

**JACKSON ELEMENTARY  
SCHOOLS**

**2020-2021**

**PARENT/STUDENT HANDBOOK**

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 Through-out the school year



# Parent/Student Handbook

for the

## Jackson Elementary Schools

Welcome to the Jackson Elementary Schools. All of the members of the staff are pleased to have your child as a student and will do our best to help make this experience productive and successful.

Phil Howard, Superintendent 286-6442  
Northview School 286-2390  
Southview School 286-1831  
Westview School 286-2790

Adopted by Jackson City Board of Education: **June 23, 2020**

## Jackson City Schools 2020-2021 Calendar

JULY '20	<p><b>4</b> Independence Day</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				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								
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AUGUST '20	<p>14 New Teacher Orientation 17 In-Service – All Teachers 18 In-Services – All Teachers <b>19 First Day for Students</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							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					
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SEPTEMBER '20	<p>7 Labor Day – NS 23 Apple Festival - NS</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			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										
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OCTOBER '20	<p>16 End of First 9 weeks (41 Days) 26 PT – all buildings 27 PT – JMS/JHS 29 PT – Elementary</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					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							
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NOVEMBER '20	<p>25-27 Thanksgiving Break - NS 30 Compensatory Day for P/T Conferences - NS</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	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												
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DECEMBER '20	<p><b>18</b> Last Day for Students <b>21</b> Winter Break (Dec. 21- January 1)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			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									
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JANUARY '21	<p>4 Classes Resume 8 End of 2<sup>nd</sup> 9 weeks (46 days) 18 M.L. King Day - NS</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						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						
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FEBRUARY '21	<p>15 Presidents' Day - NS</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		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													
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MARCH '21	<p>19 End of 3<sup>rd</sup> 9 weeks (48 Days)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		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										
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APRIL '21	<p>02 Spring Break (April 2 – April 9) 12 Classes resume</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					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								
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MAY '21	<p>28 End of 4<sup>th</sup> 9 weeks (44 days) 28 Commencement <b>28 Last Day for Students</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							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					
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## **FORWARD**

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **June 23, 2020**. If any of the policies or administrative guidelines referenced herein is revised after **June 23, 2020** the language in the most current policy or administrative guideline prevails.

## **VISION OF THE SCHOOL**

Our vision for Jackson City Schools is to be the standard by which educational excellence is measured.

## **MISSION OF THE SCHOOL**

We, in partnership with the community, home, and students, work as a team to identify and meet the needs of all students.

## **EQUAL EDUCATION OPPORTUNITY**

This district provides an equal education opportunity for all students.

Any person, who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin, has the right to file a complaint. Complaints and/or questions should be directed to the School District Compliance Officer.



## SCHOOL DAY

The student school day in the Jackson City Schools is from 8:10 a.m. to 2:30 p.m. A staff member is on duty at 8:10 a.m. to supervise the students who arrive by bus and those who arrive by car. STUDENTS WILL NOT BE ALLOWED TO ARRIVE EARLIER THAN 8:10 UNLESS THEY ARE ENROLLED IN THE LATCHKEY PROGRAM. There will be no other supervision as all staff members will be involved in preparation activities. When the 8:10 a.m. bell rings, students are to enter the building and proceed to the cafeteria for breakfast or to their classroom.

Recess times will be at the discretion of the building principal.

Students will be dismissed by teachers through the doors they are assigned at the end of the day at 2:30 p.m. Parents are asked to wait outside the building to avoid confusion and congestion in the hallways.

For the safety of the children being picked up after school the following practices are to be observed.

1. No student will be permitted to cross the street in front of any vehicle unless accompanied by an adult. This means that parents who park on the opposite side of the street will need to meet their child on school property and cross the street with their child.
2. The yellow curb area from the cross walk by the staff parking area to the bus loading sign must be kept clear for the late buses and students crossing at the crosswalk.
3. Students not picked up by 2:45 will be handled in the following manner. Calls will be made to those listed on the child's contact sheet. Should contact not be able to be made, the child may be taken to the Jackson City Police or the Jackson County Sheriff by 4:00pm.

## STUDENT RESPONSIBILITIES

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

Students are to arrive at school on time prepared to learn and participate. It is **the parent's responsibility** that the child arrives on time. If, for some reason, this is not possible, the student should seek help from the School Resource Officer.

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

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

## **INJURY AND ILLNESS**

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.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **APPEARANCE AND DRESS**

Since a person's dress basically influences attitudes and behavior, students are expected to appear at school neat, clean, and properly dressed. Facial piercing is prohibited; this includes tongue piercing. Hair paint or colors that are not natural are prohibited. Tops and shirts that cannot be tucked in all the way around, tank tops, mesh material, spaghetti strap tops, short shorts, and other inappropriate clothing are not permitted. Shorts or skirts that do not reach the bottom of the middle finger of the hands when the arms are held straight down are prohibited. Pajamas are not to be worn at school. Clothing that contains advertisement, symbols, words, slogans, patches, or pictures that are sexually suggestive, drug or alcohol related, obscene or profane language, or that express negative attitudes are not permitted. Clothing with holes, rips, or visible underwear is prohibited, as well as pants must be worn at the waist. In the event the administration finds a student's attire inappropriate, the student will be sent home to change and then may return to school. Outdoor recess will be held on days that it is not raining or snowing and the air chill factor is above 25 degrees. Please make sure your child is dressed appropriately.

