

**\*This is a dynamic document that may change as new State and Federal guidelines are released.**

**Revision date: 6/7/2022**

**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 | <a href="http://jackson.stark.k12.oh.us">http://jackson.stark.k12.oh.us</a> |

|                |
|----------------|
| Administration |
|----------------|

|                  |                        |           |
|------------------|------------------------|-----------|
| Matt Ziders      | Principal              | Ext. 1402 |
| Donna Jeffers    | Asst. Principal A- GRA | Ext. 1407 |
| Joe Knopick      | Asst. Principal GRB-OI | Ext. 1424 |
| Christine Adolph | Asst. Principal OJ-Z   | Ext. 1406 |
| Jeff Kracker     | Athletic Director      | Ext. 1404 |

|            |
|------------|
| Counselors |
|------------|

|                 |           |           |
|-----------------|-----------|-----------|
| Monica Buehler  | A – COL   | Ext. 1414 |
| Baylee Ralls    | COM – GRA | Ext. 1423 |
| Jackie Pitzo    | GRB – LA  | Ext. 1412 |
| Desiree Lopez   | LB –OI    | Ext. 1425 |
| Julie Prato     | OJ – SNY  | Ext. 1413 |
| Courtney Vigers | SNZ – Z   | Ext. 1410 |

|              |
|--------------|
| School Staff |
|--------------|

|             |              |           |
|-------------|--------------|-----------|
| Lori Fisher | School Nurse | Ext. 1415 |
|-------------|--------------|-----------|

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

Chris DiLoreto, Superintendent  
Barry Mason, Assistant Superintendent  
Bryan Haas, Treasurer  
Monica Myers, Director of Curriculum, Instruction, and Assessment  
Becky Gribble, Elementary and Gifted Coordinator  
Kathy Brand, Director of Special Education  
Harley Neftzer, Building and Grounds Supervisor  
Marsha Escola, Director of Food Service  
William Weirtz, Director of Transportation  
Janet Thompson, Director of Technology  
Todd Porter, Director of Communications

**Board of Education Members**  
Christopher Goff, Esq., President  
Tonya Wright, Vice President  
Scott Gindlesberger  
Thomas Winkhart, Esq  
Lia Jones, J.D

**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 21<sup>st</sup> 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.

This Handbook applies to all students

- On school grounds before, during and after school hours;
- At any other time when the school is being used by a school group;
- Off school grounds at a school activity, function or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
- Whenever a student represents his or her school; and
- At all times whenever a student's conduct has an impact on educational operations related to school or school activities.

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



# **STUDENT RIGHTS**

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## **ALL STUDENTS HAVE THE RIGHT TO...**

- **An education and the right to learn.**
- **To be treated politely, fairly, and respectfully.**
- **Bring complaints or concerns to school Administration or staff.**
- **Be told in person and in writing the reason for any disciplinary decisions.**
- **Tell your side of the story.**
- **Feel safe at school without fear or worry.**





# **STUDENT RESPONSIBILITIES**

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**ALL STUDENTS HAVE THE  
RESPONSIBILITY TO...**

- **Attend school daily, be prepared for class, and to complete assignments.**
- **Help create a safe learning environment by holding classmates accountable with positive peer pressure.**
- **Respect yourself, others, teachers, administrators, and visitors to the building.**
- **Know and follow school rules and instructions.**
- **Accept responsibility for your actions.**



# Jackson Local Schools Student Calendar 2022-2023

| AUGUST 2022 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | Sa |
|             | 1  | 2  | 3  | 4  | 5  | 6  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |
| 28          | 29 | 30 | 31 |    |    |    |

| SEPTEMBER 2022 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | Sa |
|                |    |    |    |    | 1  | 2  |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 |
| 25             | 26 | 27 | 28 | 29 | 30 |    |

| OCTOBER 2022 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | Sa |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

| NOVEMBER 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | Sa |
|               |    |    | 1  | 2  | 3  | 4  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

| DECEMBER 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | Sa |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 | 31 |

| JANUARY 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | Sa |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

- AUGUST**
- 10 Gr 6/New Student Orientation, 6-8:00 pm
  - 10 Gr 9/New Student Orientation A-L, 7-8:00 pm
  - 11 Gr 9/New Student Orientation M-Z, 7-8:00 pm
  - 11 Open House - All Elementaries, 4:30-6:30 pm
  - 16 1st Day for Students (K-12)
  - 17 Open House - JMMS, Last Name A-M, 6:00-7:00 pm
  - Last Name N-Z, 7:00-8:00 pm
  - 24 Open House - High School, 5:00-7:00 pm

