

Jackson Memorial Middle School Administrative Team

Mr. Kacy Carter, Principal
Mrs. Christine Adolph, Assistant Principal
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Jackson Memorial Middle School
7355 Mudbrook Street NW
Massillon, Ohio 44646

Attendance/Main Office	(330) 830-8034
Fax Number	(330) 830-8068
Homework Hotline	(330) 830-8100
District Website	http://jackson.stark.k12.oh.us
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Jackson Local School District
7602 Fulton Dr. NW
Massillon, Ohio 44646

Chris DiLoreto, Superintendent
Barry Mason, Assistant Superintendent
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Board of Education Members

Christopher Goff, President
Ken Douglas, Vice President
Katrina Barton
Scott Gindlesberger
Thomas Winkhart

This planner belongs to: _____ HR: _____

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, and
- 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 life long 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.

Welcome to Jackson Memorial Middle School, 2017-2018

Dear Student and Parent(s):

The faculty and administration of Jackson Memorial Middle School 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 procedures and regulations that have been adopted by the Board of Education in an attempt to ensure a smooth operation of the middle school. We believe an orderly school environment is essential to learning.

Should you encounter a problem or have questions, we encourage you to seek the advice and counsel of the faculty and the administration; each is eager to assist you.

We wish you and your child an academically challenging, safe, and happy school year.

Sincerely,
Jackson Memorial Middle School Administration,
Faculty and Staff

**Jackson Memorial Middle School
2017-2018 Student Calendar**

August	16	Grade 6/New Student Orientation/Open House 6:00-8:00 p.m.
	21	First Day of School (K-12)
	29	Open House JMMS Last Name A-M 6:00-7:00 p.m. Last Name N-Z 7:00-8:00 p.m.
September	1	Teacher In-service - No School (K-12)
	4	Labor Day - No School (K-12)
October	3	Parent-Teacher Conferences (6-12) 4:30 – 7:30 p.m.
	6	Teacher In-Service – No School (K-12)
	9	Columbus Day – No School (K-12)
	11	Parent-Teacher Conferences (6-12) 4:30-7:30 p.m.
	20	End 1 st Nine Weeks
November	22	Thanksgiving Break begins
	28	Classes Resume
December	18	Winter Break Begins
January	3	Classes Resume
	11	End of 2 nd Nine Weeks
	12	Teacher In-Service - No School (K-12)
	15	Martin Luther King Day No School (K-12)
February	14	Parent-Teacher Conferences (K-12) 4:30-7:30 p.m
	16	Teacher In-Service - No School (K-12)
	19	Presidents' Day- No School (K-12)
	22	Parent-Teacher Conferences (K-12) 4:30-7:30 p.m.
March	23	End 3 rd Nine Weeks
	26	Spring Recess Begins
April	2	Classes Resume
May	28	Memorial Day – No School (K-12)
June	1	Last Student Day*
	1	End of Fourth Nine Weeks

*In case we exceed the number of allotted calamity days we will attend June 4-15, as necessary.

PROBLEM-SOLVERS AT JACKSON MEMORIAL MIDDLE SCHOOL

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
Assemblies	Attendance/Main Office
Athletics	Athletic Director (Athletic Office)
Bus Concerns	Attendance Office/Transportation Dept.
Building Use	Athletic Office/Faculty Manager
Class Schedule	Counselor
Credit Attendance for a 8 th Grade Math/World Language	Classroom Teacher/Counselor
Discipline Problems	Classroom Teacher or Assistant Principal
Early Dismissal	Attendance/Main Office
Extended Absence From School	Attendance/Main Office
Free and Reduced Lunch	Food Services
Harassments/Threats/Bullying	Counselor, Assistant Principal, Principal, Teacher, School Resource Officer
Homework Request	Attendance Office
Lockers	Attendance/Main Office
Lost and Found	Student Services/Clinic
Report Card (Distribution) Questions	Student Services
Report Card (Grade) Questions	Student Services
School Fees and Fines	Attendance/Main Office
Social Security	Student Services
Student I.D.	Learning Commons
Standardized Tests	Counselor
Stolen Property	Classroom Teacher, Assistant Principal
Textbooks	Classroom Teacher
Voter Registration	Student Services

If a situation arises and you are unsure whom to contact, please contact the Attendance/Main Office.

CLUBS/ACTIVITIES

6th & 7th & 8th Grade Activities	Math Tournament Team
Academic Challenge	Mentors
Art Club	Musical
Basketball	National Geographic Bee
Be the Good	Office Helpers
Care Bears	Peer Tutors
Chamber Ensemble	Power of the Pen
Cheerleading	Running Club
Cross Country	Score Keepers
Cubs Column	Ski Club
Football	Spelling Bee
Gaming Club	Track
Jazz Band	Volleyball
Library Workers	Wrestling
Math Counts	Yearbook Staff

*** Student Pick up-** Parents are asked to pick up students from clubs and activities no later than 15 minutes following the dismissal of the activity. Students who do not adhere to this policy may be asked to no longer participate in the club or activity

Jackson Middle School Daily Bell Schedules

6th and 7th Grade					
School Year: 2017-2018 Daily Bell Schedule					
Period	6A/6C	6B	7A	7B	7C
Homeroom	8:00 - 8:10	8:00 - 8:10	8:00 - 8:10	8:00 - 8:10	8:00 - 8:10
1	8:13 - 8:56	8:13 - 8:56	8:13 - 8:56	8:13 - 8:56	8:13 - 8:56
2	8:59 - 9:41	8:59 - 9:41	8:59 - 9:41	8:59 - 9:41	8:59 - 9:41 - SA
3	9:44 - 10:26	9:44 - 10:26	9:44 - 10:26	9:44 - 10:26 - SA	9:44 - 10:26
4	10:29 - 11:11	10:29 - 11:11	10:29 - 11:11 - SA	10:29 - 11:11	10:29 - 11:11
5	11:14 - 11:35 - SA	11:14 - 11:59	11:14 - 11:59	11:14 - 11:44 - L	11:14 - 11:59
6	11:38 - 12:08 - L			11:47 - 12:32	
7	12:11 - 12:32 - SA	12:02 - 12:23 - SA	12:02 - 12:32 - L		12:35 - 1:20
8	12:35 - 1:20	12:26 - 12:56 - L	12:35 - 1:20	12:35 - 1:20	
9		12:59 - 1:20 - SA			
10	1:23 - 2:05	1:23 - 2:05	1:23 - 2:05	1:23 - 2:05	1:23 - 2:05
11	2:08 - 2:50	2:08 - 2:50	2:08 - 2:50	2:08 - 2:50	2:08 - 2:50

8th Grade					
School Year: 2017 -2018 Daily Bell Schedule					
5th Period Lunch 1st Period SA		7th Period Lunch 5/6th Period SA		9th Period Lunch 7/8th Period SA	
Homeroom	8:00 - 8:10	Homeroom	8:00 - 8:10	Homeroom	8:00 - 8:10
1	8:13 - 8:56 - SA	1	8:13 - 8:56	1	8:13 - 8:56
2	8:59 - 9:41	2	8:59 - 9:41	2	8:59 - 9:41
3	9:44 - 10:26	3	9:44 - 10:26	3	9:44 - 10:26
4	10:29 - 11:11	4	10:29 - 11:11	4	10:29 - 11:11
5	11:14 - 11:44 - L	5/6	11:14 - 11:59 - SA	5/6	11:14 - 11:59
6/7	11:47 - 12:32	7	12:02 - 12:32 - L	7/8	12:02 - 12:47 - SA
8/9	12:35 - 1:20	8/9	12:35 - 1:20	9	12:50 - 1:20 - L
10	1:23 - 2:05	10	1:23 - 2:05	10	1:23 - 2:05
11	2:08 - 2:50	11	2:08 - 2:50	11	2:08 - 2:50

Delayed Start Schedule

Homeroom		10:00-10:08
Period 1		10:11-10:31
Period 2		10:34-10:54
Period 3		10:57-11:17
Period 4		11:20-11:40
Period 5		11:43-12:09
Period 6		12:12-12:38
Period 7		12:41-1:07
Period 8		1:10-1:36
Period 9		1:39-2:04
Period 10		2:07-2:27
Period 11		2:30-2:50

Parents will be notified of school closings or delays via the One Call Now Phone system.