Improper clothing and shoes can cause serious accidents. Dress clothing should be restricted and proper shoes are a must. All shoes must have a back on them. Parents should have children wear tennis shoes to school.

## **BIRTHDAY TREATS**

Birthday treats are not permissible. Please do not send flowers, balloons, or gifts to children at school. They are prohibited on the school bus. Invitations to any private party outside of school may be distributed at school with teacher approval provided **all students in the class are invited.**

## BUILDING RULES

THE FOLLOWING LIST OF RULES IS NOT MEANT TO BE INCLUSIVE. OTHER RULES MAY BE ESTABLISHED FROM TIME TO TIME THAT PROVIDE FOR STUDENT SAFETY.

Students are expected to act respectfully towards all adults and fellow students.

1. Students are to wear appropriate clothing and shoes.
2. Students are to walk quietly to and from the school bus.
3. Students are to enter the building quietly.
4. Students are to go immediately to their class when directed.
5. Students are to walk (never run, push, slide or yell) wherever they go within the school building.
6. Students are to bring all necessary materials to each class every day.
7. Students are to work quietly in class and not disturb others.
8. Students are to take care of all school property. They must never mark the walls, desks, books, sidewalks, etc.
9. Students are to keep the building clean by doing their part to stop litter and clean up after themselves and others.
10. Students are not to throw spitballs, paper airplanes or other objects; they are dangerous.
11. Students are to respect the rights, feelings and possessions of other individuals.
12. Students are not to have gum, candy or similar food in their class or on the playground.
13. Students are to ask the teacher's permission before visiting another classroom, before visiting another student, or before coming to the office.
14. Students are not to bring tape recorders, **musical devices, cell phones, or other electronic equipment or** games to school without prior permission; they are not permitted in the classroom, cafeteria or on the playground.
15. Students are to leave the school grounds after the dismissal bell has been rung. No student is to be in the building or on the playground unless he/she is supervised by a staff member.
16. Students are not permitted to possess, use, transmit, or be under the influence of drugs, alcohol, tobacco, weapons, or explosives while on school property.
17. Falsifying in writing the name of another person; falsifying times, dates grades, addresses, or other data on school forms or correspondence directed to/from the school is prohibited.
18. Students are not to use profane, obscene, nor inappropriate language. If such language is directed towards others, it will be considered harassment.
19. Sexting: The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, sexting, posting, etc.) may constitute a crime under state and/or federal law. Students shall not possess, take, post, disseminate, or share nude, obscene, pornographic, lewd or otherwise illegal images or photographs by any means.
20. **Students are not to engage in assaulting or fighting other students or adults.**

## **PLAYGROUND RULES**

1. Students are to play in approved areas. They are not to be out of the sight of the playground supervisor.
2. Ball games may be played with supervision. Balls are not to be thrown at any students at any time.
3. Fighting is not an acceptable means of settling disagreements and will not be tolerated.
4. Students may play touch football sensibly, with a nerf football. Problems arising from inappropriate play may result in this privilege being denied.
5. Students are to play away from the building windows, dumpster, trailers and all other prohibited areas.
6. Students are to stay away from parked automobiles and roadways.
7. Students are to stay in the play area unless they have permission to recover a ball or enter the building.
8. Students are not to throw rocks, ice, snow, gravel, etc. These objects can cause injury. This conduct is considered a serious offense.
9. Students may play chasing games only with permission of the supervisor on duty.
10. Students are not to use profane, obscene, or inappropriate language. If such language is directed towards others, it will be considered harassment.
11. Students are to ask the adult supervisor on duty to help solve any problems.
12. Students are not to have gum, candy, or food on the playground.
13. Students are to line up single file at their assigned building entrance when the bell signals the end of recess. Students should quietly enter the building and proceed in an orderly fashion to their classrooms ready to return to work.

## **MEAL SERVICE**

Applications for the School's Free and Reduced-Price Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the school office. A new form needs to be completed at the beginning of each school year. The prior year's status expires 30 operating days after school starts.

## **ELEMENTARY LUNCH CHARGES**

The Jackson City Schools offer alternative lunch for our elementary students when they have reached their maximum charge amount. They have a cheese sandwich and the rest of the tray included on that day's menu.