- SEPTEMBER**
- 2 Professional Development Day - No School (K-12)
  - 5 Labor Day - No School (K-12)

- OCTOBER**
- 4 Parent Conferences (K-5) 4:00-8:00 pm
  - 4 Parent Conferences (Gr 6-12) 4:00-7:00 pm
  - 6 Parent Conferences (K-5) 4:00-8:00 pm
  - 7 Professional Development Day - No School (K-12)
  - 10 Columbus Day - No School (K-12)
  - 12 Parent Conferences (K-5) 4:00-8:00 pm
  - 12 Parent Conferences (Gr 6-12) 4:00-7:00 pm
  - 21 End of 1st Marking Period - 45 Days

- NOVEMBER**
- 23 Thanksgiving Break Begins
  - 29 Classes Resume

- DECEMBER**
- 21 Winter Break Begins

- JANUARY**
- 4 Classes Resume
  - 12 End of 2nd Marking Period - 45 Days
  - 13 Professional Development Day - No School (K-12)
  - 16 Martin Luther King, Jr. Day - No School (K-12)

- FEBRUARY**
- 16 Parent Conferences (K-12) 4:00-7:00 pm
  - 17 Professional Development Day - No School (K-12)
  - 20 Presidents' Day - No School (K-12)
  - 23 Parent Conferences (K-12) 4:00-7:00 pm

- MARCH**
- 17 End of 3rd Marking Period - 42 Days
  - 20 Spring Break Begins
  - 27 Classes Resume

- APRIL**
- 7 K-12 Conference Exchange - No School (K-12)

- MAY**
- 25 Last Day for Students & Staff
  - 25 End of 4th Marking Period - 43 Days
  - 29 Memorial Day

| FEBRUARY 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | Sa |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 |    |    |    |    |

| MARCH 2023 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | Sa |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 | 31 |    |

| APRIL 2023 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | Sa |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         |    |    |    |    |    |    |

| MAY 2023 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | Sa |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 |    |    |    |

| JUNE 2023 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | Sa |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 |    |

|  |                              |
|--|------------------------------|
|  | First and Last Student Day   |
|  | Professional Development Day |
|  | No School (K-12)             |
|  | K-12 Conference Exchange Day |

## 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:*

| <b>PROBLEM</b>                              | <b>PROBLEM-SOLVER</b>                                                                                     |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Assemblies                                  | Attendance/Main Office                                                                                    |
| Athletics                                   | Athletic Director (Main Office)                                                                           |
| Attendance                                  | Classroom Teacher/Attendance Office                                                                       |
| Bus Concerns                                | Attendance Office                                                                                         |
| Career and Technical Information            | Career Tech Office (F Hallway) or Student Services                                                        |
| Chromebook (school issued)                  | TLC/Library                                                                                               |
| Class Schedule                              | Counselor                                                                                                 |
| College Information                         | Counselor                                                                                                 |
| 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 | Counselor, 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                          | Counselor                                                                                                 |
| Stolen Property                             | Classroom Teachers, Assistant Principals, Coaches, Athletic Director                                      |
| Student ID Cards                            | Student Services                                                                                          |
| 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   |

### Homeroom

| Period   | Time        |
|----------|-------------|
| 0        | 6:50-7:35   |
| 1        | 7:40-8:24   |
| 2        | 8:29-9:12   |
| 3        | 9:17-10:00  |
| Homeroom | 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   |

### Homeroom A

| Period   | Time        |
|----------|-------------|
| 0        | 6:50-7:35   |
| 1        | 7:40-8:28   |
| 2        | 8:33-9:19   |
| 3        | 9:24-10:10  |
| Homeroom | 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 | 7:40-9:50   |
| 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   |

### Homeroom 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  |
| Homeroom | 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. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Board’s policies and the School’s rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the District’s website. 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 WaaG/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, but not limited to:

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. When students are absent for vacation, it is the student's responsibility to check with teachers and complete assignments prior to returning from vacation.
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, but are not limited to:

- 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 a 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](mailto: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](mailto:mmm3jc@jackson.sparcc.org)

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

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 scan their ID badge; this will be done on a 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.

## **CAREER ADVISING**

As prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy, Jackson Local Schools provides career counseling for students in grades 6-12 through the use of Naviance. Naviance is a comprehensive college, career, and life readiness solution that helps districts and schools align student strengths and interests to postsecondary goals, improving student outcomes and connecting learning to life.

