

JACKSON HIGH SCHOOL

7600 Fulton Drive N.W., Massillon, Ohio 44646

MAIN OFFICE	330.837.3501
Fax Number	330.830.8020
ABSENCE CALL-OFF	330.834.4600
STUDENT SERVICES	330.837.3501
Fax Number	330.834.4662
VOICEMAIL	330.830.8100
DISTRICT WEBSITE	http://jackson.stark.k12.oh.us

Administration

Jeff Kracker	Principal	Ext. 1402
Donna Jeffers	Asst. Principal A- GRA	Ext. 1407
Joe Knopick	Asst. Principal GRB-PAR	Ext. 1424
Matt Ziders	Asst. Principal PAS-Z	Ext. 1406
Dan Michel	Athletic Director	Ext. 1404

Counselors

Monica Buehler	A – COR	Ext. 1414
Baylee Ralls	COS – GRA	Ext. 1423
Jackie Pitzo	GRB – LA	Ext. 1412
Chris Tracy	LB –PAR	Ext. 1425
Julie Prato	PAS – SMI	Ext. 1413
Courtney Armsey	SMJ – Z	Ext. 1410

School Staff

Noah Timberlake	School Resource Officer	Ext. 1411
Eric Escola	Asst. Dir. of Security	Ext. 1188
Lori Fisher	School Nurse	Ext. 1415
Amanda Markino	School Psychologist	Ext. 1776

Jackson Local School District
7602 Fulton Dr. NW
Massillon, Ohio 44646
330.830.8000

Chris DiLoreto, Superintendent
Barry Mason, Assistant Superintendent
Linda Paris, Treasurer
Monica Myers, Director of Curriculum, Instruction, and Assessment
Kathy Brand, Director of Special Education
Harley Neftzer, Building and Grounds Supervisor
Marsha Escola, Director of Food Service
Eli Rivera, Assistant Safety Director
William Weirtz, Director of Transportation
Janet Thompson, Director of Technology

Board of Education Members

Thomas Winkhart, President
Scott Gindlesberger, Vice President
Katrina Barton
Kenneth Douglas
Chris Goff

Jackson High School Alma Mater

Jackson High School, hail to you
The days with you and our friends so true
Are the happiest days of our lives
We'll sing this song to our athletes strong
To a team that never fails
So in all we do, be brave and true
Jackson High School, hail to you!

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

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.

Welcome to Jackson High School!

Dear Student and Parent(s):

The faculty and administration of Jackson High 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 in an attempt to ensure a smooth operation of this high school. 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 Jackson High School faculty and administration. Each is eager to assist you.

Best wishes for a most pleasant and successful year.

Sincerely,
Jackson High School Administration,
Faculty and Staff

Jackson High School
2019-2020 Student Calendar

August	19	First Day of School (K-12)
	28	Open House: Jackson High School, 5:30-7:30 p.m.
	30	Teacher In-Service – No School
September	2	Labor Day – No School
October	8	Parent Conferences; 4:30-7:30 pm
	11	Teacher In-Service - No School
	14	Columbus Day - No School
	16	Parent Conferences; 4:30-7:30 pm
	18	End of 1st Marking Period
November	27	Thanksgiving Recess Begins - No School
December	3	Classes Resume
	23	Winter Break Begins – No School
January	6	Classes Resume
	10	End of 2nd Marking Period
	17	Teacher In-Service - No School
	20	Martin Luther King Day - No School
February	12	Parent Conferences; 4:30-7:30 pm
	14	Teacher In-Service - No School
	17	President’s Day - No School
	20	Parent-Teacher Conferences; 4:30-7:30 pm
March	20	End of 3rd Marking Period
	23	Spring Break Begins - No School
	30	Classes Resume
April	10	K-12 Conference Exchange Day- No School
May	25	Memorial Day No School
	28	Last day for Students End of 4th Marking Period

*In case we exceed the number of allotted calamity days, we will attend school May 29 through June 12 as necessary.

PROBLEM-SOLVERS AT JACKSON HIGH SCHOOL

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

PROBLEM	PROBLEM-SOLVER
Assemblies	Attendance/Main Office
Athletics	Athletic Director (Main Office)
Attendance	Classroom Teacher/Attendance Office
Bus Concerns	Attendance Office
Career and Technical Information	Student Services
Chromebook (school issued)	TLC/Library
Class Schedule	Counselors
College Information	Counselors
College Visitation	Attendance Office
Discipline Problems	Classroom Teachers or Assistant Principals
Early Dismissal	Attendance Office
Extended Absence From School	Attendance Office
Free and Reduced Lunch	Main Office
Harassments/Threats/Bullying/Cyber-Bullying	Counselors, Assistant Principals, Principal, Teachers, School Resource Officer, Coaches, Athletic Director
Lockers	Attendance Office
Lost and Found	Attendance Office
Parking Permits	Front Desk Security
Report Card (Distribution) Questions	Student Services or Main Office
Report Card (Grade) Questions	Student Services
School Fees and Fines	Main Office
Social Security	Student Services
Standardized Tests	Counselors
Stolen Property	Classroom Teachers, Assistant Principals, Coaches, Athletic Director
Student ID Cards	Main Office
Textbooks	Classroom Teachers
Transcripts	Student Services
Use of Building/ Building Permits	Main Office
Voter Registration	Government Teachers, Student Services
Work Permits	Student Services

If a situation arises and you are unsure of whom to contact, please contact the main office.

Jackson High School Daily Bell Schedules

Regular School Schedule

Period	Time
0	6:50-7:35
1	7:40-8:31
2	8:36-9:23
3	9:28-10:15
4	10:20-11:07
5	11:12-11:59
6	12:04-12:51
7	12:56-1:43
8	1:48-2:35

CONNECTIONS

Period	Time
0	6:50-7:35
1	7:40-8:24
2	8:29-9:12
3	9:17-10:00
CONNECTIONS	10:05-10:35
4	10:40-11:23
5	11:28-12:11
6	12:16-12:59
7	1:04-1:47
8	1:52-2:35

CONNECTIONS A

Period	Time
0	6:50-7:35
1	7:40-8:28
2	8:33-9:19
3	9:24-10:10
CONNECTIONS	10:15-10:20
4	10:25-11:11
5	11:16-12:02
6	12:07-12:53
7	12:58-1:44
8	1:48-2:35

State Testing Schedule

Period	Time
Testing	7:40-9:55
1	10:00-10:30
2	10:35-11:05
3	11:10-11:40
4	11:45-12:15
5	12:20-12:50
6	12:55-1:25
7	1:30-2:00
8	2:05-2:35

CONNECTIONS B

Period	Time
0	6:50-7:35
1	7:40-8:28
2	8:33-9:19
3	9:24-10:10
4	10:15-11:01
5	11:06-11:52
6	11:57-12:43
7	12:48-1:34
CONNECTIONS	1:39-1:44
8	1:49-2:35

2 Hour Weather Delay

Period	Time
1	9:40-10:16
2	10:21-10:53
3	10:58-11:30
4	11:35-12:07
5	12:12-12:44
6	12:49-1:21
7	1:26-1:58
8	2:03-2:35

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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. 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 sent and posted. If you have questions or would like more information please contact your school principal or an assistant principal.

ATTENDANCE ABSENCE AND TARDINESS PROCEDURES/POLICIES

ABSENCE AND TARDINESS FROM SCHOOL AND/OR CLASS

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

Student attendance records are a part of the official transcript.