At the elementary level the secretaries will receive a list of all students with a negative balance. They will call the parents and notify them of their child's lunch account reaching a negative balance. When the account accumulates three days of charges (Full pay -\$12.75; Reduced-pay -\$2.10), the cashier will print letters along with the list and give to secretaries to send home. The letters will be printed every day after the initial three until the balance has been paid. If balance has not been paid the following maximum charge amounts apply: \$21.25 for a full-paid student and \$3.50 for reduced-pay student. (This is five days' worth of meals.) Students who receive free meals must take a complete meal. If packing and only taking milk, Federal Regulations consider it not a complete meal and they will need to pay for the milk. A student receiving free lunch can only charge up to \$1.50.

If any elementary student has reached these maximum charge amounts they will receive an alternative lunch and no longer be able to charge milk.

## CAFETERIA GUIDELINES

1. There will be no saving of seats at the cafeteria tables.
2. Playground equipment will not be taken to the tables. It is to remain in the hall or on the stage steps.
3. Normal conversation will be permitted. No yelling or loud conversation will be allowed.
4. No one is required to eat everything; however, children will be encouraged to eat all types of food.
5. Children bringing their lunches are to follow the same cafeteria guidelines.
6. Lunch attendants on duty in the cafeteria are to enforce these rules with such force as is appropriate. Teachers are to re-enforce rules in the classroom. The teacher on duty will supervise all lunchroom/recess activities.
7. Children will be expected to sit properly while eating with feet on the floor, not on the seat.
8. For nutritional reasons, **soda pop and energy drinks are not permitted.** Beverages brought from home may not be brought in a glass container.
9. An excessive amount of charges may result in your child being given an alternative lunch.

### SECTION 1 – GENERAL INFORMATION ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide the following:

\*A birth certificate or similar document,

\*Court papers allocating parental rights and responsibilities, or custody (if appropriate),

\*Proof of residency,

\*Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to receive credit from that school. Central Office personnel will assist in obtaining the transcript, if not presented at the time of enrollment.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if the student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## SCHEDULING AND ASSIGNMENT

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

## WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law.

A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of driver's license, if s/he is under the age of eighteen (18).

Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion will be transferred within fourteen (14) days of the parent's notice or request.

## IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver from State immunization requirements. 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 waiver. Any questions about immunizations or waivers should be directed to the school nurse.

## 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 extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided to every parent at the time of enrollment or at the beginning of each school year.

**State law requires that all students have an emergency medical authorization form completed, signed by a parent or guardian, on file in the school office. Students may not be able to attend until the necessary forms are turned into the school.**

Students with specific health care needs should alert the school regarding those needs, in writing and with proper documentation by a physician, to the school office.

## USE OF MEDICATIONS

Students, who must take a prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to

self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

- C. All medication must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours if approved by the school. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
  - a. Medication must be transported to school directly by the parent.
  - b. If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by the school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The School office personnel/School Nurse will maintain a log noting the personnel designated to administer the medication, as well as the date, and the time of day that the administration is required. This log will be maintained along with the physician's written request and the parent's written release.

### **Non-prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization. Parents may authorize the school to administer a non-prescribed medication on forms that are available from the Principal's Office. Any student who possesses, uses, or distributes a medication of any kind or is found in possession of a non-authorized medication is in violation of the School Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is filled out and on file in the Principal's Office.

A student is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

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

The School District has an obligation to protect the safety of the 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.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, IIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures.

Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Special Education at 286-6442 to inquire about evaluation procedures and programs.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 740-286-6442.



## STUDENT RECORDS

The School District maintains many student records including both directory information and confidential records.

Directory information includes:

Student name, address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers for inclusion in school or PTO directories. NOTE: Unlisted numbers are not to be given out.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at the Central Office Building.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, communications with family, and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the Principal's Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District violated FERPA.

Consistent with the Protection of Pupil Rights (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
  - B. mental or psychological problems of the student or his/her family;
  - C. sex behavior or attitudes;
  - D. illegal, anti-social, self-incriminating or demeaning behavior;
  - E. critical appraisals of other individuals with whom respondents have close family relationships;
  - F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
  - G. religious practices, affiliations, or beliefs of the student or his/her parents;
- or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquires may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **STUDENT FEES AND FINES**

Students will be provided necessary textbooks of courses of instruction without cost. In accordance with state law, Jackson City Schools may charge additional fees for the following activities and materials used in the course of instructions:

Supplemental school magazines & periodicals related to the curriculum in grades Kindergarten through five.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using

school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Failure to pay fines, fees, or charges may result in the withholding of records or privileges.

### **STUDENT FUND RAISING**

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

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

Students may not sell, buy, barter, or trade any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

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

### **FIRE AND TORNADO DRILLS AND LOCK DOWN DRILLS**

The School complies with all fire safety laws and will conduct fire drills and lock down drills in accordance with State law. Teachers will provide specific instructions on how to in the case of fire or tornado or a lock down situation and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for this emergency consists of a continuous siren from a bullhorn or other designated signal.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without either submitting a signed written request or coming to the School office to request the release. **Telephone calls will NOT be accepted.** No student will be released to a person other than a custodial parent(s) or legal guardian unless the name is on the emergency contact form. Such dismissals will be recorded as a tardy on the student's report card and will negatively affect the student's eligibility for attendance awards.