## **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. Co-curricular activities are activities that serve as an extension of an academic course, such as, but not limited to JAGS, JSA, Band, Choir, ect. 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. In these situations, the academic event should take priority. 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. Staff will make all efforts to avoid such conflicts and work through them when they arise.

## **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)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under

the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

### ***ONE-TO-ONE INITIATIVE***



### **Jackson Local School District Chromebook Care**

#### **Overview**

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

#### **Device Purpose**

The Jackson Local School District (JLSD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. An effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. Students need to be proficient and safe users of information, media, and technology to succeed in a digital

world. Therefore, the JLSD will use electronic resources accessed on Chromebooks and other digital devices as powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the JLSD's goal to provide students with rich and ample opportunities to use technology for learning in schools just as individuals in workplaces and other real-life settings use these tools. Use of devices at school and at home enables educators and students to access digital curriculum, communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives. It is the policy of the JLSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

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

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

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

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

**Parent / Guardian Responsibilities**

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

outlined below.

#### **Limitation of Liability**

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

#### **Accept Liability**

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

#### **Monitor Student Use**

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

#### **Suggestions**

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

#### **Device Rules and Guidelines**

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

#### **Security Reminders**

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

#### **Appropriate Content**

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

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

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

#### **External Drives**

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

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

### **General Care**

- Vents should remain uncovered.
- Clean the screen with a soft, dry microfiber cloth.
- Never clean an electronic device with water.
- Do not place drawings, stickers, labels, or any other forms of personalization on the device.
- 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 21<sup>st</sup> Century tool and to develop 21<sup>st</sup> Century communication skills.

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

- Recording videos or taking pictures to include in a project.

- Recording yourself giving a speech and watching it for practice and improvement.

### **Printing**

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

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

### **Desktop Backgrounds and Screensavers**

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

### **Copyright and Plagiarism**

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

### **Technology Discipline**

#### **School-Based Discipline**

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

#### **Compliance Checks**

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

#### **Exporting Google Account Data**

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

#### **Chromebook Operating System**

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

#### **Online Tools and Resources**

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

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

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

#### **Chromebook Security**

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

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

### **Internet Filtering at School**

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

### **Internet Filtering at Home**

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

### **Chromebook Identification**

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

### **Account Security**

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

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

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

### **Repairs**

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

### **Loaner Devices**

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

### **Accidental Damage or Negligence**

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

### **Lost Equipment**

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

### **Financial Responsibility**

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

### **Return Procedures**

All district-owned property must be returned, including Chromebooks and accompanying accessories. Students leaving the



JLSD in the middle of the year must bring equipment to the LMC prior to leaving the district.

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

*This publication is an adapted version of the ["One-to-One Handbook"](#) by Kent School District,  
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## **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 blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

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

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

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

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the

student's blood tested for Hepatitis B and HIV either by his/her physician or local Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

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

### **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, Intervention Resource, 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 so 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 **or other location as directed by an administrator.**
- 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 the 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. Inappropriate and/or extreme accessories are not permitted.
3. Items which obscure your identity such as hats, bandanas worn to cover the entire head, sunglasses, hoods on hooded apparel and headwear are not permitted to be worn in the building during the school day. Facial coverings, worn for health purposes and head coverings for religious purposes are permissible.

## **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, but not limited to 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 buses, 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. Random searches may include the assistance of dogs trained to detect the presence of drugs. 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.

## **ENROLLMENT**

Anyone wishing to enroll a student at Jackson High School should refer to the [district website](#) for policies and procedures.

## **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.

## **EXPECTATIONS FOR STUDENT LEADERS**

The administration may remove a student from a leadership position in the school for engaging in behavior that is unbecoming of a leader, violating the student code of conduct, or engaging in illegal behavior.

## **FACE COVERING POLICY**

Protective Facial Coverings During Pandemic/Epidemic Events 8450.01

During times of elevated communicable disease community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board plans/resolution(s) in alignment with public health officials and/or in accordance with government edicts and including any Pandemic Plan developed by the District's Pandemic Response Team under Policy 8420.

## **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 as well as access and complete this [form](#).

## **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**

Students are not permitted to carry food and/or drinks out of the cafeteria/commons and/or locker rooms. This is in accordance with Stark County Health Department regulations and in order to protect students with allergies and maintain cleanliness.

Therefore, no food or beverages are permitted in classrooms or the hallways unless administrative permission is given. Water in a clear plastic container is acceptable.