1. If 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 the attendance line (**330-834-4600**) by 8:00 a.m. If a parent does not call to report a child's absence, we are required to contact parents regarding the son/daughter's absence.
 - b. If a parent fails to notify the Attendance Office of their child's absence, the absence will be marked unexcused until the parent notifies the school by phone or written note the reason for the absence. This notification must occur within two days of the absence.
 - c. A student is not permitted to call himself/herself off from school unless he/she has been designated as an independent or emancipated student per school policy.
2. When returning from an absence, it is the responsibility of the student to contact his/her teacher to arrange for make-up work. As a guideline, the student will have one day for make-up work for each day missed. If a student is absent the day of previously announced quizzes, tests, assignments, etc., they must be taken/submitted immediately upon the student's return to school. No additional days will be granted for these "planned" activities. An unexcused absence may result in the student not receiving credit for any work that is missed, and the student may receive a failing grade for all graded work and/or tests given during the student's absence. An absence may be considered unexcused when not approved or sanctioned by school administration or when the absence is not supervised by school personnel.
3. Students who are absent from school three (3) or more days may obtain their daily assignments by contacting the Attendance Office after the third day of absence. If the absence is of a prolonged nature (20 consecutive days), tutoring may be arranged through the Student Services Department.
4. Homework - Parents or students may receive student's daily homework assignment by emailing the teacher or by visiting the teacher's website/Polaris page.
5. Students who miss more than ten (10) minutes of a class, either at the beginning or the end, are considered absent from that class.
6. 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.
7. If a student is not in attendance on a day of an event for a 1/2 day he/she cannot attend, or participate in an extracurricular activity that evening. A 1/2 day is determined by being in attendance at school for a minimum of 4 full periods.

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.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

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)/guardians(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity (any classroom assignment missed due to the absence shall be completed by the student) If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- H. absence due to a professional appointment (note required)
- I. College Visitation - Student must bring letter from Admissions Office indicating date of visit for absence to be coded (CV)

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 for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year without a legitimate excuse and excessively absent if the student misses thirty-eight or more hours in one school month or sixty-five or more hours in one school year with or without a legitimate excuse. Should your child reach ninety hours with or without an excuse, your child may be referred for an Absence Intervention Plan (AIP).

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.

Student Drivers

Whenever any student of compulsory school age has forty-two (42) consecutive hours in a single month or a total of ninety (90) hours of absence from school during the school year, s/he may be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

Reasons for excused absence from class

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

Please note: Medical verification means that a physician has treated an illness or injury and has verified to the attendance office that because of the illness or injury, the student was unable to attend school. **Official medical notification (which includes the physician's name, phone number, and specific dates of illness to be excused from school) must be submitted to the Attendance Office upon the student's return to school within two (2) days following the absence.** Illness or injury that has not been treated by a physician is **not** verified.

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

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

1. Children arriving to school by personal transportation.
2. Oversleeping
3. Missing the school bus
4. Traffic jam
5. Babysitting in non-emergency situations
6. Staying out of school an unnecessary length of time because of doctor's appointment, job interview, or driver's license exam.
7. Car trouble of any kind (The Jackson Local School Board of Education provides transportation which delivers students to school on time)
8. Registering to vote and for the draft (students can do this at school)
9. Running non-emergency errands for parents or anyone else
10. Making repairs on one's own or anyone else's car

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

Any unexcused absence (AU) may result in a "0" being assigned by a teacher for any graded coursework completed or due that day.

PERFECT ATTENDANCE

Students are eligible for the Perfect Attendance Award if the student does not miss any school for any reason. 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 (either written or phone call to the Attendance Office) should be given three days in advance before leaving. **No more than five days per year of vacation may be counted as excused absences provided the student is in good standing with attendance, i.e. does not fall under habitual truancy or excessive absences per HB410.**
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 Office.
3. All work assigned will be due the first day the student returns to school.
4. All semester and final exams missed during vacations will be made up following the student's return. It is the student's obligation to contact the teacher or administrator to schedule the make-up exam.

FIELD TRIPS/SCHOOL-SPONSORED EVENTS

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. A student not in good academic or behavioral standing may be denied participation in field trips or school sponsored events.
2. If a paper or project is due on the day of the trip, the student must turn it into the appropriate teacher(s) prior to leaving on the trip.
3. If a test or quiz is missed, it must be made up as soon as possible at the teacher's discretion. It is the responsibility of the student to arrange this with the teacher.
4. 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.

MILITARY/COLLEGE VISITS

Students may be excused from school to meet with military representatives or to visit colleges. As a general guideline, a junior or senior will be permitted to miss two days for either a military visit or college visit that will not be counted as an absence, provided specific procedures are followed beforehand. Students must contact the Attendance Office at least one day prior to this visit.

RELIGIOUS HOLIDAYS

It is the parent's 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 must be on time to school and in attendance every day. Students may not be tardy more than two times each 9 weeks. If a student is late to school they must be called off by their parent or guardian or should have a note from their parent or guardian. All students must report to, show their student ID cards and sign in at the Attendance Office when they are late to their first scheduled class of the day. All tardiness due to doctor's, dentist's, orthodontist's, or court appointments, must have official documentation from that office to be considered excused.

Chronic tardiness to school (excused or unexcused) may result in disciplinary actions. Consequences each 9 weeks may include detention, extended detention or mandatory bus riding.

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 arrives 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 with an early dismissal will be required to sign out in the Attendance Office and have a dismissal pass signed by a school official.

OBTAINING AN EARLY DISMISSAL

1. A written explanation or a phone call from a parent or guardian is to be turned/called into the Attendance Office before first period. A telephone number must accompany the written explanation so the dismissal can be confirmed.
2. If a student is granted an early dismissal, he/she must sign out in the Attendance Office at the designated time and obtain an early dismissal pass.
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. Upon return from an early dismissal, the student will be expected to present the early dismissal pass to teachers of those classes missed.
5. If the school deems it necessary that a student should leave the premises, a school official will contact the parent or guardian.
6. All students are to remain in the school building at lunchtime.
7. A student, 18 years of age and living at home, is under the jurisdiction of the home. Students may not write their own notes excusing themselves from school or from classes.
8. Students are expected to attend all school assemblies and pep rallies. Students will only be dismissed from these functions if they have a verified written early dismissal.

LATE ARRIVAL TO/EARLY DISMISSAL FROM CLASS

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 (A or AU) from that class.

INJURY AND 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 Attendance Office. No student will be permitted to go home when ill until approval has been given by a parent or guardian. After permission to leave school has been granted, the student will be issued a pass, which enables him/her to leave school property. 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 in the clinic during the school day.

Students may return to school when they:

- are fever-free for 24 hours without medication
- have had no episodes of vomiting for 24 hours
- have had no episodes of diarrhea for 24 hours
- have had 2 doses of antibiotic/antifungal medications for infectious conditions (e.g. strep throat, pink eye, ringworm, impetigo)
- have had a treatment for lice

Note: students may return to school earlier than these guidelines if they have been cleared in writing by their treating medical professional (physician, nurse practitioner, physician assistant).

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.

ENTERING AND LEAVING THE BUILDING

Students must enter the building in the morning immediately upon arrival to school, whether being dropped off by a bus or parent or by driving to school. *For security purposes, all students must enter through doors 1E after the tardy bell rings at 7:40.* Students who do not comply with this guideline will face disciplinary action. A student may leave school property before dismissal only with permission from an administrator. All class changes must be done inside the building.

CLOSED CAMPUS

The Jackson Board of Education and the administration have adopted the regulation stating that no student will be permitted to leave school property during the school day without prior written approval of an administrator.

