Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 10 minutes prior to the scheduled stop.
- stay off the road at all times while walking to and waiting for school transportation.
- line up single file staying off the roadway to board the bus.
- wait until the bus is completely stopped before moving forward to enter.
- refrain from crossing a highway until the driver signals it is safe to cross.
- properly board and depart the vehicle.
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver if their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

- remain seated while the school transportation is in motion.
- keep head, hands, arms, and legs inside the school vehicle at all times.
- not push, shove or engage in scuffling.
- not litter inside the school vehicle, nor throw anything inside, into, or from the vehicle.
- keep books, packages, coats, and all other objects out of the aisle.
- be courteous to the driver and to other riders.

- not eat or play games, cards, etc.
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees.
- not tamper with the school vehicle or any of its equipment including but not limited to emergency and/or safety equipment.

#### Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped.
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe.
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

Using an electronic device to take pictures or record audio on school property, school buses, or at school functions/events may result in immediate confiscation of the phone, and appropriate disciplinary action will be taken. Contents of electronic devices may be searched if reasonable suspicion exists that it may have been used in an activity prohibited by the Code of Conduct.

**The possessing, taking, disseminating, transferring or sharing of inappropriate or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, etc.), may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing inappropriate or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.**

**Violations of electronic devices/cell phone policy are subject to disciplinary action. The District is not responsible for lost, stolen, or damaged electronic devices/cell phones.**

#### Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

#### Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus.

## **STUDENT CHEMICAL USE/ABUSE POLICY AND PROCEDURES**

The Jackson Local Board of Education recognizes alcohol/drug use/abuse and dependency to be a serious societal problem. Furthermore, the Board recognizes the dependency state of chemical use to be a primary physical illness.

The Board is committed to providing a learning environment that is free of chemical abuse or dependency by students.

Since chemical abuse and dependency are detrimental to learning and appear to present a danger of permanent retardation of the growth and development of those affected, all necessary, and reasonable means of controlling and eradicating such abuse and dependency from the learning environment will be employed.

The schools should play a major role in the early detection of drug/alcohol use, abuse and dependency; the protection of the student from the promotion and sale of drugs/alcohol; and the establishment of a partnership role with the family and other institutions in seeking treatment for the chemically dependent person. Toward this goal, we are committed to achieving an environment of low risk for any individual who would use or abuse drugs/alcohol. This goal cannot be achieved by the schools alone, regardless of funding, staffing ability or program development. The family, church, police, community health services and treatment centers, and concerned citizens must also play a role if our goal is to be accomplished.

The schools do have and will perform specific functions, such as notifying parents of behavioral signals that may indicate a student's use, abuse, or dependency on drugs or alcohol, and may involve enforcement of approved disciplinary procedures.

In a case where a student is **under the influence of\***, uses, possesses, sells, or distributes drugs/alcohol and/or drug paraphernalia during school or at a school-related activity, the student may be suspended and/or expelled. Additionally, the student may be counseled in school, referred to an outside agency, and/or reported to the proper law enforcement authorities. The specific course of action will be determined after consideration of all factors in the case. Jackson Schools will also service the community as an informational resource with regards to drugs/alcohol use, abuse and dependency.

The Jackson Local Board of Education further recognizes the dangers and harmful effects of true "look-alike drugs", "over-the-counter drugs" and any other substances which resemble any controlled/illegal chemicals or substances.

These drugs and/or substances mimic prescription stimulants and depressants and may be purchased without a prescription.

It is the position of this Board that these chemicals/substances are detrimental to the learning process of students and do not contribute to the drug/alcohol-free environment that the schools are striving to promote. Therefore, no distinction will be made between "look-alike" chemicals/substances and controlled (illegal) chemicals/substances.

**\* "Under the influence" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep/ dozing in class, memory loss, abusive language or any other behavior not normal for the particular pupil.**

## **JACKSON LOCAL SCHOOL DISTRICT STATEMENT ON "LOOK-ALIKE" DRUGS**

House Bill 535 prohibits the making, selling, and possession of counterfeit drugs and related tools.

Two categories of drug products contribute to the look-alike drug problem: true look-alikes and over-the-counter stimulants and depressants.

True look-alike drugs are products that mimic prescription stimulants and depressants in size, color, shape, or markings.

The look-alike drug problem also involves over-the-counter stimulants and depressants, which do not require prescriptions because they are not registered under the Controlled Substance Act. Most of these psychoactive substances are marketed as diet aids, "pep" pills, or sleep aids.

A principle concern regarding the health effects of look-alikes and other over-the-counter stimulants and depressants is the developmental danger they pose for young people. For maturing adolescents, easy availability of legal drugs increases the likelihood of developing a pattern of drug use as a shortcut to pleasure and as a substitute for satisfaction derived from realistic achievement. Physical effects resulting from the use of look-alikes include severe hypertension, cerebral hemorrhage, and central nervous system and circulatory system reactions.

Individuals who have been purchasing look-alikes on the "street" may unknowingly obtain real amphetamines and take quantities sufficient to result in overdose. Conversely, individuals who have been abusing amphetamines may underestimate the potency of look-alike drugs and take an excessive quantity seeking the expected "kick" with a resultant toxic reaction.

The Jackson Board of Education recognizes the dangers of and harmful effects of true "look-alike drugs," "over-the-counter drugs," and any other substance which resembles a controlled chemical/substance.

It is the position of the Board that these chemicals/substances are detrimental to the learning process of students and do not contribute to the drug/alcohol-free environment the schools are trying to promote. Therefore, no distinction will be made between look-alike chemicals/substances and controlled (illegal) substances.