## **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 support 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 two weeks 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*

|                  |                  |             |                  |                  |             |             |
|------------------|------------------|-------------|------------------|------------------|-------------|-------------|
| <u>1st 9-wks</u> | <u>2nd 9-wks</u> | <u>Exam</u> | <u>3rd 9-wks</u> | <u>4th 9-wks</u> | <u>Exam</u> |             |
| 2 x              | 2 x              | 1           | 2 x              | 2 x              | 1           | = 10 grades |

### *SEMESTER COURSE*

|                  |                  |             |            |
|------------------|------------------|-------------|------------|
| <u>1st 9 wks</u> | <u>2nd 9-wks</u> | <u>Exam</u> |            |
| 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 the 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.

### **NATIONAL DANCE HONOR SOCIETY**

The National Dance Honor Society for Dance Arts is a national program of the National Dance Educational Organization to recognize outstanding merit, leadership and academic achievement in students studying dance in a secondary school. The National Dance Honor Society has maintained a chapter at Jackson High School since 2015.

The goals of the National Dance Honor Society for Dance Arts are to:

Promote a desire for life-long learning in the field of dance.

To encourage an understanding of, and an appreciation for dance as an art form and develop knowledgeable audiences for tomorrow.

To identify honor students in grades 10, 11, and 12 for nomination to the NDEO Artistic Merit, Leadership and Academic Achievement Award-the highest honor program for dance in the United States.

Eligibility Criteria for Induction:

To be considered for nomination into the National Dance Honor Society, a Jackson School for the Arts student must:

- Accumulate 30 points awarded for dance activities: classes, rehearsals, performances, research, workshops and community service.
- Have a minimum GPA of 3.4.
- Complete the application by the deadline.
- Been a member of JSA Dance for two years.

### *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 or AP Spanish Language and Culture class or AP Spanish Literature and Culture (or have 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, AP Spanish Language and Culture and AP Spanish Literature 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/or 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
- 

### **SOCIÉTÉ HONORAIRE DE FRANÇAIS**

#### Mission Statement/Purpose:

The Société Honoraire de Français provides an opportunity to recognize outstanding scholarship in the study of the French Language through selection for membership, the placement of a special seal on the graduate's diploma, the wearing of a tri-colored cord at graduation, and the right to wear the official emblem or pin of the honor society.

Secondly, The Société Honoraire de Français provides a vehicle for focusing activities around the French Language and Culture and also for encouraging member participation in annual service projects within our community and abroad.

In addition, there is the opportunity for the students to experience leadership opportunities by assisting in directing the initiation ceremony and by leading other chapter events.

Expectations and Requirements of **SOCIÉTÉ HONORAIRE DE FRANÇAIS** members are drawn from the constitution and bylaws of the national **SOCIÉTÉ HONORAIRE DE FRANÇAIS**. In summary, they are:

- Enrollment and completion of the French class for which you qualify
- Attendance at the induction ceremony in November
- Participation in French Club
- Leadership role in French Club
- Maintenance of a 90% cumulative average in French classes
- Maintenance of an 80% cumulative semester average in all classes
- Participation in **Société Honoraire de Français** meetings and activities
- Attendance at next year's induction ceremony of new members
- Participation in the National French Examination when offered
- Maintenance of a behavioral record free from suspensions, academic dishonesty, and/or a pattern of inappropriate behavior
- Meet all deadlines and pay the required one time fee which will cover induction supplies and graduation cords.
- Fulfillment of the yearly service and language requirements.

During September of each school year, French III, IV and AP students who are enrolled in a French class at Jackson High School, are current members of the French Club, and who meet the academic requirements are invited to apply for membership in the *Société Honoraire de Français*. Students are given an information packet and an application. After the application deadline the selection committee of two teachers and one administrator will select the new members. Tapping of the new members will take place during the school day and a formal ceremony will follow. At the Induction ceremony (in November), new inductees will be given an award certificate, a pin, and a membership card.

Seniors will wear blue, white and red cords at graduation. Once inducted, members must engage in required service hours and committee activities from each of the following categories: Academic Commitment, Community Commitment, and Global Commitment.

The sponsor of the *Société Honoraire de Français* is empowered to revoke a student's membership, based on requirements stated in the local SHF chapter constitution, bylaws or school policies, for failure to maintain a high scholastic average, behavior inappropriate to an honor society, lack of participation in *Société Honoraire de Français* activities, insufficient service hours, failure to attend the induction ceremony, etc.