JACKSON MEMORIAL MIDDLE SCHOOL

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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. Those 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 2017. If you have questions or would like more information about a specific issue or document, contact your school principal or an assistant principal, or access the document on the District's website by finding the specific policy or administrative guideline in the Table of Contents for that section.

ATTENDANCE AND ABSENCE PROCEDURES/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.

1. If a student finds it necessary to be absent from school or a class, 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 attendance office each day of a student's absence by calling **(830-8034)**. We cannot accept electronic correspondence such as emails or faxes. If a parent does not call to report a child's absence, we are required to contact parents regarding the son/daughter's absence. If attempts to reach parents by telephone are unsuccessful, we will send a post card informing parents that the student was absent.
 - b. If a parent or guardian fails to notify the office of a student's absence, the student must present a written note to the Attendance Office signed by a parent or guardian stating the reason for his/her absence upon returning to school within **two (2)** days following the absence. Failure to do so will result in an unexcused absence.
 - c. A student is not permitted to call himself/herself off from school.
2. When returning from an excused 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. Previously announced quizzes, tests, assignments, etc., 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 will result in the student not receiving credit for any work that is missed, and the student shall 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.
3. Students who are absent from school three (3) or more days may obtain their daily assignments by contacting the Attendance/Main Office after the third day of absence. **Please call by 8:30am on the third day to receive materials to be picked up after 3pm.** If the absence is of a prolonged nature (20 consecutive days), tutoring may be arranged through the Student Services Department Office.
4. Homework Hotline/Teacher Website - Parents or students may receive student's daily homework assignments by calling 330-830-8100 and entering the teacher's voicemail extension or check teacher website.
5. If a student is not in attendance on a day of an event for 1/2 day he/she cannot attend, or participate in an extracurricular activity that evening. A 1/2 day is determined by arriving to school no later than 11:14 or leaving school no earlier than 11:44.
6. A student, who arrives **more** than ten (10) minutes' late for class or leaves **more** than ten (10) minutes' early from class, shall be considered absent from that class.

7. Failure of any student to meet all course requirements (i.e., projects, participation, research papers, etc.) may result in the school's failure to grant credit for a given course.

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 travel (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.

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.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

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.

PERFECT ATTENDANCE

Students are eligible for the Perfect Attendance Award if the student does not miss any full days of school. This includes, but is not all inclusive of tardies, early dismissals, middle of the day appointments, half day absences, and full day absences.

FAMILY VACATION

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

1. Parental notification in the form of a hand written note should be sent to the Attendance Office three days in advance. **No more than five days per year of vacation will be counted as excused absences.**
2. A form will be provided to the student to give to his/her teachers upon written notification from the parent. Upon completion, the vacation form shall be returned to the Attendance/Main Office.
3. All work assigned will be due the first day the student returns to school.
4. Exams- If a student will be absent on a scheduled exam day, parents should contact their child's counselor.

FIELD TRIPS/SCHOOL-SPONSORED EVENTS- ATTENDANCE

Any student who participates in a field trip/school-sponsored event (or misses class(es) for an athletic event) must notify his/her teachers in advance that he/she will be out of class. Participation in a field trip/school-sponsored event does not excuse a student from fulfilling his/her class responsibilities.

1. If a paper or project is due on the day of the trip, the student must turn it in to the appropriate teacher(s) prior to leaving on the trip.
2. If a test or quiz is missed, it must be made up as soon as possible at the teacher's convenience. It is the responsibility of the student to arrange this.
3. A student is responsible for all work missed on a trip. If a test, quiz, or project is scheduled for the day following the trip, the student will be required to complete the work with the class.

All school rules apply at extracurricular activities/events. Students are expected to behave in a manner that is respectful and supportive of the event. Consequences are at the discretion of the administration.

RELIGIOUS HOLIDAYS

It is the parents' responsibility to notify the attendance office when their child will miss school for a recognized religious holiday. Students will not be marked absent for the time missed.

TARDINESS TO SCHOOL

A student cannot be tardy more than two (2) times per each nine week grading period without a consequence.

A student must be on time to school and in attendance everyday. All students must sign in at the Attendance Office when they are late to school **after 8:00 AM.** After 11:14, a student's attendance

will count as a one half-day absence. All tardies due to doctor's, dentist's, orthodontist's, or court appointments, must have official documentation from that office to be considered excused.

Discipline procedure for tardiness to school (per each nine weeks):

- Step One: A written warning will be assigned when a student is tardy three (3) times to school.
- Step Two: One 60 minute detention will be assigned when a student is tardy four (4) times to school.
- Step Three: One two or three-hour extended detention may be assigned when a student is tardy five (5) times to school.
- Step Four: After the 5th tardy, a parent meeting will be held to discuss the tardiness issue and additional consequences may occur.

TARDINESS TO CLASSES

The only way a student will have an excused tardy to class is if he/she is detained by a school authority, at which time the student will be given an excused pass. A student's failure to produce a pass signed by a school authority means the student has no authorized reason for the tardiness, and the tardiness is unexcused.

EARLY DISMISSALS

Once a student gets to school, he/she is required to stay the entire day or until that student is dismissed. Each student leaving school property during school hours will be required to have a dismissal pass. If a student misses more than three (3) hours he/she will be marked absent one-half day.

OBTAINING AN EARLY DISMISSAL:

1. A written explanation from a parent or guardian is to be turned into the attendance office staff. A telephone number must accompany the request so the dismissal can be confirmed.
2. If a student is granted an early dismissal, he/she must sign out in the Attendance/Main Office at the designated time.
3. Even though a student is excused, it will be recorded on his/her attendance record as an absence since that student is not present in school.
4. When returning from an early dismissal, the student will be expected to present a pass to his/her teacher.
5. If the school deems it necessary that a student should leave the premises, a school official will contact the parent or guardian.

ENROLLMENT

Anyone wishing to enroll a student at Jackson Memorial Middle School should refer to the district website for policies and procedures.

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 parents.

If a student becomes so ill during the school day that he/she feels it necessary to go home, the student should obtain permission from the classroom teacher to report to the clinic, where parents will be contacted by clinic personnel. No student will be permitted to go home when ill until approval has been given by a parent or guardian. The student must also sign out in the attendance office before leaving. The student will be expected to follow early dismissal procedures upon return to school. Students are not permitted to stay for extended periods of time in the clinic during the school day.

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 to the Bureau of Motor Vehicles if s/he is under the age of 18. Parent 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 within 14 days of the parent's notice or request.

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.

GENERAL SCHOOL PROCEDURES AND POLICIES

ACADEMIC INTEGRITY

Jackson Memorial Middle School believes that students who cheat only cheat themselves. Usually, cheating occurs when the student finds the material too challenging or too time-consuming; therefore, when the student does cheat, the student is not challenged and does not learn. 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.