GENERAL SCHOOL PROCEDURES AND POLICIES

ACADEMIC INTEGRITY

Jackson High 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.

Cheating or plagiarism may affect your current standing or future selection into academic honor societies, clubs, organizations, and could impact your selection for scholarships, honors, and awards.

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 or duplicating assignments that will be turned in as an “original.”
- Exchanging assignments by print-out, sharing, or any other electronic format, and then submitting as “original.”
- Writing formulas, codes, keywords, 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.
- Duplicating or reusing a past assignment that is turned in as an “original”.
- 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 teacher will notify the parent/guardian and the incident will be reported to the assistant principal. Upon administrative review the student may receive no credit or up to 70% of the score if the assignment is allowed to be reworked.
- 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: will result in parental contact and may include removal of the student from the class/course which will result in failure of the course for the year (if a year-long course) or semester (if a semester course).
- d. Any occurrences may affect your current standing or future selection into a club, organization or activity.

ANONYMOUS REPORTING SYSTEM

The Say Something Anonymous Reporting System allows students to submit secure and anonymous safety concerns to help identify and intervene upon at-risk individuals before they hurt themselves or others. You can do this by reporting observed threats, behaviors, actions and harassment. Here is an example of some of the most common behaviors and incidents to report:

- Assault
- Abuse (physical, verbal)
- Bullying or regular intimidation
- Bragging about an upcoming planned attack
- Depression, anxiety, or loss of self-control
- Fighting
- Gun Violence/violence
- Harassment
- Hopelessness, excessive guilt, or worthlessness
- Reckless behavior
- Social isolation or withdrawal
- Substance abuse
- Suicide threats, cutting, or other self-harm
- Theft
- Threats
- Weapons (use of and/or discussion about)

Please visit the [Say Something](#) website for more details.

AUDITORIUM RULES AND REGULATIONS

1. Food, gum or drink is prohibited from being taken into the auditorium.
2. Horseplay of any kind will not be tolerated.
3. Students will be dismissed to assemblies over the P.A. System.
4. Students are to enter the auditorium through designated entrances (either north or west entrance).
5. 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.
6. Students are to remain seated after the assembly until dismissed by the appropriate authority.
 7. After dismissal from an assembly, students are to report directly back to their classroom.
 8. All other school rules are in effect at all times.

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 re-evaluation is done every three years in compliance with the Asbestos Hazard Emergency Act of 1986. The District updates the AHERA Plans every 6-Months. A copy of the AHERA Management Plan is available in the office of each School and at the Jackson Local School District Office.

If you have any questions regarding asbestos in our buildings or would like to review the District's asbestos program, please call Harley Neftzer at 330-830-8000.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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, email, cellular telephone, personal digital assistant (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 (PO 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 website (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.

Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Barry Mason
Assistant Superintendent
(330) 830-8000
7602 Fulton Dr NW
Massillon, OH 44646
bdm2jc@jackson.sparcc.org

Monica Myers
Director of Curriculum, Instruction and Assessment
(330) 830-8000
7602 Fulton Dr NW
Massillon, OH 44646
mmm3jc@jackson.sparcc.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise

s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

CAFETERIA/COMMONS

Students are to report to the Cafeteria/Commons 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/parents may put money on the student's lunch account by bringing cash or a check made payable to Jackson Local Schools or by using our online payment program found on the [district website](#). 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 5 digits of their student ID; this will be done on a pin pad next to the register.

Any student caught stealing from the Cafeteria or having improper behavior will face disciplinary consequences which may include a loss of lunch privileges, restitution, and/or out-of-school suspension.

Take-out orders from restaurants are not permitted.

Free and Reduced Lunch applications are available in the Main Office.

CELL PHONE/ELECTRONIC DEVICE USAGE

Unauthorized use of electronic devices is prohibited. Students may possess cellular phones and other electronic communication devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with classroom school rules. Students may not charge any electronic devices using school property. It is the policy of Jackson High School that cell phone usage or the usage of any camera or other recording device is prohibited in all restrooms and locker rooms on Jackson High School premises.

The District assumes no liability if these devices are broken, lost or stolen.

Notices of this policy are posted in a central location of the school building and in this student handbook.

Exceptions may be made for the use of these devices with prior approval of teachers and/or administrators. If there is a violation of this policy the staff may confiscate this device. Violations of this policy may result in confiscation, loss of privileges and forfeiture of the devices to the District. Sexually explicit content in phones or sexting could result in criminal charges and school consequences.

CO-CURRICULAR/EXTRA-CURRICULAR

At Jackson High School, we believe that student involvement in co-curricular/extra-curricular activities adds greatly to the high school experience and helps to build well-rounded multi-talented young adults. We encourage our students to be a part of all activities that interest them and that they can balance with their academic responsibilities. When students are involved in different school related activities, scheduling conflicts may arise. It is the responsibility of the student and their family to communicate promptly and thoroughly with the affected teams and organizations according to the guidelines set forth by school personnel regarding scheduling conflicts.

COLLEGE CREDIT PLUS ENROLLMENT

Please refer to our Student Services College Credit Plus section of the [school website](#).

COLLEGE ENTRANCE RECOMMENDATION

Please refer to our Programs of Study booklet which may be found on our [school website](#).

COMPUTER/TECHNOLOGY POLICY/ONE-TO-ONE INITIATIVE

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

Education Purpose Statement

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

Scope/Definitions

Technology, including the Internet, is a source of instructional material to which students and employees have access both inside and outside the boundaries of the school physical and temporal environment. This Agreement and the associated rules and regulations refer to all devices including but not limited to computers, 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, websites, 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 cyberbullying. The District will offer training in the use of the Internet and students are required to participate in training. The training will address appropriate online behavior, cyber bullying awareness and response as well as proper etiquette when interacting with other individuals in social networking sites and chat rooms. Training relating to online safety issues may be made available for parents and guardians.

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

and independent use by older students.

Disclaimers/Hold Harmless Clause

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

Copyright/Ownership

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

Privacy/Monitoring/Confidentiality

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

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

Prohibited Practices

The use of technology for any purpose that violates the student code of conduct, board policies, rules or regulations regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to:

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

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

Consequences

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

Ban of Criminal and Illegal Acts

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



**Jackson Local School District
Chromebook Care**

Overview

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

Device Purpose

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

responsible conduct in all electronic resource activities.

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

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

JLSD students and families must understand that:

1. Users of the JLSD network and equipment, including the 1:1 Chromebook, must comply at all times with the district AUP.
2. Devices are loaned to students and remain the property of the JLSD.
3. Users are accountable to school, district, local, state, and federal laws.
4. Device and network use must support education.
5. Students and families must follow all guidelines set forth in this document and the AUP.
6. Rules and guidelines are in effect before, during, and after school hours, for all JLSD electronic devices whether on or off the school campus.
7. Files stored on the JLSD equipment or network are the property of the district and are subject to regular review and monitoring.
8. JLSD staff reviews and monitors all activity on the network for responsible use. Internet history and e-mail checks may occur at the discretion of JLSD staff.
9. The term “equipment” or “technology” refers to Chromebooks, iPads, batteries, power cord/chargers, cases or other digital devices assigned to students. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the devices in good condition. Failure to do so may result in fines for repair or replacement.
11. Students are expected to report any device damage as soon as possible. This means no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across any information, image, or message that is inappropriate, dangerous, threatening, or makes them feel uncomfortable.
14. All users are expected to follow existing copyright laws.
15. Students may only log in under their assigned username. Students may not share their password with other students.
16. Students may not loan their device or components to other students or family members for any reason. Students who do so are responsible for any lost components.
17. Each Chromebook is identified electronically and associated to an individual student.
18. All students have access to the Google Drive to save documents, provided the student has parental permission.
19. Any failure to comply with the guidelines set forth in this document or the district AUP may result in disciplinary action. JLSD staff may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
20. Devices should remain in the case at all times; failure to do so will invalidate the accidental insurance protection.