## **THESPIAN HONOR SOCIETY**

The International Thespian Society (ITS) is the honor society for secondary school theatre students. Membership is granted for the performance of meritorious work in theatre arts.

### **PROSPECTIVE THESPIANS:**

- Participated in a minimum of two high school productions (cast or crew)
- Earned 10 points from the level of your participation in the shows (see thespian point chart on drama club website)
- Additional points can be awarded for outside productions but do not count towards your initial 10 points for membership
- Paid member of Drama Club (\$5 paid each year)

*If selected to be inducted into Thespians, you must also pay \$35 for your entry fee*

*(includes, honor cord, membership pin, certificate and subscription to Dramatics Magazine)*

#### INDUCTED THESPIANS:

- Attend a minimum of 4 meetings each year
- Participate in a minimum of one JHS Theatre production each year
- Attend Play in a Day/Thespian Induction each year
- Participate in our annual Thespian service activity (Trick or Treat so Kids Can Eat)
- Pay annual \$5 dues
- Submit all new acting roles and crew positions to Mrs. Rissler (each spring)

#### *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, mumps, chicken pox, meningitis 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              | • Three (3) doses of Hepatitis B              |
| Four (4) doses of Polio                 | • One (1) dose of TDaP (7th to 12th grade)    |
| Two (2) doses of MMR                    | • One (1) dose of Meningococcal (7th Grade)   |
| Two (2) doses of Varicella (ChickenPox) | • Two (2) doses of Meningococcal (12th grade) |

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

## **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

## **INTERROGATION OF STUDENTS**

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's study hall period, if at all possible.

### **Investigation of Child Abuse/Neglect by a Public Children's Services Agency or Law Enforcement Agency**

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy 8462.

At the request of the building administrator, an official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency should contact the student during non-school hours and investigate the matter off school property, if at all possible, unless the alleged child abuse took place on school property and/or involves an emergency situation.

If the student (or a member of his/her family) is the subject of a child abuse/neglect investigation, or the student is being interviewed regarding alleged child abuse that took place on school property or involves an emergency, the building administrator shall attempt to contact the parent prior to questioning, and s/he will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

### **Investigations of Violations of Law by Law Enforcement Agencies**

Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

### **Notification and Release of Records**

Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations should be documented diligently.

When an authorized law enforcement officer or public children's services agency removes a student, the building administrator shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or public children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court order. (See Board Policy 8330).

### **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 issues                        |
| 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 and report directly to TLC**, rather than going to study hall. Your student ID is also your library card. Please see Mrs. Hawkins in Student Services if you lose your ID.

### **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, 1<sup>st</sup> 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 in the school, 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.

## **SAFETY AND SECURITY**

- A. Upon arrival at school, all visitors must report to the office, present a state-issued identification card, sign in, and obtain a visitor badge.
- B. All visitors are given and required to wear a building pass when they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or an administrator any suspicious behavior or situation that makes them uncomfortable.
- E. Our school building is locked during school hours.
- F. Portions of the building that will not be needed after the regular school day are closed off.
- G. All district employees and students are to wear photo identification badges while in the district schools and offices or on District property.

## **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 2<sup>nd</sup> 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.

### **SCHOOL RESOURCE OFFICER**

The purpose of the District's School Resource Officer Program is to promote safe, orderly and secure learning environments for students through the activities of law enforcement, fostering a positive school climate, and education. The duties of the School Resource Officer (SRO) are primarily to promote school safety during the school day, to conduct law enforcement activities, to deliver education and collaboration with students and staff, to serve as a positive role model, and to assist in crime prevention and safety consulting. All duties shall be consistent with Federal and State laws, regulations, and police department policies and procedures. The role of the SRO is not to enforce discipline or punish students for violations of the student code of conduct, nor will an SRO be assigned to perform any educational duties in lieu of a certified educator.

### **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. All students and/or visitors entering school buildings or school related functions are subject to a handheld metal detector search of their person and their bags and parcels.

### **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 BADGES**

1. The Student ID Card serves as your official identification as a student at Jackson High School. Students are to wear their ID badge and the school provided lanyard around their neck, above the waist, and visible from the front during school hours and at all school events.
2. The Student ID Card is necessary to enter the Library Media Center (TLC), withdraw books or materials from the Library Media Center, and will be used when purchasing lunch.
3. Lending or giving this card to others is prohibited.
4. The first replacement is free. Any subsequent replacements will carry a charge of \$8.00. Replacement cards can be acquired in the Student Services 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 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 using the calendly links. These links can be found on the student services web page. Students can use the calendar invitation that they will receive in their email as a pass to show their teacher if they made the appointment during a class period.