PLAGIARISM/CHEATING/APPEARANCE OF CHEATING

Plagiarism/Cheating/Appearance of Cheating is defined as taking, giving, or using ideas, writings or information from another source and offering them as your own. A student should act in such a way that a teacher would not suspect him or her of cheating.

Cheating and plagiarism involve any one of the following actions:

- Using another person's work as your own.
- Copying, faxing, duplicating assignments that will be turned in as an "original."
- Exchanging assignments by print-out, disk transfer or modem, and then submitting as "original."
- Writing formulas, codes, key words, etc., on your person or objects for use in an assessment.
- Using unauthorized reference sheets during an assessment.
- Exchanging answers with others (either giving or receiving) unless directed by the teacher.
- Taking someone else's assignment and submitting it as your own.
- Communicating in any form during an assessment without the teacher's permission.
- Submitting material (written or designed by someone else) without giving credit to the author/artist name and/or source.
- Giving or receiving knowledge of an assessment prior to its administration.
- Failing to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in a seat, raising hand to ask questions, no leaving seat, or any other instruction.)

If a student is caught cheating or plagiarizing or giving the appearance as such, the following will occur:

- a. First offense: the student will be required to redo the assignment, test, or quiz. The grade for the assignment, test, or quiz will begin at a C, and be graded accordingly. The teacher will notify the parent/guardian and the incident will be reported to the assistant principal.
- b. Second offense: the student will receive a zero on the quiz, test, paper, or other assignment, the teacher will contact the parent/guardian, and the incident will be reported to the assistant

principal and will be reviewed for further course of action, which may include failure for the grading period.

- c. Third offense: the student will receive a zero on the quiz, test, paper, or other assignment, a parent will be contacted and a student may be removed from the class/course which may result in failure of the course for the year, and/or may include additional consequences.

AFTER-SCHOOL SOCIAL EVENTS

- **All school rules are in effect during J.M.M.S. after-school social events. Only Jackson Memorial Middle School students are permitted to attend events.**
- If a student violates this policy, he or she will not be able to attend the next school social event.
- Students are not permitted to leave events early unless their parents come in to the building to pick them up.
- Event times will be pre-announced. Doors will open 15 minutes prior to the scheduled event time. Rides must arrive promptly 15 minutes before the event concludes.
- School dress code rules apply at all events. If a student does not follow the dress code, he/she will be asked to leave the event.

Students who are picked up 30 minutes after the conclusion of an event may not attend the next event. Appropriate dancing is expected of all attendees. No dance grinding or sexually suggestive behaviors will be permitted.

Once a student leaves the event, the student is not permitted to return unless permission has been granted by an administrator. Students are subject to the same search and seizure policy at social events as in any regular school event.

ASSEMBLY RULES AND REGULATIONS

1. No food or drink is to be taken into the gymnasium.
2. No horseplay of any kind will be tolerated.
3. Students will be dismissed to assemblies over the P.A. System.
4. All textbooks should be left in the classroom unless authorized by teachers.
5. Students are to enter the gymnasium through designated entrances.
6. 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.
7. Students are to remain seated after the assembly until dismissed by the appropriate authority.
8. After dismissal from an assembly, students are to report directly back to their classroom.
9. All other school rules are in effect at all times.
10. **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 is subject to suspension. Parents of said students are responsible for payment of damages before the student will be reinstated. 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 reevaluation 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

CAFETERIA

Students are to report to the cafeteria even if they choose not to eat. Students are to visit their locker/restroom prior to lunch. All school rules are in effect at all times.

Students are expected to follow the direction of cafeteria monitors and follow the posted cafeteria guidelines.

Tardiness will not be permitted. If a student is tardy, school discipline may be administered

Students may not leave the cafeteria early unless they obtain permission from a monitor.

Students/parents may put money on the student's lunch account by bringing cash or a check made payable to Jackson Local Schools. The money should be turned directly into the cafeteria during the student's lunch. During the student's lunch period, the student will proceed through a serving line, choose their items, and cash out. At the register, students will enter the five digits of their student ID; this will be done 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. If you choose to pay by cash or check on the day of the purchase, this is still accepted.

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

1. Log on to the Internet@ 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 engaging in improper behavior will face disciplinary consequences, which may include a loss of lunch privileges.

Take-out orders from restaurants are not permitted. In addition, students are permitted to bring only the following outside beverages into the cafeteria: milk, water, and juice. Students may not bring sodas or energy drinks into school.

Due to logistical issues, parents, guardians and siblings are not permitted to eat in our cafeterias during lunch periods.

Free-and-Reduced Lunch forms are available in the Attendance Office.

COMPUTER/TECHNOLOGY POLICY

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's physical and temporal environment. This Agreement and the associated rules and regulations refer to all devices including but not limited to computers, smart phones, 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 student-owned device for instructional use must follow all district rules and policies and may require a separate, signed approval by 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's 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 cyber bullying. 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 HANDBOOK

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. JLSB staff reviews and monitors all activity on the network for responsible use. Internet history and e-mail checks may occur at the discretion of JLSB 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. JLSB 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. JLSB 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 JLSB 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 JLSB 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 JLS D employs filtering, safety and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.
- JLS D 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 21st Century tool and to develop 21st 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.

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.

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 NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from noncasual-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 School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution 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, s/he must immediately notify his/her teacher, who will contact the Attendance Office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report).

The parents of a student who is 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 local Health Department. The student's parents are 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 local Health Department.

DRESS CODE

Freedom to express one's individuality exists through participation in the many activities associated with our educational programs. This dress code does not deprive one of those freedoms. School dress, like all modes of dress should be appropriate for the environment and the activity in which the individual is involved. Anything deemed to be distracting or detrimental to the education program will not be permitted. It is believed that the following regulations should be implemented to accomplish the above purposes.

Dress and appearance of students are to be governed by the standards of cleanliness, neatness, health, safety, appropriateness and decency. Any grooming habits or wearing apparel that disrupts the educational process or is in violation of safety standards in any classroom setting, will not be permitted. It should be noted that in the interest of good decorum, what students wear to school is not necessarily the same as what students may choose to wear outside of school.

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.

Violation of dress code:

- **First offense – Student will be asked to change clothes or Alternative Day Assignment for the rest of the school day.**
- **Subsequent offenses may include up to a three-hour extended detention.**

General guidelines are as follows:

1. Apparel advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress that displays any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, sexist attitudes, offensive illustrations, terrorist or violent messages, is inappropriate.
2. All clothing is to be clean, un-tattered, un-torn and worn appropriately.
3. SKIRTS/DRESSES/SHORTS must be no shorter than six inches above the kneecap if the student is not wearing leggings or tights underneath
4. Leggings/tights/spandex must be worn with a top, skirt, or dress that is mid-thigh, or longer.
5. PANTS must be worn appropriately at waist height with no undergarment or skin exposed.
6. SHORTS/SKIRTS/DRESSES are permitted to be worn all year.
7. Suggestive, revealing, or low-cut clothing is not permitted. Shirts must have a 2-3” wide strap. Midriffs and halter tops are not permitted.
8. Inappropriate hair coloring, hairstyles, and extreme accessories are not permitted.
9. Items that obscure your identity such as hats, bandannas, sunglasses, hoods on hooded apparel, and headwear are not permitted to be worn in the building during the school day. Head coverings for religious purposes are permissible.
10. Outdoor apparel (coats, vests, jackets, sunglasses, hats) should be placed in the student’s locker for the duration of the school day. Students who consider the building to be cold should wear sweaters, sweatshirts, or an overshirt.
11. Bookbags of any type are not permitted for use during the school day. Bookbags may be used to transport books and materials to and from the school only. Draw string backpacks are permitted to be used during the day.
12. Shoes or sandals must be worn at all times. Slippers are not permitted.