## **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WKOV, WKKJ, WFCB or Channel 3 WSAZ-TV, Channel 13 WOWK-TV, Channel 10 WBNS-TV or Ohio News Network ONN-TV

The School Messenger System will also be used to notify parents/guardians of closings due to inclement weather.

Parents are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors must report to the office upon entering the School to sign in and obtain permission for a pass. Any visitor found in the building without signing in shall be reported to the Principal.

School begins promptly at 8:10am and dismisses at 2:30pm. Casual conversations with staff members need to be completed before the start of the school day or held after the dismissal of school. If a person wishes to confer with a member of the staff during school hours, s/he should call for an appointment prior to coming to the School to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF THE LIBRARY**

The Library is available to students at designated times during the school day. Books maybe checked out for a period of one week. Library books must be returned before additional books may be checked out. Lost book will become the financial responsibility of the student's parents.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facilities. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

## **LOST AND FOUND**

A lost and found area is maintained in each school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at mid-year and the close of the year.

## **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Messages may be delivered at an appropriate time.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The Principal will attempt to respond to the request for approval within twenty-four (24) hours of their receipt.

## SECTION II – ACADEMICS

### COURSE OFFERINGS

State mandated courses of Art, Language Arts, Math, Music, Physical Education, Science, and Social Studies are taught at each grade level, K – 5.

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- a. Attendance rules apply to all field trips.
- b. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend.
- c. Students who violate school rules may lose the privilege to go on field trips.

### PROGRESS REPORTS

Students will receive a progress report at the end of each nine-week period indicating their progress for their course of study for that portion of the academic term.

**When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.**

### PROMOTION, RETENTION AND PLACED

Promotion to the next grade is based on the following criteria:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, and/or social maturity

A student will be retained if she/he is truant (absent without doctor excuses) for 20 days or more of the required attendance days of the current school year AND/OR has not made adequate progress in the current grade.

Even if they fall in the preceding category, a student may be placed in the next grade if the Principal and teachers of the classes that the student failed agree that the student is better served in the next grade.

### RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to academics, attendance, and citizenship.

### **ATTENDANCE:**

**PERFECT** All students who have achieved perfect attendance each day that school is open with no tardies or early dismissals.

**FAITHFUL** All students who have not missed a total of three (3) separate occasions including tardies and early dismissals.

### **HOMEWORK**

The assignment of homework which includes, but not limited to, participation in the Accelerated Reader Program can be expected. Progress reports will reflect the completion of all work, including outside assignments. Homework is also a part of the student's preparation for the state tests and graduation.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the school's computer network and internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Conduct code or referral to law enforcement authorities. Copies of the District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed upon enrollment in the Jackson City Schools and at the beginning of each subsequent school year.

### **STUDENT ASSESSMENT/ACHIEVEMENT TESTING**

Unless exempted, each student must pass all portions of the State Test as a requirement for graduation. It will be given in the spring. While the District does schedule make-up dates for testing, unnecessary absences should be avoided.

The dates of these tests for the 2020-2021 school year are:  
October 19 – October 30, 2020: 3rd Grade State Reading Testing  
Spring, 2021: Testing Windows will be March 22 through May 7  
3<sup>rd</sup> Grade Reading & Math  
4<sup>th</sup> Grade Reading & Math  
5<sup>th</sup> Grade Reading, Math, Science

Additional group and individual assessments are given to students to monitor progress and determine educational performance levels. These assessments are used to help the staff determine instructional needs. Classroom assessments will be used to assess student progress. These are selected or prepared by teachers to monitor how well the students have achieved specific objectives.

**VACATION DAYS MAY NOT BE GRANTED DURING THE SPRING AND FALL STATE TESTING WINDOWS.**

### **SECTION III – STUDENT ACTIVITIES**

#### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

At the present time there are no school-sponsored clubs.

#### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Central Office. The

application must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

No non-district sponsored organization may use the name of the school or school mascot on any materials or information.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **SECTION IV – STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible.

#### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed.

In December of 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy.

Beginning with the 2017-2018 school year,

1. Definition of 'habitual truant' changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one month without a legitimate excuse; or
  - c. Absent 72 or more hours in one year without a legitimate excuse.
2. Includes 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

This policy will continue into the 2020-2021 school year.

## **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- a. personal illness (a written physician's statement verifying the illness may be required)
- b. illness in the family (**the absence under this condition SHALL NOT APPLY to children under fourteen (14) years of age**)
- c. quarantine of the home (in cases of lice, a maximum of two days will be excused).
- d. death in the family
- e. observation or celebration of a bona fide religious holiday
- f. such good cause as may be acceptable to the Superintendent.