21. JLSD staff reserves the right to repossess district-owned equipment at any time.
22. The AUP remains in effect for all devices that students choose to utilize on JLSD property in addition to the Chromebook.
23. Chromebook serial numbers and student information will be recorded for monitoring purposes.
24. Technical support will not be provided for devices that are not owned by the district.
25. Technical support is only available during school hours.

Parent / Guardian Responsibilities

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

Limitation of Liability

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

Accept Liability

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

Monitor Student Use

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

Suggestions

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

Device Rules and Guidelines

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

disciplinary action.

Security Reminders

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

Appropriate Content

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

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

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

External Drives

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

Care and Keep of Chromebooks

General Care

- Vents should remain uncovered.
- Clean the screen with a soft, dry microfiber cloth.
- Never clean an electronic device with water.
- Do not place drawings, stickers, labels, or any other forms of personalization on the device.
- To reduce the possibility of Chromebook breakage, students shall not leave any items between the screen and keyboard when closing the device such as earbuds, pencils, etc.
- Items should not be stored in the Chromebook case pockets. Impact or pressure placed on items in those pockets can crack or break screens.

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.
- When not in use, the Chromebook case must be closed and zipped at all times (particularly during transport).

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.) JLS D Tech Support, libraries, and media centers will assist students with getting issues resolved at no cost. Do not take JLS D 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 JLS D in the middle of the year must bring equipment to the LMC prior to leaving the district.

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

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

CONNECTIONS

Jackson High School has embarked on a student advisory program school-wide. Students have been placed in [CONNECTIONS](#) classes with approximately 20 grade level peers, and have been assigned to a CONNECTIONS coach. Each student will have the opportunity to work with their CONNECTIONS group and coach for the duration of their high school career. CONNECTIONS will occur every Wednesday from 10:05-10:35, and the time will be spent focusing on academic goals, career exploration, [digital citizenship](#), social skills, and more. The district is also implementing activities from Sandy Hook Promise as well as other programs designed to establish solid student-staff relationships. The two main goals of CONNECTIONS at Jackson High School are: To build a strong, small community among students and their staff mentor that promotes supportive relationships which results in a positive school culture and develops the awareness within students that they have an adult advocate here at Jackson High School, and to provide academic advising and coaching that prepares students for their transition into college and/or their chosen career pathway.

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.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, school personnel, and the community at large, from the spread of the above-mentioned diseases.

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

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

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

CONTROL OF BLOOD-BORNE PATHOGENS

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

CREDIT FLEXIBILITY

The credit flexibility program is part of a statewide effort to increase learning, student engagement, and better prepare students for post-graduation success.

In addition to earning credit by successfully completing traditional courses, the credit flexibility program provides options for students including:

- Successfully completing an educational option plan as described in the Jackson Local School Board's approved educational options policy.
- Successfully completing a college-level course in accordance with the Jackson Local School board's policies on dual credit enrollment options.

If interested in pursuing a credit flexibility plan, our policy, guidelines and application are located on the [Student Services webpage](#) and/or packets can be found in the Student Service's Office.

CREDIT REQUIREMENTS

All students are required to be enrolled in at least five (5) academic/career and technical credits each semester. Physical Education, Reading/Resource "Wilson Reading", and Yearbook are not considered academic/career and technical courses. It is the student's responsibility to see that this credit requirement is met.

CRISIS PLANS AND EVACUATION 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.
- 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.

CUM LAUDE HONORS RECOGNITION

Jackson High School uses a “Cum Laude Honors” recognition program for its most accomplished seniors and recognition of valedictorian and salutatorian. For the purpose of calculating the qualifying grade point averages, all classes posted on the JHS transcript will be included, up to and including the fourth quarter of the student's’ senior year. The categories for distinction under the “Cum Laude Honors” graduation recognition program are:

- Summa Cum Laude - meaning “with the highest praise” is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 3.90 or higher grade point average on a weighted scale.
- Magna Cum Laude – meaning “with great praise” is the second highest recognition awarded at graduation. To qualify for magna cum laude, a student must achieve a 3.70 – 3.89 grade point average on a weighted scale.
- Cum Laude – meaning “with praise” is the third recognition awarded at graduation. To qualify for cum laude, a student must achieve a 3.50 – 3.69 grade point average on a weighted scale.

DANCE RULES

School appropriate dancing is expected of all attendees as determined by school administration and chaperones. Failure to adhere to these rules may result in dismissal from the dance.

The Jackson High School dress code applies for all informal dances. For semi-formal and formal dances, students are asked to wear attire that is modest and appropriate for a school event. Dresses that are extremely revealing, including those that reveal the midriff, are sheer in nature, or are inappropriate in length are not permitted. These dances are considered dress-up affairs, so apparel should reflect this. Males or females choosing to wear attire that is not fitting for such events may not be permitted to enter the dance or may be asked to leave. Male students are expected to wear appropriate formal or semi-formal attire as well, which includes dress pants and dress shirts.

Tickets for semi-formal and formal dances will not be sold at the door. Tickets must be purchased during the pre-sale time period only.

Students may choose to bring guests who are not Jackson High School students to semi-formal and formal dances only. The student will complete a guest form prior to purchasing tickets. (These forms are available in the Main Office.) All Jackson High School rules including dress code, apply to all dance attendees, including guests. All other dances and events are open to only Jackson High School students. Please note that no middle school students or individuals 21 years of age or older will be permitted at a Jackson High School dance without prior and special permission from Jackson High School Administration. Guests and escorts must have a picture ID to enter.

Once a student leaves the dance, 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 dances as in any regular school event.

Jackson High School reserves the right to use a breathalyzer on all school dance attendees to ensure the safety and well-being of our students and guests. Jackson Local Schools reserves the right to deny dance attendance to any student or guest who refuses breathalyzer administration.

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:

- The dress and appearance of students be restricted only by the standards of cleanliness, safety, and that which is appropriate to the setting.
- The specific guidelines for definition of these standards will be established and reviewed as needed by a student/faculty/parent committee.

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: Students may be placed in the Alternative Day Assignment room for a dress code violation.

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, which displays any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, weapons, 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. SHORTS/SKIRTS/DRESSES must be no shorter than six inches above the knee cap 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/SHORTS must be worn appropriately at waist height with no undergarment or skin exposed.
6. Suggestive, revealing, or low-cut clothing are not permitted. Shirts must have a 2 - 3" wide strap. Midriffs and halter tops are not permitted.
7. Inappropriate and/or extreme accessories are not permitted.
8. Items which obscure your identity such as hats, bandanas, 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.
9. Shoes or sandals must be worn at all times. Slippers are not permitted.

DRIVING AND PARKING: STUDENT RULES AND EXPECTATIONS

ALL CARS MUST BE REGISTERED OR YOUR CAR MAY BE TOWED.

Students are to park ONLY in the lots designated for student parking. Students are required to register for a school parking permit in order to park on school property which includes the parking lot adjacent to the Varsity Baseball Stadium. Student drivers will be expected to comply with the following regulations. Failure to do so may result in disciplinary measures, which may include after-school detentions, extended detentions, and/or revoking driving privileges.