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

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

### **STUDENT VALUABLES**

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

### **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 rule

### **TEACHER WEBSITES and VOICEMAIL**

Students and/or parents may view daily homework assignments using the teacher's POLARIS page. For further questions regarding any work contact 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 or their personal cell 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](#).

### **TITLE IX**

The Board of the Jackson Local School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

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

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at <http://jackson.stark.k12.oh.us>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

## **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;
- Scan your student ID card;
- 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 other devices 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;
- Scan your student ID card;
- 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 he/she 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 but not limited to 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. Possessing, using, transmitting, concealing, or showing evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia is a violation of this Code of Conduct 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: such as but not limited 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 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, Chromebooks, 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 possessing, using, transmitting, concealing, or showing evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia is a violation of this Code of Conduct on school property or at any school-sanctioned 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.

### **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. Placement into and completion of a series of drug and alcohol awareness course work.
5. Administrative review may result in additional supports:
  - a. Compliance with the recommendations of an approved community agency.
  - b. 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.

### **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.

### **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.

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

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

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

All prescription medications 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 requests 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 a 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:**

School personnel may not administer any medication which has not been prescribed by a physician. This includes all over-the-counter medications, such as aspirin, Tylenol, cough drops, etc.

At Jackson High School, students are permitted to carry and self-administer over the counter/non-prescription medications, with parent permission documentation on Jackson Local Schools first day forms. Over the counter/non-prescription medication will NOT be kept in the school office nor dispensed by school staff. Students shall not distribute over-the-counter medication to other students and may receive school consequences for doing so.

#### **TRIPS/SCHOOL-SANCTIONED ACTIVITIES**

All prescription medications must have a physician's order on file to allow dispensing of medication by trained 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. Advisors 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).

**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 field of play prior to, during and after the contest. Anyone who goes onto the field of play prior to, during and after 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, Intervention Resource, and Yearbook do not count toward a student's athletic eligibility. It is the student's responsibility to see that this requirement is met. In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 1.0 grade point average and may have received a failing grade in a course for the grading period previous to the one in which s/he wishes to participate. 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 law enforcement. 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 for 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/NICOTINE-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/nicotine-related products, or tobacco paraphernalia.

### ***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 complete substance abuse 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 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.) Student-athletes must also complete substance abuse awareness sessions as deemed appropriate by the school

### **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 their 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.

## SOCIAL MEDIA POLICY

Playing, competing, and representing Jackson High School (JHS) is a privilege. Student leaders and student-athletes at JHS are held in the highest regard and are seen as role models in the community. Student leaders and athletes have the responsibility to portray their team, their school and themselves in a positive manner at all times. Texting, Facebook, Twitter, Instagram, Snapchat and other social media sites have increased in popularity globally, and are used by the majority of student leaders/student-athletes at JHS. Student leaders and student-athletes should be aware that third parties - - including the media, faculty, future employers and school officials - - could easily access social media profiles and view all personal information. This includes all pictures, videos, comments, posts, and posters. Inappropriate material found by third parties affects the perception of the student leaders and student-athletes, JHS athletics, and the school. This can also be detrimental to a student leader and student-athlete's future scholarship and employment options, whether in sports or in other industries.

Students may not engage in inappropriate, harassing, demeaning, threatening or offensive behaviors while participating in online communities. Examples may include, but are not limited to, depictions or presentations of the following:

1. Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity as well as any acts of violence (examples: derogatory comments regarding another school; taunting comments aimed at a student, coach or team at another institution and derogatory comments against race, sexual orientation and/or gender).
2. No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
3. Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
4. Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
5. Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
6. Content online that would constitute a violation of team, school, and league rules (examples: posting negative comments publicly about a coach, teacher, classmate, athletic opponent, official, staff member, and school employees.)
7. Information that is sensitive or personal in nature or is proprietary to the JHS athletic program or the school, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

The Administration, Athletic Director, and Head Coach have the ability to impose probation, denial of participation, or removal of a student from the team on the first inappropriate action.

*This publication is an adapted version of the Social Media Policy and Guideline for Student Leaders and Student-Athletes FROM THE LOGAN HIGH SCHOOL MEMORANDUM, POLICIES & PROCEDURES by Logan School District.*

**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.**