**After two days of absence within a nine weeks' period a physician's statement may be required for personal illness to be excused.**

## **Notification of Absences**

If a student will be absent, the parents must notify the school by 10am each day and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence appears questionable or if the numbers of the student absences are excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will be subject to disciplinary action.

Students with a health condition that causes repeated absence must provide the administration with an explanation of the condition from a registered physician.

Students who are absent with an excuse for more than 15 days in a grading period, regardless of reasons, will be considered "habitually absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

## **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Director of Special Education Services at 740-286-6442.

## **Make-up Tests and Other School Work**

Students who are absent from school with an excuse will be given an opportunity to make-up missed work. The student should contact their teacher(s) as soon as possible to obtain assignments.

The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test at another time. If s/he misses an Achievement Test or other standardized test,



the student should consult with their teacher to arrange for taking the test at another time according to state regulations.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence and unexcused.

A suspended student will be responsible for making up school work missed due to suspension.

Assignments may be obtained from their teacher(s) beginning the first day of suspension. Make up of tests may be scheduled when the student returns from school.

### **Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and make a written request for excused absence. It may be possible for the student to receive certain assignments that are to be completed during the trip. Students with unexcused absences will not be granted approved absence for vacation. A maximum of five days per year will be approved.

**VACATION DAYS MAY NOT BE GRANTED DURING THE SPRING AND FALL STATE TESTING WINDOWS.**

## **CODE OF CONDUCT**

A major component of the educational program in the Jackson City Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

## **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school.
- respect the rights of others.
- act courteously to adults and fellow students.
- be prompt to school and attentive in class.
- work cooperatively with others when involved in accomplishing a common goal regardless of the others' ability, gender, race, or ethnic background.
- complete assigned tasks on time.
- help maintain a school environment that is safe, friendly, and productive.
- act at all times in a manner that reflects pride in self, family, and the school.

## **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of person or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

## **Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

## **STUDENT DISCIPLINE CODE**

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

## **Senate Bill #1**

The Jackson City School District has adopted all the provisions of Senate Bill #1, which includes the following:

1. Defines "school safety zone" for purposes of the Criminal Code as consisting of a school, school building, school premises, school activity, or school bus.
2. Adds "school safety zone" to "vicinity of a school: in the conditions for enhancing the penalty for disorderly conduct.

3. Changes and renames the offenses of illegal conveyance or possession of a deadly weapon or dangerous ordinance on school premises, illegal possession of an object indistinguishable from a firearm on school premises, and improperly discharging a firearm at or into a habitation or school to cover acts committed in a school safety zone.
4. Requires a school district to initiate expulsion proceedings against and, subject to a hearing, expel any pupil who has committed any act that warrants expulsion even if the pupil withdraws from school before the superintendent has held the hearing or made the decision to expel the pupil.
5. Permits districts to expel students for up to one year for firearm-related and knife-related incidents occurring off school property but at an interscholastic competition, extracurricular activity, or other school activity or program.
6. Permits a school district board to adopt a policy authorizing its superintendent to expel for up to one year any pupil who has committed an act that inflicts serious physical harm on persons or property if it was committed at school, on school property, or at a school activity, event, or program.
7. Expands the jurisdiction of a district's general suspension and expulsion policy to include (1) misconduct by a student that occurs off of district property but is connected to activities or incidents that have occurred on 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.
8. Permits a board of education to adopt a policy granting assistant principals and other administrators the authority to suspend a student.
9. Specifically exempts schools, in the case of an in-school suspension, from the general requirement to provide a student written notice and an opportunity for a hearing prior to suspending him or her.
10. Permits a school district, after offering an opportunity for a hearing, to temporarily deny admittance to any student who has been suspended from the school of another Ohio school district, if the suspension has not expired.
11. Permits school district boards to adopt policies under which they may deny high school credits for college courses taken during the period of a student's expulsion from that district.
12. Permits public and private colleges to withdraw the acceptance of a high school student under the Post-Secondary Enrollment Options program if the student is expelled from a school district.
13. Eliminates the post-removal notice and hearing requirements for removing a student from extracurricular activities when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in such settings, thereby permitting such a student to be prohibited from extracurricular activities in accordance with a district's general policy on extracurricular activities.
14. Permits school districts to grant enforcement authority of a district extracurricular activity policy to personnel employed to direct, supervise, or coach a pupil program.
15. Provides for a student to lose driving privileges for misconduct that involves a firearm or knife, violates board policy, and results in the student being suspended, expelled, removed, or permanently excluded from school.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **Use of Drugs and/or Alcohol**

A student will not possess, use, transmit or conceal, or be under the influence 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.

If a building principal has a reasonable individualized suspicion of drug and/or alcohol use, s/he may request the student in question to submit to an appropriate testing, including, but not limited to, a breathalyzer test or urinalysis.