## **DISCIPLINARY PROCEDURES FOR STUDENT CHEMICAL USE**

Under the influence/use/possession; sale and distribution

1. Suspension from school for up to ten days and possible recommendation for expulsion
2. Notification to the proper authorities
3. Referral to and cooperation with a proper agency that deals with chemical dependency recognized by the Board of Education for the purpose of assessment
4. Administrative review may result in alternatives to the remainder of the suspension
  - a. Placement into and completion of a series of Insight Sessions as they become available
  - b. Compliance with the recommendations of an approved community agency
  - c. Other such alternatives deemed appropriate by the CORE team

Second Offense:

1. Suspension from school with the recommendation for expulsion
2. Notification to the proper authorities

Procedures for "Suspected" Chemical Use

1. Observable behavior tracking sheets will be initiated by parents, concerned school persons or an agency representative.
2. The student's counselor and any other concerned person will meet to determine the appropriate course(s) of action based upon collected data.

Possible Courses of Action:

1. Discussion of data sheets and filed for future use. Continued tracking process of the student may occur.
2. A conference will be held with the parents, possibly including the student, the student's counselor, and any other concerned persons, to discuss the data sheets and determine appropriate course(s) of action, which could include:
  - a. Continued observations and tracking sheet process
  - b. Recommend agency involvement with possible student assessment/treatment
  - c. Recommend student involvement in school Insight Service
  - d. Recommend student/family involvement in a community support group
  - e. Suspend/expel student from school
  - f. Notify the authorities

#### **STUDENT/PARENT NOTIFICATION**

It is the responsibility of the parent to review the chemical/abuse policy and procedures with your student. Compliance with this policy is mandatory.

#### **ADMINISTRATIVE DISCRETION**

The School Administration has the ultimate authority in all alcohol/drug related incidents and reserves the right for discretionary deviation from the aforementioned policy.

#### **ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

The Jackson Board of Education acknowledges that the administration of any drug (prescription or over-the-counter) by school personnel without the order of a physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law. Thus, to insure the full protection of school personnel and the physical well-being of students in need of medication during school hours, the procedures described below shall be followed.

We strongly recommend the administration of all medications take place at home under parental supervision. Please encourage your physician to prescribe medications that can be administered during non-school hours. If over-the-counter and/or prescription medication must be taken during school hours, the medication must be stored and taken in the Office/Clinic.

All medications (prescriptions and over-the-counter types) must be transported to and from the Office/Clinic by the parent/guardian of the student. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

### Cough Drops

Children are permitted to bring cough drops to school. We ask that parents send a note to school indicating that their child needs to take cough drops during the day. We will see that he/she can take them in the office. We would prefer that the duration of these requests not be longer than one week.

#### A. Prescription Drug Procedures

1. The Principal in each building or his/her designee(s) (office personnel) shall supervise the storing and distribution of students' medication. Medication shall be distributed from that central location (Office/Clinic).
2. Written request must be obtained from the physician and the parent/guardian (Stark County School forms are available in the Office/Clinic) before any medication may be administered by office personnel. This request must include instructions as to the name and address of the student, school and class of the student, name of medication, dosage, time and duration of medication, possible side effects, any severe reactions to be reported to the physician, physician's telephone number, and special instructions for the administration of the drug.
3. The parent or guardian must submit a revised statement signed by the physician if any of the original information provided by the physician changes.
4. Medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist including the student's name, name of medication, dosage, method of administration, and time of administration.
5. A new request form must be submitted each school year for each prescription. If a change in dosage occurs, a new form must be submitted.
6. The medication and the signed permission form shall be brought to the school by the parent/guardian.
7. A daily record of medication distribution shall be kept by the Principal or his/her designee(s) (office personnel).
8. Office personnel are authorized to distribute only oral medications, unless an emergency situation exists (such as a rare anaphylactic reaction).
9. Office personnel are not authorized to administer medications such as ear drops or eye drops.
10. It is solely the responsibility of the individual student to report to the clinic at the proper time to take his/her medication.
11. Inhalers and epipens are permitted to be carried by the student as long as written permission is provided by a doctor and on file in the Office/Clinic.
12. Proper forms can be obtained in the Office/Clinic.

#### B. Over-The-Counter Drug Procedure

1. The Principal in each building or his/her designee(s) (office personnel) shall supervise the storing and distribution of students' medication. Medication shall be distributed from that central location (Office/Clinic).
2. An over-the-counter medication release/request form must be completed and on file in the office before any over-the-counter medication can be administered by office personnel. The release/request form must be filled out by the parent/guardian.
3. All medication containers must be clearly marked with the following information: student name, name of medication, dosage, time of administration, starting date and ending date.
4. Only the amount needed to be administered during this short-term distribution period should be brought to the Office/Clinic. If a liquid medication, you are to supply the proper vehicle of administration (ex: dosage spoon).
5. The over-the-counter medication release/request form is to be completed for each medication to be administered.
6. The medication and the signed permission form shall be brought to the school by the parent/guardian.

7. A daily record of medication distribution shall be kept by the Principal or his designee(s) (office personnel).
8. Office personnel are authorized to distribute only oral medication, unless an emergency situation exists (such as a rare anaphylactic reaction).
9. Office personnel are not authorized to administer medication such as ear drops or eye drops.
10. It is solely the responsibility of the individual student to report to the clinic at the proper time to take his/her medication.

C. Trips/School-Sanctioned Activities

1. All medications (prescription and over-the-counter) should be given to the advisors/teachers for dispensing during the duration of the trip/activity.

**Failure to follow the appropriate prescription drug and over the counter drug procedures may result in disciplinary action.**