1. All motor vehicles must be registered before driving to school. (A one-week grace period will be given at the beginning of the school year.)
2. A parking tag will be issued upon satisfactory completion of the application and payment of the fee (this fee will not be prorated). Students must have insurance, parental/guardian permission, etc. Parking tags may not be shared outside of a household.
3. Parking permits must be placed on the student's rearview mirror and be clearly visible to security.
4. Students are to refrain from parking in all "NO STUDENT PARKING" areas, which are clearly marked, and other areas designated by yellow paint.
5. If a student provides his or her own transportation, he or she does so at his or her own risk. The school is not responsible for damage to any vehicle.
6. No students will be permitted in any automobile during the regular school hours without permission from the administration or parking lot supervisor.
7. All vehicles must be parked between lines so as not to inconvenience other drivers.
8. All vehicles must obey all traffic rules (20 M.P.H., not cutting in front of busses, no excessive noise, etc.).
9. Vehicles are not permitted to pass any bus while it is parked or moving on school property.
10. The administration recognizes that student driving to and from school is a privilege and not a right. Therefore, the administration has the right to deny the privilege of driving to any student as a disciplinary measure for violations of school rules and regulations. This consequence may be applied along with other disciplinary measures.
11. Students in violation of other motor vehicle law regulations may be suspended, have their driving privileges revoked,

referred to Jackson Township Police, and/or be towed.

12. **By parking on school property, students consent to the search of their vehicle by school officials. Refusal to consent to the search of the vehicle is considered insubordination and may result in a ten-day out-of-school suspension, revocation of driving privileges, and possible recommendation for expulsion.**

Students who fail to display their parking tag or fail to do so appropriately may be subject to progressive consequences. This may include suspension of driving privileges on school property.

EIGHTEEN YEAR OLDS

Eighteen year olds may not write notes of excuse, sign themselves out of school, or sign where a parent signature is required unless they have completed the independent student forms and been officially approved by the administration.

ELEVATOR

Elevator use is for students who have indicated a need and have obtained a pass from the Attendance Office. Students who choose to ride the elevator without a pass 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.

EXAMS

All school rules and regulations, including dress code, are in effect during exams. Missed exams may be made up only after an excused absence. Any student with an A average in a course may be exempt from taking the final exam for that course. All semester and final exams missed during vacations will be made up following the student's return. It is the student's obligation to contact the teacher or administrator to schedule the make-up exam.

FEES/SCHOOL PROPERTY

The administration has developed a schedule for fees for materials and has prescribed a schedule of charges which may be imposed upon students for the loss, damages or destruction of school equipment, musical instruments, library materials, textbooks which 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 grades. The Current School Fee Schedule may be found on our [school 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.

FINANCIAL ASSISTANCE

Students who need assistance to pay fees, purchase lunch and/or necessary school supplies, or to pay for AP or course related testing 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, except for water in a clear plastic container. Students are not permitted to carry food and/or drinks out of the cafeteria/commons and/or locker rooms.

FOSTER CARE

The Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Ohio Department of Education (ODE), other schools and school districts, and the appropriate custodial agencies (child welfare agencies and/or local Title IV-E courts) to provide educational stability for children and youth in foster care. ([PO 5111.03](#))

GIFTED EDUCATION

Please refer to the [district website](#).

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.

Any course in which a student received a C or lower, the student may repeat the course and the new grade will replace the previous one if a higher grade is earned. Students may not substitute an online course or a summer school course to replace a previous grade.

GRADE AVERAGE BY COURSE

In determining a student's GPA, courses that are deemed academic/career and technical courses (see Credit Requirements) are included in the GPA calculation. When computing a student's course grade, 9-weeks grades are counted twice as much as exam grades. For example:

YEAR COURSE

1st 9-wks 2nd 9-wks Exam 3rd 9-wks 4th 9-wks Exam
2 x 2 x 1 2 x 2 x 1 = 10 grades

SEMESTER COURSE

1st 9 wks 2nd 9-wks Exam
2 x 2 x 1 = 5 grades

A student's semester averages and year averages are the only grades posted on the official final Jackson High School transcript.

GRADUATION REQUIREMENTS (EARLY GRADUATION)

Please refer to our Programs of Study booklet which may be found on our [school website](#).

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.

HOMELESS STUDENTS

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian. 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 Kathy Brand, the liaison for Homeless Students, at 330-830-8006.

HONORS DIPLOMA

Please refer to our Programs of Study booklet which may be found on our [school website](#).

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.

HONOR SOCIETIES

Participation in an Honor Society is a privilege, as such, students may be held to certain behavioral expectations. **Students and/or parents have an obligation to self report any violations which may impact their membership.**

NATIONAL HONOR SOCIETY

There are four criteria (equally weighted) that are considered for membership into the N.H.S.: scholarship, leadership, character, and service. During the fall of each school year, juniors and seniors with an accumulative grade point average of 3.6 and above (who are not current members of N.H.S.) are invited to attend a meeting to discuss their eligibility. At this meeting, students are given a proof of pillars packet which they must complete, outlining leadership roles (examples: class officer, team captain, section leader in band, crew/shift/training leader at their job, etc.) and community service activities. Students must earn 30 community service hours through at least three separate activities. Students may earn their service hours through school related activities (examples: Habitat for Humanity, Freshman Mentor Program, Reader Leaders, etc.) or non-school related activities (examples: volunteering at a soup kitchen, nursing homes, church youth leader, etc.). The candidate must complete most of their service hours in non-school related community service. They may not count more than 10 hours of school related activities toward their total service hours. Students must be in good character standing at school. Faculty members will complete character evaluations for students applying. The final selections for N.H.S. membership are made by the faculty council committee. Meeting minimum requirements does not guarantee selection.

Tapping of new members usually takes place during the school day with a formal induction ceremony during an evening program. Students must maintain a 3.2 grade point average each grading period. Once inducted into the N.H.S., students will receive one warning if their grade point average does fall below a 3.2 before membership is in jeopardy due to failure to meet standards. The drug and alcohol policy is in effect 24/7, 365 days a year until the member graduates. Also, if leadership, character and service criteria do not remain at highest standards, a student can be dismissed. Once a student is dismissed from the N.H.S., he/she is not eligible for membership again. More detailed information can be found on the [NHS website](#).

NATIONAL ART HONOR SOCIETY

The National Art Honor Society is a service organization centered on promoting an understanding and an appreciation of the arts in our school and community.

Art students are able to apply for membership to NAHS after completing 3 semesters of Art classes at Jackson High School. The application process takes place mid-year, after first semester, with our induction ceremony taking place in early February. To be eligible for membership, a student must have a 3.1 art average, complete the application questions, teacher recommendations, and submit 3 artworks. Membership into NAHS is based on the following three areas; Art Scholarship, Service, and Character.

As members of NAHS, students are required to maintain a 3.1 art average, take at least one class per calendar year, attend scheduled monthly meetings, maintain good student standing at Jackson High School and complete 3 hours of arts related community service per semester.

If a student falls below the 3.1 art average, they will be placed on probation and have one semester to bring their grades up before facing dismissal. Students sign a contract of good behavior; any infraction is grounds for immediate dismissal. Three missed meetings is also grounds for dismissal.

NATIONAL CHINESE HONOR SOCIETY

The National Chinese Honor Society (NCHS) was created to recognize those who accomplished high achievement in Chinese. The National Chinese Honor Society is a scholastic organization that promotes and recognizes students who demonstrate citizenship, leadership, and community service.