ELECTRONIC DEVICES/BRING YOUR OWN DEVICE POLICY

Personal electronic devices include e-readers (Nooks and Kindles), smart phones (I Phone, Android, Windows), and tablets (IPad, Android, Windows). While it is not necessary for your child to bring a device to school, the following conditions apply to these student-owned, personal, electronic devices:

- Do not text home for sickness or forgotten items
- Only connect to the school wireless network, and NOT to the school’s wired network, nor any other (external) wireless network, even though other networks from the neighborhood might be visible inside the school.
- Your device must have virus protection software which is up-to-date.

- All peer-to-peer (music/video/file-sharing) software or web-hosting services on your device while connected to the school wireless network must be disabled.
- Student owned devices in class may only be used with the teacher's/staff member's expressed permission; students may not use electronic devices /earphones/ear buds in hallways, or during lunch periods.
- The security, care and maintenance of your device are your responsibility. Devices should be taken home each night to be charged. Students will not be allowed to charge a device while at school.
- **The school is not responsible for the loss, theft or damage of your device. You are fully responsible for your property while it is at school.**

Personnel from the school and District Technology may access your personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include but not limited to audio and video recording, photographs taken on school property that violate the privacy of others, issues regarding bullying, etc.

Do not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, net book, laptop, etc.) to record media or take photos during school unless you have permission from both a staff member, and those you're recording. School administration may search my device memory if they feel school rules have been violated.

ELEVATOR

Elevator use is for students who have indicated a need through a doctor's request and have obtained a pass from the Clinic. **Those who choose to ride without permission are subject to disciplinary consequences.**

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 school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

* 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.

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 of 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 PROCEDURE

Students should follow these procedures:

- Do not stop at lockers.
- Go directly out the appropriate exit quietly.
- Move far enough away from the building as to not block fire lanes.
- Remain outside until instructed by school officials to return.
- Do not leave the school property unless officially dismissed by a school official.

LOCKDOWN PROCEDURE

Students should follow these procedures:

- Enter the nearest classroom.
- Stay away from windows.
- Follow the directions of the staff member.
- Listen for further instructions from the office.
- Remain in rooms until dismissed.
- Do not leave the school property unless officially dismissed by a school official.

TORNADO PROCEDURES

- Proceed to designated area as directed by school personnel. (Continued)
- Remain in a tornado-safe position until an all-clear is given by school officials.
- Do not leave the school property unless officially dismissed by a school official

ENTERING AND LEAVING THE BUILDING

Students must enter the building upon arrival. Students may be dropped off no earlier than 7:15 am. when supervision begins. They must report to the cafeteria until they are released for homeroom.

For security purposes, all students who are dropped off after 8:00 a.m. must enter the building through entrance #1 (main entrance). Students may leave the building before dismissal only with an early dismissal pass from the office. *All students leaving the building before 2:50 must be signed out by a parent or guardian.*

Only people listed on the Authorized Release Form will be permitted to remove a student from school property. No notes, e-mails or faxes will be accepted.

EXAMS

Some classes may require students to take end-of-course exams. These students will be notified by their teachers.

FEES/SCHOOL PROPERTY

- All fees from prior school years must be paid in full before students can attend the following field trips: 6th grade Camp Muskingum, Washington D.C. and Cedar Point

The administration has developed a schedule for fees for materials and has prescribed a schedule of charges that may be imposed upon students for the loss, damage, or destruction of school equipment, musical instruments, library materials, textbooks that are required to be furnished without charge and the damage to school property. Failure of the student to assume replacement cost or to pay fees may result in the school withholding the grades, credits or release of school records of the student. Current school fee schedule can be found on our website.

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 to colleges, universities, and military recruiters should contact the Student Services office.

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 extra curricular 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.

- Attendance rules apply to all field trips
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.
- School attendance/discipline will be considered regarding eligibility for school-sponsored trips.

FINANCIAL ASSISTANCE

Students who need assistance to pay fees, purchase lunch and/or necessary school supplies should contact their guidance counselor.

FOOD IN CLASSROOM AND HALLWAYS

In accordance with Stark County Health Department regulations and in order to protect students with allergies and maintain cleanliness, no food or beverages are permitted in classrooms or the hallways. Students are not permitted to carry food and/or drinks out of the cafeteria and/or locker rooms.

GRADING/STUDENT EVALUATION

Letter symbols are the only grades given on a report card; however, percentages are used in determining a student's 9-week grade. The following numerical equivalents will be used:
A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59

When determining a student's grade, a teacher may raise or lower a student's grade one letter based on that teacher's "professional judgment."

Teachers will make students aware of their individual grading procedures and expectations during the first week of their classes.

Students are expected to complete all course requirements.

High School Credited Courses Offered at Jackson Memorial Middle School

Upon successful completion of the following courses, middle school students will receive a high school credit: algebra, geometry, 8th grade Spanish, 8th grade French and 8th grade Chinese.

HALL PASSES

Students will not be permitted to be in the halls during regularly scheduled classes for any reason without a pass. It is always the student's responsibility to secure the prescribed pass before he/she is permitted to leave the classroom.

HARRASSMENT/BULLYING/INTOLERANCE OF OTHERS/SEXUAL HARRASSMENT

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.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate

any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be

responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

HAZING OF STUDENTS

Hazing means doing any act of coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

1. NO PERSON shall participate in the hazing of another.
2. Those found guilty of hazing, a misdemeanor of the fourth degree, may be subject to school disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Law.
3. Victims of hazing of any kind are to report the incidents to their teacher, counselor, or school administrator.

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.

HONOR ROLL REQUIREMENTS

To be placed on the Honor Roll for each nine weeks, a student must earn a grade point average of 3.6 or better.

IMMUNIZATIONS

Students must be current with all immunizations 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. Students **will not** be permitted to attend school until proof of these immunizations has been provided to the school or an exemption statement is on file at school. Immunizations may be obtained from your child's healthcare provider, most local pharmacies, and the Stark County Health Department. Please submit a copy of your child's immunizations to the school nurse prior to the first day of school.

The Ohio Department of Health, under the authority granted in Sections 3313.671 and 3701.13 of the 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 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 mentioned 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
- Three (3) doses of Hepatitis B
- Four (4) doses of Polio
- One (1) dose of TDaP (7th to 12th grade)
- Two (2) doses of MMR
- One (1) dose of Meningococcal (7th)
- Two (2) doses of Varicella (chickenpox)
- Two (2) doses of Meningococcal (12th 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.

LEARNING COMMONS

The Learning Commons is a multimedia center that includes a library, computer labs, a reading nook, and study tables. Students are permitted to visit the Learning Commons with a teacher pass to work on assignments, browse for books, read quietly, or complete projects on the computer. Students are expected to use the facilities productively for school purposes and to be respectful to others.

Students may borrow up to two items at a time. Books have a loan period of two weeks. Periodicals have a loan period of one week. Select reference materials can be checked out overnight. Electronic books from the Jackson Digital Library can be borrowed for two weeks and will automatically return at the end of the loan period.

Students are responsible for returning or renewing their items by the due date. Any student who has an outstanding item will be issued an Overdue Notice. Students have one week to return the overdue item without consequence. If the item is not returned within a week, the student's parent / guardian will be informed that s/he will be responsible for replacing the item at the current replacement cost if the item is not returned by the end of the marking period. Student grade reports will be held until the item is returned or replaced. Students will have their borrowing privileges revoked until all overdue items are returned.