The student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test.

If a student refuses to take a test, s/he will be advised that such denial leaves the observed evidence of alcohol unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### **Use of tobacco**

The use of tobacco products is a danger to a student's health and to the health of others.

The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

### **Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline set forth in Board Policy 5610.

A firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm which is inoperable but which can be readily operable.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating that they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

### **Use and/or possession of a weapon**

A weapon is any device which may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily harm.

**Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another student may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

**Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**Purposely setting a fire/ Lighting incendiary devices**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

**Physically assaulting a staff member student/person associated with the District.**

Physical assault of a staff member, or other person associated with the District which may or may not cause injury will not be tolerated. Assault of any other individual may result in charges and subject the student to expulsion.

**Verbally threatening a staff member/student/person associated with the District.**

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff in a threatening tone may also be considered a verbal assault which may subject a student to discipline.

**The misconduct against a school official or employee or the property of a staff member regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee including but are not limited to harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

**Misconduct off school grounds**

Students may be subject to discipline for student misconduct even when such misconduct occurs off of school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

**Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

**Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on an activity in which they are involved may also be banned from that school activity.

**Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as the use of false I.D.'s are forms of lying and are not acceptable. Students found engaging in such practices may be subject to discipline in accordance with the Student Discipline Code.

Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action.

**False alarms and false reports**

A false emergency alarm or report endangers the safety forces that are responding to the alert/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and may subject the student to disciplinary action.

**Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Use or possession of explosives may subject a student to disciplinary action.

**Trespassing**

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student must not be present on school property without authorization of the principal.

**Theft**

Students caught stealing will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the principal. The School is not responsible for personal property.

**Insubordination**

Students are expected to comply with reasonable directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

**Damaging property**

Vandalism and disregard for school property will not be tolerated. Students engaged in such activity may be subject to disciplinary action, and may be responsible for paying damaged property.

**Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

**Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property shall be subject to disciplinary action.

**Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action...

**Aiding or abetting violation of school rules**

If a student assists another student in violation any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**Possession of Electronic equipment**

The School will supply any electronic equipment necessary for participation in the educational program. Students may not bring radios, "boom boxes," portable TV's, electronic toys, pagers, cellular phones, beepers or other paging devices, and the like without the permission of the principal. Unauthorized electronic equipment will be confiscated and disciplinary action will be taken.

**Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the School.

**Violation of bus rules**

Please refer to Section V on transportation for bus rules.

**Disruption of the educational process**

Any actions or manner of dress that materially and substantially disrupts interferes with school activities or the educational process or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

**Harassment**

The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

**Prohibited Behaviors**

- A. Conduct constituting sexual harassment may take different forms, including, but not limited to, the following:

**1. Verbal**

The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the District, or third parties.

**2. Nonverbal**

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering,

whistling, and the like to or by a fellow staff member, student, or other person associated with the District, or third parties.

### **3. Physical Contact**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a fellow staff member, student, or other person associated with the District, or third parties.

**B.** Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

#### **1. Verbal**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

#### **2. Nonverbal**

Placing of offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures, based on a person's race, color, national origin, religious beliefs, or disability.

#### **3. Physical Contact**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties based on a person's race, color, national origin, religious beliefs, or disability.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District, or by third parties should make contact with the District's Complaint Coordinator(s):

Superintendent Designee  
740-286-6442  
450 Vaughn Street  
Jackson, Ohio 45640

The Complaint Coordinators will be available during regular school hours to discuss a student's concerns related to harassment, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Complaint Coordinator either by a written report or by telephone or personal visit. In reporting his/her concerns, the student should provide the name of the person (s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident (s). The Complaint Officer will promptly compile a written summary of each such report which will be forwarded to the principal.

Each report shall be investigated in a timely manner and as confidentially as possible. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All individuals involved in an investigation as well as either witness, victim or alleged harasser will be instructed not to discuss the subject outside of the investigation.



If an investigation reveals that any harassment complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse which must be reported to the proper authorities.

Under no circumstances will the School tolerate threats or retaliation against anyone who makes a harassment complaint or participates in an investigation. Individuals who engage in threats or retaliation will be subject to disciplinary action.

### **Hazing**

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator, teacher, coach, student club advisor/supervisor and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **Violent Conduct**

Students may face expulsion for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s).

### **Bomb Threats**

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

### **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned and controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School will comply with its obligation to promptly provide reasonable discipline consistent with the severity of the incident.

## ELEMENTARY DISCIPLINE PLAN

Consequences used by the Principal.

1 <sup>st</sup> Referral	Recess/lunch detention
2 <sup>nd</sup> Referral	Parent conference and/or one hour after school detention
3 <sup>rd</sup> Referral	Alternative learning environment and/or one hour after school detention
4 <sup>th</sup> Referral	Out of school suspension
5 <sup>th</sup> Referral	Out of school suspension and/or possible expulsion

**Steps may be skipped or repeated depending on the severity of the incident and the length of time between referrals.**

If a student is absent on the assigned detention day, the detention will be served on the next detention date after the student returns to school.