The purpose of the National Chinese Honor Society is to encourage its members to become lifelong learners in order to gain a better understanding of Chinese language and culture, as well as to play an active role as a contributing global citizen in the twenty-first century.

To be eligible for the National Chinese Honor Society at Jackson High School, students must meet all the following criteria:

- Student must be enrolled in a Chinese IV or AP Language and Culture class.
- Student must have a B average in Chinese classes.
- Student must show a strong interest in Chinese language and culture learning.
- Student must display a very positive attitude towards Chinese classes and other activities related to Chinese
- Student must participate in field trips that Chinese classes will attend

To become a member of the National Chinese Honor Society, students will be able to apply at the beginning of the second semester. Members must attend the Induction Ceremony that will take place in April as well as meetings that will take place during the school year. Each member of the NCHS will have to pay \$35 for a cord and a certificate to recognize his/her high achievement in the Jackson Chinese Program.

SCIENCE NATIONAL HONOR SOCIETY

Science National Honor Society (SNHS) is an honor society designed to elevate student involvement in the sciences, outside of classroom time. It is a program that combines student leadership, student community service, and extra scientific learning opportunities. It provides our school and student population with another opportunity to engage deeply in the sciences.

Students may apply for SNHS as a junior or senior when enrolled in an upper level AP or CCP science course (that must be lab based). They must have and maintain an unweighted GPA of 3.67 across all science courses, as well as an unweighted 3.5 GPA for all of their courses. Applications are due by October 1 of the current school year they are applying for membership. After teacher and advisor evaluation of applications, students will be notified of their induction into SNHS and will be formally inducted.

Three meetings a month will be held for SNHS members. At these meetings, students will engage in science based learning experiences, student presentations of new scientific findings, and collect and recycle the high school plastic water bottles as one of our community service projects. Outside of the regular meetings, SNHS students will fulfill expectations of additional leadership and community service. Students need to attend 70% of the meetings, accumulate 10 hours of science based community service, pay dues, and present on a topic of scientific interest to the other members. These requirements are to be fulfilled annually and these requirements are to be completed by May 1st of each school year.

SOCIEDAD HONORARIA HISPÁNICA (SHH)

Mission Statement/Purpose:

The purpose of the *Sociedad Honoraria Hispánica* is to recognize high achievement in Spanish by students of Jackson High School and to promote continuity of interest in Hispanic studies.

Requirements:

To be eligible for the *Sociedad Honoraria Hispánica*, students must meet all the following criteria:

- Student must be enrolled in a Spanish IV, IB, or AP Spanish Language and Culture class or AP Spanish Literature and Culture (or has completed the AP Spanish and Culture class).
- Student must have a 3.6 overall average in Spanish classes.
- Student must be of good character and not have had recorded incidents of cheating, plagiarism, misconduct, insubordination or intentional dishonesty.

During September of each school year, Spanish IV, IB, or AP Spanish students with an accumulative grade point average of 3.6 or above in Spanish classes (who are not current members of SHH) are invited to attend a meeting to learn about membership and the application process. At this meeting, students are given an information packet which they must complete, outlining their interest and goals in Spanish, as well as other pertinent information. Two faculty members (previous Spanish teacher and a teacher of another discipline) will complete character evaluations for students applying. The completed necessary application materials, (previous Spanish teacher and/or a teacher of another discipline), must be submitted by the due date established by the *Asesora*, or chapter sponsor. Tapping of new members usually takes place during the school day with a formal evening induction ceremony (conducted in Spanish) in mid-October or early November.

Upon initiation, new members will be awarded a certificate of membership with a gold seal stating membership in the *Sociedad Honoraria Hispánica*. Officers will also receive a red and gold honor sash to be worn at graduation.

Once inducted, each year members must engage in required service hours and committee activities from each of the following categories: Academic Commitment, Community Commitment, and Global Commitment.

Membership terminates if:

- The student is no longer enrolled in a Jackson High School Spanish class.
- The student's Spanish cumulative GPA falls below 3.3.
- The student does not fulfill the required service hours and committee activities.

TRI-M MUSIC HONOR SOCIETY

The Tri-M Music Honor Society is the international music honor society for secondary school students that motivates and recognizes musical achievement. Founded in 1952, the Tri-M Music Honor Society has been providing years of service through music by chartering more than 3,000 senior and junior division chapters worldwide.

Jackson High School has maintained a chapter of the Tri-M Music Honor Society since 1999. In 2005 the chapter was selected as Chapter of the Year for the state of Ohio. The selection of students for membership is based strictly on merit. Ability and scholarship in both music and academic subjects, cooperation with teachers and fellow students, leadership, and service are basic requirements.

REQUIREMENTS FOR CONSIDERATION

To be considered for nomination into the Tri-M Music Honor Society, a Junior or Senior student must:

1. Fill out and return the application by the announced deadline-see [school website](#) for application.
2. Have the following number of years in a certain music organization:
 - a. Vocalists: 2 years of membership in Chorale and a current member in good standing.
 - b. Woodwinds, Brass and Percussionists: 2 years of membership in Symphony Band and a current member in good standing.
 - c. String players: Involved in a Jackson High School music course (preferably a performance ensemble) and participate in an area youth symphony and OMEA adjudicated events
 - d. Pianists: Involved in a Jackson High School music course (preferably a performance ensemble) and participate in OMEA adjudicated events as a piano soloist in class A receiving either a I or II rating
3. Currently maintain a 3.0 GPA or higher.
4. Have a minimum of 2 years of private instruction on their instrument or voice.

The music department will then determine membership based on your application. If accepted, the student will be inducted into the society at a formal ceremony to be held in the winter. A rehearsal takes place the evening before. The students will be required to perform at solo and ensemble this year as part of the requirements for induction.

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 immunization 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 Ohio Revised Code, has established the following minimum requirements for public and nonpublic schools:

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

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

The immunization code does permit a waiver to be signed for your child against taking the immunization. However, if during the course of an outbreak of any of the aforementioned vaccine preventable diseases, that the student who has filed an exemption, may face exclusion from school, at the direction of the local health department, for the duration of the outbreak. The following immunizations, in accordance with the Ohio Department of Health, are required for all students enrolled in grades kindergarten through 12 for the upcoming school year:

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

INDEPENDENT/EMANCIPATED STUDENTS

Requirements for independent or emancipated student status are as follows:

1. The student must be at least eighteen (18) years old and whose parents have verified that the student no longer lives at home.
2. The student must complete and fulfill all of the requirements of the “Request for Independent or Emancipated Student Status” form (available from the guidance counselors).
3. Independent/emancipated student status may be approved when these requirements are fulfilled

Independent/emancipated students are expected to follow all school rules and regulations.

THE LEARNING COMMONS (TLC)

We are always happy to see you in The Learning Commons (TLC). The TLC includes the Library Media Center, the Tutoring Center, and the Guided Study Hall. We are open 6:45 am to 3:30 pm, Monday through Thursday; 6:45 am to 3:00 pm on Friday. Our staff is ready to help you with all of the following:

- | | |
|-----------------------------|------------------------------------|
| Chromebook Repair | Peer Tutoring/Classroom Assistance |
| Chromebook Loaners | Using desktop Computers |
| Printing | Finding a good book to read |
| Help using databases | Poster Making |
| Make up Tests and Quizzes | BYOD |
| Recording for projects | Art supplies for projects |
| Help with research projects | A quiet place to study |

In TLC Guided Study Hall, students can get any assistance needed with school work. If you have study hall in a different location in the building and would like to join the Guided Study Hall, please see your Guidance Counselor in the Student Services Office.