In order to keep accurate attendance in the event of a fire drill or calamity, students must present a written pass to the Learning Commons staff. Students may ask for a pass from their teacher or their study hall monitor. If a student wishes to spend their entire study hall period in the Learning Commons, s/he will need to sign up in the morning in the Learning Commons by the end of

homeroom. Students are limited to one morning sign-up per week but can obtain short-term passes from teachers and monitors as often as needed.

LOCKERS

Each student will be assigned a locker. Students are not permitted to change lockers without permission of an administrator. If a locker fails to function, the student should notify the Attendance/Main Office. The occupant of each locker is solely responsible for the condition and contents of the locker. Students are not permitted to decorate the exterior of lockers for any reason. If a student's locker has been damaged, the student should report the damage to the Attendance Office; otherwise, the student will be considered responsible. **Students not using their assigned lockers are subject to disciplinary action.**

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. Students should not share lockers or their combinations with anyone. The school is not responsible for locker thefts; however, thefts should be reported to the office immediately.

PADLOCKS AND PHYS ED LOCKERS

Padlocks are provided and are the student's responsibility. Padlocks are issued in physical education class. Only school locks are to be used. Lost locks will need to be replaced and the students will assume replacement costs.

LOST AND FOUND

Lost and found is located in the Student Services Office clinic area. 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.

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."

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. Bicycles – Are not to be ridden to school.
4. Collector Items, such as but not limited to baseball cards, game cards, and toys.
5. Toys (fidget spinners, action figures, etc.)

Violations are subject to disciplinary action and parents will be requested to make an appointment to pick up confiscated item(s). Students are responsible for any items they bring to school. The School 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 s/he has:

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

Acceleration

A student who is interested in possible whole grade or subject acceleration should contact our District Curriculum Coordinator.

Retention

A student may be retained if s/he has failed at least two (2) courses of study. However, a conference will be held with the principal, guidance counselor and the parents to determine retention.

SCHEDULE CHANGE POLICY

Registration for courses is a most important part of a student's educational experience. Constant care and consideration must be given to selecting the schedule that will best prepare the student for post-middle-school plans. When students select their courses, this affects the total master schedule of the school, staffing, and textbook needs. Therefore, schedule changes will be made only when absolutely necessary. No requests for specific teachers or lunch periods will be honored.

Students are encouraged to meet with their guidance counselor if they have any questions regarding schedule changes. Parents/guardians are also encouraged to call the Student Services Office if they have schedule concerns.

Once school has begun, a student's request to drop or add a class will be considered only during the first ten school days of the first nine-week grading period of school.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school, accompanied by a state issued identification card.
- B. All visitors are given and required to wear a building pass when they are in the building.

- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- D. Students and staff are expected to immediately report to a teacher or an administrator any suspicious behavior or situation that makes them uncomfortable.
- E. Our school building is locked during school hours.
- F. Portions of the building that will not be needed after the regular school day are closed off.
- G. All district employees are to wear photo identification badges while in the district schools and offices or on District property.

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 they have reasonable suspicion that the search is required to discover evidence of a violation of law or of 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 to 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 be used as evidence for disciplinary or legal action.

Any attempt to damage or interfere with the function of these devices may result in disciplinary action by the school and possible referral to local law enforcement agencies.

STUDENT FUNDRAISING- NON-PROFIT FUNDRAISING

Jackson Memorial Middle School recognizes the need to give back to our community. The 8th grade class organizes/runs various fundraising campaigns for several non-profit organizations throughout the school year. 6th and 7th grade students will be directed to participate in the school wide 8th grade fundraising efforts

STUDENT ID CARD

1. The Student ID Card serves as your official identification as a student at Jackson Memorial Middle School. Students are to carry their ID cards during school hours and at all school events. Student ID cards are required to be carried and presented upon entrance to an after school social events. You are required to present this card when requested to do so by a staff member.

2. The Student ID Card is necessary to enter the Learning Commons and withdraw books or materials from the Learning Center.
3. Lending or giving this card to others is prohibited.
4. The replacement charge for the Student ID Card is \$3.00. Replacement cards can be purchased in the Learning Commons.
5. Students who deface, alter or destroy an I.D. card, may face disciplinary action.

STUDENT PUBLICATIONS

Publication, distribution, and/or possession of any material not authorized by the school administration is prohibited. Students involved in same are subject to disciplinary action which may include suspension/expulsion from school. All student publications connected to the overall school program are subject to administrative prior review.

All posters/visual displays must be approved by an administrator and stamped *Poster Approved* before being displayed on school property.

STUDENT SERVICES

The main goal of the Jackson Memorial Middle School Student Services Department is to serve students, parents, and teachers.

Counselors are prepared to assist students and their families with a range of issues including course selections, schedule changes, questions about college and/or career and technical planning and personal or social problems.

Scheduling an appointment to see your counselor:

Students are asked to make an appointment to see their counselor by coming to the Student Services office in the morning before school begins (or perhaps before lunch) to complete the request to see a counselor. The counselor will call the student at an appropriate time.

If a situation arises that must be handled immediately, the student should report to the Student Services Office between classes or with a pass from a teacher.

Parents are encouraged to call the Student Services office at any time. The Student Services department's goal is to maintain open communication with parents regarding the success of their children.

STUDENT RELATIONSHIPS

School is not the proper place for public display of affection. Students must refrain from embracing and other acts of endearment while at school. Violations are subject to disciplinary actions.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability 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.

The 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. Contact Kathy Brand at 330-830-8006 to inquire about evaluation procedures, programs, and services.

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. The School is not liable for any loss or damage to personal valuables.

STUDY HALL RULES

1. All students must be on time.
2. Students must have all materials to study upon arrival.
3. Students are not permitted to sleep or talk during study hall.
4. Students are not permitted to have food or drinks in study hall.
5. Students wishing to be excused from study hall must provide a written pass at the beginning of the period and sign-out at the teacher's desk. Students are not to be dismissed until attendance has been taken.
6. Students are expected to follow all other school rules.
7. Students are not to play cards.

TELEPHONE USAGE

If an emergency arises, the student should get a pass from his/her teacher, report to the Attendance/Main Office, and use an office phone. Classroom telephones are not for student use.

CELL PHONE USE is prohibited before and during school hours and upon entering and exiting the building when arriving to and leaving from school. Cell phones must be turned off immediately upon entering the school building and kept in student lockers until the end of the school day. Students are prohibited from texting and using social media during the school day. Cellphones, however, may be used for academic purposes at the discretion of the classroom teacher. Misuse of cellphones is subject to disciplinary actions.

Using a cell phone 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. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Sexually explicit content in phones or sexting could result in criminal charges and school consequences.

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd 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 the cell phone policy are subject to disciplinary action. The school district is not responsible for lost, stolen, or damaged cell phones.

VISITORS/GUESTS

Students are not permitted to bring outside visitors to school. Persons who do not attend Jackson and either bring Jackson students to school or take them home are not permitted in the building. Prospective students should schedule a tour through the Student Services office.

WEAPONS

Students shall not 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 devices (mace, pepper spray, etc.). Such items are prohibited on school property, in school vehicles, or at a school-sanctioned activity. Students who violate this policy will be subject to suspension/expulsion/prosecution from school and law enforcement officials.

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. Detention or suspension may be employed in an attempt to change undesirable student behavior.

Students who react inappropriately to a disciplinary action may receive an additional consequence.