### NOTES:

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- writing assignments.
- change of seating or location.
- recess or after-school detention.
- in-school discipline

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### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### In-School Discipline

A student may be sent out of the classroom to another area of the building where s/he is supervised for a specific period of time. Students will be given assigned work which must be completed before the student returns to class. During their period of absence from the class, students will complete their assignments and will:

- not communicate with each other unless given special permission.
- remain in their designated seats at all times unless permission is granted to do otherwise.
- consume no food or beverages unless it is lunchtime.
- will comply with all reasonable directions from his/her supervisor.

## **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy two (72) hours, suspension for up to ten (10) school days, an expulsion for up to eighty (80) school days, and permanent exclusion. Any student who is expelled from a school for more than twenty (20) days into the following semester or school year will be provided with information about services or programs offered by public or private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of a school year in lieu of applying the expulsion to the following year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as Safety Patrol can lose their eligibility for violation of School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action through local law enforcement.

## **DUE PROCESS RIGHTS**

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

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

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five (5) days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal the student is allowed to remain in school unless safety is a factor.

If the appeal is heard by the Superintendent/designee or the Board designee, the appeal shall be conducted in a private meeting. The Superintendent/designee shall reach the decision and inform the parent in writing within twenty-four (24) hours of the hearing. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

## **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within (1) one school day. No prior notice or hearing is required for any removal under this provision. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply. If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian (s) or custodian (s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent (s)/guardian (s) or custodian (s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

## **Expulsion from School**

When a student is being considered for expulsion, the student, the parent, and the Treasurer will be provided a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no later than five (5) school days after the notice is received. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that would have been had the student remained enrolled. If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, of the student's parent (s)/guardian (s) or custodian (s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a

hearing before the Board or its designee and the right to request that the hearing be held in executive session.

Within five (5) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed in writing, to the Board of Education or its designee.

A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be award grades or credit during the period of expulsion.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school property or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee; complicity to any of the above offenses, regardless of the location;

This process is formal and will usually follow an expulsion with the proper notification to the parents.

### **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

The American's with Disabilities Act (A.D.A.) 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 (IDEIA, A.D.A. Section 504) and State law. You may contact Jackson City School District at 740-286-6442 to inquire about evaluation procedures, programs, and services.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal (or assistant principal or other administrator) decides whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student’s bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

## **SEARCH AND SEIZURE**

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student’s consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School officials may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law may be taken held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## STUDENTS RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia, clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there are proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four hours prior to display.

## SECTION V – TRANSPORTATION

### Bus Transportation to and from School

The school provides transportation for all students who live farther than one (1) mile from the school. The transportation schedule and routes are available by contacting the Central Office at 740- 286-6442.

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

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the change. ***This request must be submitted in writing prior to the effective time of the change. No phone requests to change bus stops will be honored.***

### Bus Conduct

Students who are riding to and from school on transportation provided by the School are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. Parents and/or guardians may not board a school bus without permission from the driver at any time. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

**Students must comply with the following basic safety rules:**

Prior or loading (on the road or at school)

Each student shall:

- be on time at the designated loading zone **(five (5) 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.
- go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus.

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 litter in the bus or throw anything 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 tamper with the school vehicle or any of its equipment.
- not damage the bus.

Exiting the school vehicle,

the student shall:

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

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

**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.



## Jackson City Schools, COVID-19 Handbook Addendum Symptoms, Quarantine, and Return to School Protocols

The health and safety of our students and staff is very important. Throughout the summer we have been working diligently with administration, staff, and public health officials to review and develop guidelines related to the Coronavirus (COVID-19).

### Screening & Mitigation

As we transition back to school, we are asking for your help in keeping our buildings “COVID-19 Free” by following our health protocols and keeping your student home when necessary.

The Centers for Disease and Control and Prevention (“CDC”) indicates you may have COVID-19 if you have:

- |  |                     |
|--|---------------------|
| *Fever or chills                                 | *Cough              |
| *Shortness of breath or difficulty breathing     | *Fatigue            |
| *Muscle or body aches                            | *Headache           |
| *Loss of taste or smell                          | *Sore Throat        |
| *Congestion or runny nose                        | *Nausea or vomiting |
| *Diarrhea (3 loose stools daily or 2 in an hour) |                     |

Our best defense against viruses is avoiding transmission. By following the recommendations of the CDC and health department, we can reduce illness in our schools. Parents must commit to:

- **Remind students of the following important health habits:**
  - **Wash hands.** Practice good hand hygiene by washing your hands often with soap and water for at least 20 seconds.
  - **Do not share** personal items – pens, pencils, cell phones, electronic devices, laptops, water bottles, drinks, food, or unwashed utensils.
  - **Avoid close contact** with people who are sick (defined as less than 6 feet for more than 15 minutes)
  - **Avoid touching** your eyes, nose, and mouth whenever possible
  - **Abide** by the physical distancing procedures
- **Consider Medication Administration at home.** Please consider administering medication at home if possible. The District is hoping to keep numbers of students in the clinic to a minimum.
- **Keep sick students home.** If your student has symptoms listed above or a fever of 100.4 degrees or higher, seek appropriate medical attention and keep students home until they are symptom-free for 24 hours without fever-reducing medication.
- **Wellness check.** Parents should conduct a student wellness check including a temperature check prior to sending your child to school. Students with a temperature above 100.4 degrees should stay home.