Students who want to visit TLC during their study hall should get a pass from their classroom teacher. Students report directly to TLC, rather than going to study hall. Attendance will be taken in TLC and reported to your study hall. Your student ID is your library card. Lost cards may be replaced for a fee of \$3.00 and can be purchased in the Main Office.

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 Office. The occupant of each locker is solely responsible for the condition and contents of the locker. If a student’s locker has been damaged, the student should report the damage to the Attendance Office; otherwise, the student will be considered responsible.

Your locker is the property of the Jackson Local School District. It is on loan to you to use and respect. It may be inspected without notice. Any damage is subject to a fine. **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.

Lockers can be identified by the following example:

H1234 Letter (H) = Hall, 1st Number (1) = Floor, Next digits (234) = Locker number

LOST AND FOUND

Lost and found is located in the Attendance Office. All unclaimed items will be donated to a service organization at the end of each nine week grading period. Lost items must be properly identified through a school official in order to be claimed.

PARENT INVOLVEMENT

Please refer to the [district website](#).

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

Students in non-athletic extracurricular activities that violate the sections of the Student Code of Conduct related to tobacco, drugs, and/or alcohol may be subject to the same progression of consequences contained in the *Athletic Code of Conduct*, found on page 55. If a student is involved in more than one non-athletic extracurricular activity at the time the discipline is imposed, the discipline will be applied to all of the student's non-athletic extracurricular activities.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

SCHEDULE CHANGE POLICY

Registration for courses is a very 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-high school plans -- whether to enter college, seek employment, or pursue other opportunities.

Course selections should be firm. Students should consult with parents, teachers, and counselors before making final course decisions. The student and parent are encouraged to plan a realistic schedule so that changes will not be necessary.

Considerations should be:

- specific courses and number of credits for graduation
- prior success and failures
- special interests and aptitudes
- future college and career plans

The courses selected determine:

- how many sections are needed of that particular class
- the total overall master schedule
- staffing (the number of teachers needed)
- the number of textbooks needed

Schedule changes may be made only when absolutely necessary. During the scheduling process, February through June, ample opportunities are provided for students to take an active part in the selection of their courses. The master schedule is built by the course selections made by students for the following school year; therefore, it is critical that students and parents make the best and most accurate choices during the registration process.

Once school has begun in August, students must follow their schedule the first day of school prior to submitting a request to change their schedule. After the first day of school, a schedule change will only be considered for five (5) days unless the request is a response to a technical error or a student being academically misplaced.

Any student dropping a course after the first five (5) days of school or the first five (5) days of 2nd semester courses will receive a failing grade in that class for the year/semester and no credit for the course will be given.

No student will be permitted to add a course to his or her schedule after the first five days of each semester.

Possible Schedule Changes

1. If a student has no study halls in either the first or second semester due to computer placement of classes, a request to move a course from one semester to another would be considered if:
 - a) The course is offered in another semester
 - b) There are seats available in the new section
2. Any student who is tested during the year by the school psychologist and is recommended for a special program (Special Education) will have his or her schedule changed immediately to fit the prescribed needs of the individual.

No Schedule Changes

1. Moving a lunch period will not be granted unless there are extenuating circumstances.
2. **No teacher changes** will be considered unless the student is repeating a class that they have failed with the same teacher during a previous school year.

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 (including but not limited to vehicles, purses, book bags, gym bags, etc.), content of cell phones/electronic devices, or vehicles of a student, 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

For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary 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.

SENIOR PATIO

Seniors must sign out in their study hall before leaving for the senior patio. They must go directly to the senior patio and remain there for the entire period. Seniors may go to the patio to eat their lunch. If they are purchasing a school lunch to eat on the patio they should use a disposable tray. Students are expected to clean up the patio area before they leave. Students must re-enter the building through Door 1E. **All school rules apply.**

Students who abuse the senior patio for any reason may lose their privilege to use the senior patio.

STUDENT ID CARD

1. The Student ID Card serves as your official identification as a student at Jackson High School. Students are to carry their ID cards during school hours and at all school 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 Library Media Center and withdraw books or materials from the Library Media 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 Main Office.

STUDENT PUBLICATIONS

The school newspaper, literary magazine, and yearbook exist as vehicles for student expression, and all students are encouraged to express themselves through them. If a student chooses not to use this vehicle, alternative means of expression may be considered only with administrative approval and when appropriate guidelines are adhered to. 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 High School Student Services Department](#) is to provide support and resources for 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 obtain the pass for the appointment.

Appointments are made during the student's study hall time. If the student does not have a study hall he/she should inform the guidance secretary. The counselor will call the student at an appropriate time during the day. 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.

STUDENTS WITH DISABILITIES

The Americans 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 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 (IDEA), A.D.A. Section 504 and State law. Contact Kathy Brand at 330-830-8006 to inquire about evaluation procedures, programs, and services.

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 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.
5. Students are expected to follow all other school rules.

TEACHER WEBSITES and VOICEMAIL

Students and/or parents may view daily homework assignments using the teacher's website, POLARIS page, or by contacting the teacher through voicemail. To reach a teacher by voicemail, call 330-830-8100 and enter the [teacher's voicemail extension](#).

TELEPHONE USAGE

If an emergency arises, the student should get a pass from his/her teacher, report to the Attendance Office and use an office phone. Students are not permitted to leave school property without following the proper procedures in the Attendance Office (See *Early Dismissals*). Classroom telephones are not for student use. Students may use cell phones with staff permission.

TESTING AND ASSESSMENT

Please refer to the [district website](#).

TITLE I

Please refer to the [district website](#).

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 Transportation Department.

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 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 use speakers or any other device to play music other than headphones;
- 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.

Digitally Recorded Cameras on School Buses

The Board of Education has installed digitally recorded cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, then the recording 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.

VISITORS/GUESTS

Students are not permitted to bring outside visitors to school. Persons who do not attend Jackson but 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.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of 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 for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify their School Counselor and/or Administrator 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 parents' notice or request as long as all fines/fees have been paid and/or all school property has been returned.

WORK PERMIT

In general, no minor under eighteen years of age may be employed within the State of Ohio without having first obtained an appropriate legal age and school certificate (work permit), which may be obtained in the Student Services Office.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated and may result in consequences.

DISCIPLINE POLICIES AND PROCEDURES

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 refuse to sign discipline forms, whether detention, ADA, OSS, or other, must still serve the consequence. Signing the form only means that the student verifies that a copy will be given to him or her; it does not suggest agreement. Students who react inappropriately to a disciplinary action may receive an additional consequence.

AFTER-SCHOOL DETENTION RULES

1. Detentions are at 2:45 p.m. - 3:30 p.m. in a designated room. Detentions can be served in the morning at 6:50 a.m.
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 use of a cell phone 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.
10. Failure to comply with the rules will result in immediate removal and further disciplinary action.

EXTENDED DETENTION RULES

1. Students report by 2:45 p.m. to the Library/Learning Commons.
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. Talking or use of a cell phone is not permitted.
7. Students are not to be out of their seats for any reason unless authorized by the supervisor.
8. Failure to attend and/or comply with the rules of an Extended detention will result in immediate removal and further disciplinary action.
9. Proper school dress is required.