After-School Detention Rules

1. Detentions are at 3:00 PM – 4:00 PM in a designated room. Detentions can be served in the morning; however, arrangements must be made with the teacher and/or administrator.
2. Late students will not be admitted.
3. Food or drink is not permitted.
4. Books and/or other appropriate reading materials are required.
5. Sleeping is not allowed.
6. Talking or passing notes is not permitted.
7. Students are not to be out of their seats unless authorized by the supervisor.
8. Proper school dress is required.
9. Failure to serve an assigned detention without first making arrangements with the teacher who assigned the detention or an assistant principal may result in further disciplinary action. Students must complete detentions within three school days.
10. Failure to comply with the rules will result in immediate removal and further disciplinary action.

Extended Detention Rules

1. Students report by 3:00 PM to a designated room.
2. Tardiness will result in further disciplinary action.
3. NO food or drink is permitted in extended detention.
4. Students are to bring books and/or other appropriate reading material.
5. Students are expected to do productive work while in extended detention. Sleeping is not permitted.
6. Absolutely no talking or passing notes of any kind is permitted during extended detention.
7. Students are not to be out of their seats for any reason unless authorized by the supervisor.
8. Those students who have a 3:00 PM to 6:00 PM extended detention will be given a ten-minute supervised break at 4:30 PM. Students must remain in the building and follow all school rules.
9. Failure to attend and/or comply with the rules of an extended detention will result in immediate removal and further disciplinary action.
10. Proper school dress is required.

Alternative Day Assignment

Alternative Day Assignment is a small group setting in which all students will receive classroom assignments to be completed that day for credit. ADA is supervised by an adult and is housed in our athletic office.

Alternative Day Assignment Rules (ADA)

1. Students should report at the beginning of the school day (8:00 AM) to the Athletic Office/ADA Room.
2. Students must bring work to do that classroom teachers have assigned. Students are responsible for all assignments given to them to complete during ADA. It is the student's responsibility to return the completed work to the ADA supervisor. Since all work will be evaluated, failure to do the assignments may result in a failing grade.
3. Only school-related work will be permitted during ADA. It may be necessary for the ADA supervisor to supply school appropriate work until assignments can be secured from classroom teachers.
4. Each student is to sit in the study carrel for the entire length of the school day. Students will be given ONE lavatory break in the morning and ONE lavatory break during the afternoon.
5. ABSOLUTELY no talking of any kind is permitted during ADA.
6. ABSOLUTELY no sleeping is permitted during ADA.
7. Students are not to be out of their study carrels for ANY reason unless authorized by the supervisor.
8. Failure to comply with the rules of ADA may result in immediate removal and further disciplinary action which may result in OSS the remainder of that day and one additional day thereafter.
9. Proper school dress is required.

Out-of-School Suspension Rules

1. The student is not permitted on school property or at school-sponsored events.
2. Administrative discretion will determine a student's ability to receive credit for academic work missed during an out-of-school suspension.
3. Out-of-School Suspension is an unexcused absence from school.
4. The student has the right to appeal this 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 (3) three calendar days after the date of notice to suspend. You have the right to be represented in the appeal by a representative of your choosing, and to request that the hearing be held in an executive session. Students are not permitted on school property or at school events while serving out-of-school suspension days.

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

DUE PROCESS

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

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

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 to require notice and hearing in the case of normal disciplinary procedures in which a pupil is removed from a curricular or extra-curricular activity for a period of less than twenty-four hours and is not subject to suspension or expulsion.

1. The superintendent, principal, or assistant principal may remove the student from curricular or extra-curricular activities or from the school premises.
2. A teacher may remove the pupil from curricular or extra-curricular activities under his 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 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 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 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.

EXPULSION

A student who may have committed a serious offense or has had continued and chronic repeated offenses may be recommended for expulsion. Expulsion is generally viewed as a last resort. Expulsion is a removal of more than ten (10) days, but not more than eighty (80) days duration. An expulsion can extend beyond the current semester and school year. Withdrawal from school does not stop the expulsion process.

Violations with regard to a weapon can result in expulsion up to one calendar year.

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

VIOLATION OF SCHOOL CODE OF CONDUCT

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, Friday 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.

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 under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

A student may be disciplined for misconduct that occurs off school district property but is connected to activities or incidents that have occurred on school 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.

Infractions, which may result in detention, extended detention, loss of privileges, restitution, Alternative Day Assignment (ADA), suspension, expulsion or possible legal action/prosecution:

- Unexcused absence from school.
- Unexcused absences (cutting) from a class or classes/ In unauthorized area
- Unexcused absence from a regularly scheduled activity.
- Unexcused tardiness to school and/or class.
- Violation of bus transportation regulations.
- Smoking or possession of tobacco, tobacco products, e-cigarettes/vapor cigarettes or tobacco paraphernalia on property owned by the Board of Education.
- Under the influence, use, possession or distribution of illicit or controlled substances or any chemical/substance which resembles same, and/or over-the-counter medications on school property or at any school-sanctioned activity.
- Use, possession or distribution of mind-altering paraphernalia.
- Possession of weapons or “look-alike” weapons or any type of self-protection devices (mace, pepper spray, knives, etc.) on school property.
- Possession of, igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor.
- Fighting/aggression/inappropriate physical contact/threat of injury.
- 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 employees (striking, kicking, pushing or threatening with fists or weapon).
- Verbal disrespect, defiance, insubordination, obscene gestures, or threatening a teacher and/or other school employee.
- Theft of or possession of stolen property.
- Damage to, vandalism of, and/or misuse of school or private property.
- Dress code violation.
- Missing assigned detention and/or suspension.
- Falsely representing or attempting to falsely represent any information given to school official, or use the name of another person to commit libel or slander. (Libel is defined as defamation expressed in print, writing, pictures, or signs. Slander is defamation by speech.)
- Gambling and/or card-playing of any kind.
- Publication, distribution and/or possession of any material not approved by the school administration or depicting violence, sexuality or inappropriate behaviors.
- Obstruction of justice – lack of cooperation with school officials, failure to tell the truth.
- Harassment/Bullying/Intolerance/Endangering of others (may include but is not limited to sexual, cyber bullying, hazing, verbal and physical).
- Hazing or initiation of students.
- Failure to comply with the rules and regulations of an extracurricular activity/school sponsored trip
- Public display of affection.
- Outside of school building/off school property unauthorized.
- Plagiarism/Cheating or the appearance of cheating.
- Profanity, indecent or obscene language, gestures, and/or images.
- Failure to comply with Jackson's computer/technology policy.
- Threats of violence assault, inciting panic, real or symbolic intimidation.
- Improper possession or misuse of personal or school electronic devices, such as but not limited to cell phones, laptops, memory sticks, IPODS, IPADS, MP3's, E-Readers, etc.
- Aiding and abetting violations of school rules (assisting others in the violation of any school rule).
- Disruption of the educational environment.
- Repeated and/or multiple violations of School Code of Conduct.
- Students failing to comply with disciplinary penalties.
- General/Gross misconduct, failure to comply with reasonable rules and regulations, and/or insubordination.

TRANSPORTATION

Bus Transportation to School

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

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

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 scheduled stop)
- stay off the road at all times while walking to and waiting for school transportation
- line up single file off the roadway to enter
- wait until the school transportation is completely stopped, and the driver signals them 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 when 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 transportation at all times
- not push, shove or engage in scuffling
- not litter in the school vehicle or throw anything in, 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 s/he has proper authorization from school officials.

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 on 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 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 early detection of drugs/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 high 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 regard 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 substance which resembles any controlled/illegal chemical or substance.

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 the schools are trying to promote. Therefore, no distinction will be made between "look-alike" chemicals/substances and controlled (illegal) chemicals/substances.