- **Accurately Report Absences.** Report your student’s absence, any possible COVID-19 symptom information, as well as any COVID+ tests to our attendance secretary or school nurse, so we can make any necessary notifications.
- **Immunocompromised Students.** If your child is considered to be immunocompromised, or has a chronic health condition, or if you have any other reason to have concerns for your child, please notify the school nurse to discuss precautions for your child.

**Exposure to COVID or Presumed COVID+ Individual:**

- **COVID Exposures.** If a student is exposed to a COVID+ individual, including a COVID+ family member, or persons who had been told by a medical professional that they should presume they are COVID positive, the student **must** self-quarantine at home for 14 calendar days and monitor for any COVID related symptoms.

**When an Individual Exhibits Symptoms at School:**

- If a student exhibits COVID related symptoms at school, they will be:
  - Immediately removed from the classroom and their peers;
  - Provided a face-covering (if they do not have one), and
  - Moved to a supervised isolation room to wait until a parent arrives to transport them home and/or for medical attention.
- **Contact Information.** It is required that every parent have reliable contact information on the 2020-2021 Emergency Medical Form, and parents must make the school aware of any changes as soon as possible. More than one dependable individual with dependable transportation will be required to be listed. When children are ill, they need to be picked up from school promptly (within 30 minutes, if possible). If a child is not picked up with such time, and requires medical attention, emergency medical transport may be arranged.

**When Can an Individual Return After COVID Illness?**

- **Returning to School.**
  - If your student has tested positive for COVID-19, they must be kept at home until they are fever and symptom free for 24 hours, and at least 14 days have passed since symptoms first appeared.
  - Alternatively, if your student tested positive and 10 days have passed without symptoms, they may return after two (2) negative tests at least 24 hours apart.

Without question, students returning to school buildings include risks of contracting COVID-19. Those risks are very serious, particularly for persons at higher risk for severe illness from COVID-19. Even with everyone following the protocols and guidelines and all cleaning efforts, risks remain. We take our responsibilities to students very seriously, and we will continue to monitor COVID-19 with health officials, implement revised safety protocols as needed, and provide updates to our families.

# **Jackson City School District COVID-19 Mask Policy**

## **STUDENTS:**

**Grades PK-12** will wear a face mask made of cloth/fabric that covers the mouth, nose and chin while riding a bus, entering and exiting a building, hallways, in common areas, and in classrooms. Exemptions permitted by the Ohio Department of Health and the teacher for instructional purposes may be recognized.

Students must wear a district issued disposable mask that will be made available each day as they board the bus or as they enter into the building. Requests for exceptions regarding this mask policy, as well as those necessary for students with a documented health or developmental condition shall be considered by the Superintendent/designee.

## **GENERAL PROVISIONS:**

The District will not tolerate harassment of students who are wearing face coverings or those with recognized exemptions to the mask policy and will appropriately discipline students who harass or bully students or engage in behavior that interferes with any student's ability to comply with this policy.

Failure or refusal to wear a required face covering by a student may result in disciplinary action.

This policy shall supersede any conflicting provisions in other policies, handbooks or procedures. The Board authorizes the Superintendent to amend these requirements as necessary to meet federal and state guidelines.

**PARENTS: PLEASE READ THE ATTACHED DOCUMENT WITH YOUR CHILD, FILL OUT THIS FORM AND RETURN IT TO SCHOOL WITH YOUR CHILD BY Friday, September 4, 2020.**

I have read the 2020-2021 Jackson Elementary Schools Parent/Student Handbook and discussed its contents with my child. I have also read the Elementary Attendance Information and understand the expectations.

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Child's Name

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Grade

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Date

During the school year various opportunities come up for our students. We would like to be sure your child can be included in them. Please complete and sign below. Thank You.

You have permission to:

- \*List my child's name, my name, address, and phone number in a class roster available to other parents.
- \*Publish school pictures that have my child in them.
- \*Walk my child to neighboring properties for learning experiences.
- \*Ride a bus to local performances, movies, and field trip opportunities.
- \*Contact designated phone numbers through the school messenger system.
- \*Videotape my child's class for the purposes of educational improvement.

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return this form by Friday, September 4, 2020.

Thank you!