ALTERNATIVE DAY ASSIGNMENT (ADA) RULES

When placed in Alternative Day Assignment (ADA):

1. Report by 7:40 a.m. to the Attendance Office/ADA Room.
2. Students will have a 40 minute lunch break. Students will be given one break prior to and after lunch.
3. Assignments:
 - a. You must bring work to do that your classroom teachers have assigned; however, assignments can be delivered throughout the day.
 - b. You are responsible for all assignments given to you to complete during ADA.
 - c. It is your responsibility to return the completed work to each teacher.
 - d. Failure to work on your assignments may result in further consequences.
4. General Expectations:
 - a. No talking is permitted unless permission is given.
 - b. No sleeping or resting your head on the desk or on your arm.
 - c. Food is only permitted during the designated lunch time. Bottled water is permitted throughout the day.
 - d. Remain in your assigned seat unless permission is given.
 - e. Book bags and purses must be placed on the floor.
 - f. Electronic devices (i.e. phones, iPods, tablets, etc.) must be turned off and use is prohibited unless permission is given and it is for specific educational purposes.
 - g. All school rules apply while in ADA.
5. Failure to comply with the rules of ADA may result in further disciplinary action.
 - a. Removal from ADA may result in Out of School Suspension.

OUT-OF-SCHOOL SUSPENSION RULES

1. The student is not permitted on school property or at school-sponsored events.
2. The student may, per administrative discretion, have the opportunity to make up academic work missed during an out-of-school suspension if the student has no prior suspensions.
3. You have 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.

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 extracurricular 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 extracurricular activities or from the school premises.
2. A teacher may remove the pupil from curricular or extracurricular activities under his/her supervision, but not from the school premises altogether.
3. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal as soon as practicable 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, extended detention, loss of privileges including participation in the Graduation ceremony, and/or 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.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student 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 including participation in the Graduation ceremony, restitution, Alternative Day Assignment (ADA), suspension, expulsion or possible legal action/prosecution:

1. Unexcused absence from school.
2. Unexcused absences (cutting) from a class or classes.
3. Unexcused absence from a regularly scheduled activity.
4. Unexcused tardiness to school and/or class.
5. Violation of automobile driving-school bus transportation regulations.
6. Smoking or possession of tobacco, tobacco products, electronic (vapor) cigarettes, nicotine products or tobacco paraphernalia on property owned by the Board of Education.
7. 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.
8. Use, possession or distribution of mind-altering paraphernalia.
9. Possession of weapons or "look-alike" weapons or any type of self-protection devices (mace, pepper spray) on school property.
10. Possession of, or igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor.
11. Fighting/ aggression/inappropriate physical contact.
12. Use of abusive language: including, but not limited to the use of racial or religious remarks.
13. Physical reaction to a teacher and/or other school employees (striking, kicking, pushing or threatening with fists or weapon).
14. Verbal disrespect, defiance, insubordination, obscene gestures, or threatening a teacher and/or other school employee.
15. Theft of or possession of stolen property.
16. Damage to, vandalism of, and/or misuse of school or private property.
17. Dress code violation.
18. Missing assigned detention and/or suspension.
19. Falsely representing or attempting to falsely represent any information given to school officials, or use the name of another person to commit libel or slander.
20. Gambling and/or card playing of any kind.
21. Publication, distribution and/or possession of any material not approved by the school administration.
22. Obstruction of justice -- lack of cooperation with school officials, failure to tell the truth.
23. Harassment/Bullying/Cyber-bullying/Intolerance/Dating Violence/Endangering of others.
24. Hazing or initiation of students.
25. Failure to comply with the rules and regulations of an extracurricular activity, and or classroom policy and procedures.
26. Public display of affection.
27. Outside of school building/off school property unauthorized.
28. Plagiarism/Cheating or the appearance of cheating.
29. Profanity, indecent or obscene language, gestures, and/or images.
30. Failure to comply with Jackson's computer/technology policy.
31. Threats of violence, assault, inciting panic, real or symbolic intimidation.
32. 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.
33. Aiding and abetting violations of school rules (assisting others in the violation of any school rule).
34. Disruption of the educational environment.
35. Repeated and/or multiple violations of School Code of Conduct.
36. Students failing to comply with disciplinary penalties.
37. General/Gross misconduct, failure to comply with reasonable rules and regulations, and/or insubordination.

ADMINISTRATIVE DISCRETION

The school administration has the ultimate authority in all student conduct code violations and reserves the right for discretionary deviation from the aforementioned policy.

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 regards to drugs/alcohol use, abuse and dependency.

The Jackson Local Board of Education further recognizes the dangers and harmful effects of true "look-alike drugs", "over-the-counter drugs" and any other 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 drug and alcohol awareness sessions as they become available.
 - b. Compliance with the recommendations of an approved community agency.
 - c. Other such alternatives deemed appropriate.

Second Offense:

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

Cumulative Offenses:

Alcohol/Drug related offenses are cumulative for students in grades 9-12. A student's record will carry over from year to year (grades 9-12) and consequences will be administered accordingly.

STUDENT/PARENT NOTIFICATION

At the beginning of each school year, the student chemical use 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 insure 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 High School Attendance Office by the parent/guardian of the student.

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 (Attendance Office).
2. Written request must be obtained from the physician and the parent/guardian (Stark County School forms are available in the Attendance Office/or online) 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 or those staff members that have completed the medication administration training by licensed School Nurse are authorized to distribute only oral medications, unless an emergency situation exists (such as a rare anaphylactic reaction).
9. Office personnel are not authorized to administer medications such as ear drops or eye drops.
10. It is solely the responsibility of the individual student to report to the clinic at the proper time to take his/her medication.
11. Inhalers and epipens are permitted to be carried by the student as long as written permission is provided by a doctor and on file in the Attendance Office.
12. Proper forms can be obtained in the Attendance Office or on the [district website/forms and document/health forms pages](#).

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 (Attendance Office).
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 Attendance Office. 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 or those staff members that have completed the medication administration training by licensed School Nurse 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

TRIPS/SCHOOL-SANCTIONED ACTIVITIES

All prescription medications must have a physician's order on file to allow dispensing of medication by staff. All over the counter medications must have a parent sign the over the counter medication form on file in the Attendance Office to allow dispensing of medication by staff. Medications and orders should be given to the advisors for dispensing during the duration of the trip/activity, or unless otherwise directed to self administer by your child's physician.

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 High 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 High 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 which 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 which indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates.

OF 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 which 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 which 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 subjects carried the preceding grading period in which the student was enrolled. All students are required to be enrolled in at least five (5) academic/career and technical credits each semester. Physical Education, Reading/Resource (Wilson Reading), and Yearbook do not count toward a student's athletic eligibility. It is the student's responsibility to see that this requirement is met. The student's failure to meet the eligibility requirements will result in denial of athletic participation in the next nine-week grading period.

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.

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. A student-athlete's 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 was 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 (OHSAA) 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 print and sign the Participation Packet which can be found under "Athletics" on the Jackson Local School District website. All forms must be properly signed and turned into the head coach prior to participating in the first practice.

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 that 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 that self-report will be permitted to participate in their sport provided they obtain a professional assessment (at the student-athlete's expense) and attend drug and alcohol awareness sessions as deemed appropriate 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 high 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 that **does not** report his/her violation of the Athletic Code of Conduct may have a loss of participation of twenty percent (20%) of interscholastic contests in the 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 student's expense) and attend drug and alcohol awareness sessions as deemed appropriate 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 drug and alcohol awareness sessions 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 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 regards to drug, alcohol, and tobacco concerns.
4. Complete 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, time and location of the test. Failure to be tested on the date specified will be considered a failed test.
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 (OHSAA) 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 4 full class periods.

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 a part of the Jackson High School Student Handbook and exists as guidelines. The Superintendent and/or designee reserve the right to amend and/or deviate from these guidelines as they deem appropriate.