The Jackson Local Board of Education recognizes the purpose of the Community Intervention Program and extends its encouragement and support to that program in an attempt to appropriately utilize resources provided in dealing with student use/abuse of drugs and alcohol.

*** "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 possessions 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 principal 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 use of drugs 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, 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 person.
2. The student's counselor and any other concerned person will meet to determine an appropriate course(s) of action based on 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 with the student, the student's counselor, and any other concerned persons, to discuss the data sheets and determine appropriate course(s) of action.
 - a. Continue 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

At the beginning of each school year, the student chemical policy is reviewed with every student as part of the orientation process. Parents of all new students are also informed of the policy. 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 ensure the full protection of school personnel and the physical well being of students in need of medication during school hours, the following procedures 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 Attendance Office.

All medications (prescriptions and over-the-counter types) must be transported to and from the Student Services Office/Clinic by the parent/guardian of the student.

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 (Student Services Office/Clinic).
2. Written request must be obtained from the physician and the parent/guardian (Stark County School forms are available in the Student Services 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 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 epi-pens are permitted to be carried by the student as long as written permission is provided by a doctor and on file in the Student Services Office/Clinic.
12. Proper forms can be obtained in the Student Services 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 (Student Services 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 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 Student Services 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

All medications (prescription and over-the-counter) should be given to the advisors 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.

INTERSCHOLASTIC ATHLETIC INFORMATION



The Federal League, and its member schools and communities, believes that sportsmanship should occur both on and off the field of play. To earn the title of having sportsmanship, one must always demonstrate honesty, responsibility, and respect for teammates, opponents and themselves. Respect for opponents is demonstrated by our actions and our words and under no circumstances may any kind of negative action be taken against others.

In a culture of sportsmanship, athletes, coaches, officials and fans are encouraged to:

- Shake hands after games
- Respect others and the spirit of competition
- Win with class and lose with dignity
- Value all sports (equity)
- Have self-control
- Demonstrate ethics, integrity, and character
- Promote a positive mental attitude and spirit
- Lead by example

GOOD SPORTSMANSHIP

All students should uphold the traditions of high sportsmanship and fair play. Respect for one's teams, school, coaches, spectators, officials and opponents, their coaches and fans is expected of Jackson Memorial Middle School students at all times.

Vulgar language, profanity or harassment of officials, players or coaches is prohibited. Students who violate these rules may be required to leave the building or game site and be subjected to further disciplinary action. If severe, flagrant or repeated violations occur, students may be denied access to future athletic contests.

FEDERAL LEAGUE ATHLETIC ASSOCIATION SPORTSMANSHIP GUIDELINES

The administration of each school will enforce the following guidelines:

1. The Federal League condones and encourages positive cheers that build school spirit through good sportsmanship. Cheers that are vulgar or demeaning to opposing teams or their fans are prohibited.

2. There are to be no gestures or verbal expressions of an obscene, profane, taunting or vulgar connotation directed toward athletes, coaches, officials, or other fans.
3. Noisemakers of any kind are prohibited at all athletic contests.
4. All signs must be posted and convey positive messages regarding Jackson Memorial Middle School and its athletics.
5. Spectators are not permitted on the playing floor or field during the contest. Anyone who goes onto the field of play during the contest will be immediately removed from the event.
6. Only authorized personnel are permitted in the locker room and press box areas.
7. Recognized law enforcement officials will be present at all games that the administrators of the schools involved deem appropriate.
8. Behavior guidelines for the Federal League are printed in the game programs. If you have any questions, please consult your building principal.

BEHAVIOR EXPECTATIONS

OF THE STUDENT-ATHLETE

- Accept and understand the seriousness of your responsibility and the privilege of representing the school and the community.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend.
- Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- Respect the integrity and judgment of game officials. Never argue or make non-verbal gestures that indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates.

OF OTHER STUDENT GROUPS (PEP CLUBS, BAND, ETC.)

- Establish yourselves as leaders in your conduct before, during and after contests and events. Always provide positive support.
- Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies with preparation, organization and involvement.
- Treat opposing players, coaches, spectators and support groups with respect and enthusiasm.
- Conduct yourselves in an exemplary manner. Remember, you represent your school both home and away.
- Respect the integrity and judgment of game officials; do not question an official's call.
- Refrain from cheers that downplay the opponent or which use profane or abusive language.

OF SPECTATORS

- Remember that school athletics are learning experiences for students and that mistakes will be made. You will not jeer a student who makes a mistake in the classroom; why is an athlete an exception?
- A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- Show respect of the opposing players, coaches, spectators and support groups. Treat them as you would a guest in your own home.
- Respect the integrity and judgment of game officials. Do not question an official's call.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games and afterwards on or near the site of the event (i.e., tailgating).
- Refrain from cheers that downplay the opponent or which use profane or abusive language.

INTERSCHOLASTIC ATHLETIC ELIGIBILITY

A student's athletic eligibility is based on a nine-week grading period. The student must have received passing grades in the minimum of five one-credit courses or the equivalent, which can count toward graduation.

A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

For eligibility purposes, summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year or for the lack of enough subjects taken the preceding grading period. Students who are home-schooled are not eligible to participate in interscholastic athletics.

JACKSON LOCAL SCHOOL DISTRICT ATHLETIC CODE OF CONDUCT

The Jackson Local Schools Board of Education recognizes that participation in athletics is a privilege, not a right, and that those students involved in athletic competition participate voluntarily under certain obligations and restrictions required of all team members. The Board of Education believes that due to their high visibility, student-athletes have a strong influence on members of the student body as well as the community. Student-athlete conduct while representing a team, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the athletic program and the standards of Jackson High School.

To allow that each student-athlete reaches his or her potential, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations regarding personal behavior. Rules promote order and safety and assist participants to achieve maximum performance potential.

The nature of competitive athletics demands that each participant attain and maintain his or her best possible physical and mental condition. Student-athletes involved in the athletics programs shall not possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse, including alcohol, tobacco, tobacco-related products, illegal drugs, controlled narcotics, intoxicants, steroids or other performance-enhancing drugs, or any substance that is directly or indirectly represented to be a drug of abuse (or look-alike). Use of drugs authorized by a medical prescription for the student-athlete from a licensed physician shall not be considered a violation of this policy.

Student-athletes should not attend or remain at activities where illegal consumption of alcohol or drugs is taking place. To do so puts the student-athlete at risk for being identified as one who may have been involved in the illegal consumption of alcohol and drugs.

In a case where the student-athlete possesses, uses, is under the influence of, sells or distributes drugs, alcohol, tobacco, or any chemical either on or off school property or at a school-related activity, the student-athlete may be, but is not limited to being, suspended or expelled from school, denied the privilege to participate in athletics, counseled in school, referred to an outside counseling agency and reported to the law enforcement authorities. The specific course of action will be determined after the consideration of all factors in the case.

All student-athletes who compete in interscholastic athletics, including student trainers, managers, and/or any other student involved in an athletic program in Grades 7-12 must meet the following regulations. Jackson Local Schools reserves the right to determine the status of transfer student-athletes entering the school system from other school districts who may have been involved in an athletic code of conduct violation at their previous school.

The athletic code of conduct shall be in effect 24 hours a day, 7 days a week, 365 days a year. Individual sport seasons governed by the Ohio High School Athletic Association (OHSSA) are deemed

to have commenced on the first day of practice in which the OHSAA permits coaching. The season is not deemed to have concluded until the final activity is completed. Typical culminating activities may include but are not limited to banquets, award recognition programs, or other functions that mark the official end of the season.

Violations that occur at Grades 7 and 8 shall not carry over to high school; however, the assessment/counseling component of that violation must be completed prior to any participation in a high school sport. Violations in Grades 9-12 shall be cumulative.

All student-athletes and their parents/guardians must attend a mandatory Drug and Alcohol meeting prior to the start of their sport's season and sign the JMMS Athletic Code of Conduct by the first day of participation in their sport, or immediately after their decision to participate.

DISCIPLINARY PROCEDURES FOR THE ATHLETIC CODE OF CONDUCT

It shall be noted that **there is no difference in penalties for student-athletes who have an infraction In-Season or Out-of-Season.** There is, however, a difference in penalties for those student-athletes who report their infraction.

FIRST OFFENSE WITH SELF-REPORTING:

A student-athlete and/or parent/guardian must notify a high school administrator and/or coach if he/she has a violation of the Athletic Code of Conduct. Student-athletes who self-report will be permitted to participate in their sport provided they obtain a professional assessment (at the student-athlete's expense) and attend the Insight program as scheduled by the school. It is the decision of the coach whether there may be any additional penalties pertaining to game participation or starting eligibility.

If a student-athlete is caught by law enforcement and a report is on file with authorities documenting a violation of the Athletic Code of Conduct, the student-athlete is required to notify a school administrator and/or coach, but they will not be eligible for self-report consequences.

NOTE: The self-reporting policy is only available for first time offenders and cannot be used by a student athlete as a method to avoid consequences once the policy has been violated and a student has been identified as having violated such a policy.

FIRST OFFENSE WITHOUT SELF-REPORTING:

A student-athlete who **does not** report his/her violation of the Athletic Code of Conduct will have a loss of participation of twenty percent (20%) of interscholastic contests in the current/next sport season in which the student-athlete participates. (The student-athlete must complete the entire season or the penalty will be assessed on the next sport season in which the student-athlete participates.) Prior to any future participation, the student-athlete must complete a professional assessment (at the student's expense) and attend the Insight program as scheduled by the school.

Student-athletes who lose a percentage of participation for a specific sport season may receive permission to practice with the team, but may not dress during the athletic contests for which they have been denied participation.

An intervention intake meeting in preparation for enrollment in the Insight program will be held with school officials, the student-athlete, and parent/guardian.

SECOND OFFENSE:

A second offense shall result in an immediate removal from athletic participation for one calendar year effective with the date of the offense, or the athlete may re-enter the athletic program if the following criteria are voluntarily accepted and successfully completed.

1. Removal from the sport in which the student-athlete is participating for the remainder of the current/next season, with a *minimum* participation loss of forty percent (40%) of that sport's regular season scheduled contests/points. If the full forty-percent loss of participation is not possible or that particular season, the total and/or remaining percentage will carry over to the student-athlete's next sport in which he/she becomes a team/individual participant. (The student-athlete must complete the entire season or the penalty will be assessed on the next sport season in which the student-athlete participates.) The student-athlete will also forfeit any school awards for the particular sport.
2. Complete the consequences of both the first and second offenses if a second offense occurs prior to the completion of first-offense consequences.
3. Obtain a professional assessment (at student-athlete's expense) and attend appropriate meetings intended to assist the student-athlete in rehabilitation, education, and decision-making in regard to drug, alcohol, and tobacco concerns.
4. Complete a baseline drug and alcohol screening at the school district's expense, and then participate and pass a minimum of three (3) random drug and/or alcohol tests over the period of one calendar year at the student-athlete's expense. The Athletic Director will inform the student-athlete of the date and time that the test will occur and the testing facility that will be used.
5. Student-athletes who lose a percentage of participation for a specific sport season may practice with the team, but may not dress during the athletic contests for which they have been denied participation.

The following will result in the student-athlete being denied athletic participation for one (1) calendar year, effective with the date of determination that the alternative choices were violated:

- Failure to complete the drug or alcohol tests in the required timeframe;
- A positive drug/alcohol test result;
- Failure to attend required meetings intended to assist the student-athlete in rehabilitation, education and decision-making.

- Determination that the student-athlete is using or in possession of or under the influence of drugs or alcohol.

THIRD OFFENSE:

A third offense will result in denial of athletic participation for the duration of the student-athlete's school career, effective with the date of the offense. An athletic expulsion/termination hearing will be held with school officials, the student-athlete, and parent/guardians.

SALE AND DISTRIBUTION OF DRUGS/ALCOHOL/CHEMICAL SUBSTANCES:

A student-athlete involved in the sale and/or distribution of any drug, alcohol, or chemical substance may be immediately removed from the particular sport and/or denied athletic participation for the duration of the student-athlete's school career, effective with the date of the offense. An athletic expulsion/termination hearing will be held with school officials, the student-athlete, and parent/guardians.

USE OR POSSESSION OF TOBACCO AND/OR TOBACCO-RELATED PRODUCTS:

The athletic code of conduct shall be in effect 24 hours a day, 7 days a week, 365 days a year. Individual sport seasons governed by the Ohio High School Athletic Association (OHSSA) are deemed to have commenced on the first day of practice in which the OHSAA permits coaching. The season is not deemed to have concluded until the final activity is completed. Typical culminating activities may include but are not limited to banquets, award recognition programs, or other functions that mark the official end of the season.

A student-athlete shall not use or possess any form of tobacco, tobacco-related products, or tobacco paraphernalia.

FIRST VIOLATION

The violation will result in a loss of participation of twenty percent (20%) of interscholastic contests during the sport season in which the student-athlete participates or the subsequent sport season, whichever applies. (The student-athlete must complete the entire season or the penalty will be assessed on the next sport season in which the student-athlete participates.)

SECOND VIOLATION

The second violation will result in a loss of participation of forty percent (40%) of interscholastic contests in the sport season in which the student-athlete participates or the subsequent sport season, whichever applies. (The student-athlete must complete the entire season or the penalty will be assessed on the next sport season in which the student-athlete participates.)

THIRD VIOLATION

A third violation will result in denial of athletic participation for the duration of the student-athlete's school career, effective with the date of the offense. An athletic expulsion/termination hearing will be held with school officials, the student-athlete, and parents/guardians.

POLICY REGARDING OTHER VIOLATIONS:

Student-athletes who are under the Athletic Code of Conduct are representatives of Jackson Local School District and are expected to behave as model students and citizens in and out of school. Student-athletes may be denied participation for display of behavior which reflects negatively on the student, team, or school. Denial will be determined by the high school administration and or coach according to the severity of the infraction. Acts of unacceptable behavior may be, but are not limited to, theft, vandalism, disrespect, profanity, repeated infractions of school rules, unsportsmanlike conduct at athletic contests or school-sponsored events, and violations that occur in the public domain and/or may have pending legal action.

Student-athletes who have been suspended from school under the Student Code of Conduct are denied participation from athletics during the duration of the suspension. A suspension that carries over a weekend will result in a denial of participation over the weekend. Suspended student-athletes may not practice or compete with their team until they return to regular classes.

ATTENDANCE:

A student-athlete must be present in school for at least one-half of the school day before the student-athlete can participate in the day's practice or contest. A 1/2 day is determined by being in attendance at school for a minimum of 3.5 hours.

A student-athlete who incurs an excused absence on the last day of a school week may participate in the following day's or days' competitions.

The Jackson Local School District Athletic Code of Conduct is approved by the Board of Education as part of the Jackson High School Student Handbook and exists as guidelines. The Superintendent and/or designee has the discretion to amend and/or deviate from these guidelines as deemed appropriate