Jackson City Schools

Elementary Handbook

Northview Southview Westview

2026-2027

The Ironmen Way:

Be Respectful, Responsible, Safe

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BUILDING AND GROUNDS:

- Northview Elementary- 11507 Chillicothe Pike 740-286-2390
- Southview Elementary- 13842 State Route 93 740-286-1831
- Westview Elementary- 16349 Beaver Pike 740-286-2790

DISTRICT INFORMATION SOURCES

The Jackson City School District offers a variety of ways to keep up with important news and information from our district.

- Website- The district's website offers a wealth of information about JCS, including building information, district policies, school closings and delays, kindergarten registration, latest news, upcoming events, enrollment information and quick links to Progressbook, Clever Login, Practice Ohio State Test and district email.
- Email Notification- Parents/ guardians may receive news, announcements, and updates via email from the district and schools their child attends. Parents/ guardians should have an updated email address on file.
- Calling/Text System- Parent/ guardian calling is based on contact information on file. The SchoolMessenger system will be used to disseminate information.
- Social Media- Follow the district on the following social media channels: Facebook and 'X'.

NONDISCRIMINATION EQUAL OPPORTUNITY EMPLOYER

The Jackson City Schools Board of Education, Jackson High School, Jackson Middle, Northview, Southview and Westview do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

FERPA

Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, dates of attendance, height and weight. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

***Public Health Note**: Additional guidelines and policies may be put in place at any time at the discretion of the Jackson City School Administration and in accordance with the Jackson County Health Department.

I. Introduction

JACKSON CITY SCHOOLS BOARD OF EDUCATION:

Superintendent of Schools..... Phil Howard
President ..... Brian Moore
Vice President..... Kim Harless
Board Member..... Kimberly White
Board Member ..... Pat McDonald
Board Member..... Christopher Smalley

JACKSON HIGH SCHOOL MARCH SONG:

Hail fighting Ironmen
On to victory.
We've got the team boys,
We've got loyalty.

On toward that goal line
Watch our colors fly
We'll win the battle for
Old Jackson High.

Oh Jackson High!
For you we'd die
You'll win the game
We have no fear.

The Red and White
How they can fight
For you we'll give
A rousing cheer.

Go with that ball
And see them fall,
Come on we'll all
Give the fighting cry.

We'll stick together
And fight forever
For dear old Jackson High

THE JACKSON HIGH SCHOOL ALMA MATER:

Every loyal son and daughter
As the years go by
Revere our Alma Mater,
Dear old Jackson High.
Proud she stands among the hills.
May no infamy or shame
Ever touch our Alma Mater
Or abase her spotless name.
Let our memories and praises
Soar in chorus to the sky.
Hail to thee, our Alma Mater
Hail to thee, dear Jackson High.

II. Organization of Instruction

SCHEDULES:
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. The yellow curb area, 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.

2. Students not picked up by 2:45 pm will be handled in the following manner. Calls will be made to those listed on the child's contact sheet. Should contact not be made, the child may be taken to the Jackson City Police or Jackson County Sheriff by 4pm.

CLOSED LUNCH:
All students will have closed lunch periods. Students are not allowed to leave the building for lunch unless prior approval from the Principal. Parents may bring students' lunches to them, excluding caffeinated drinks (Soda, Prime, Energy drinks, Iced and/or Hot Coffee, etc.). Students may not order their lunch to be delivered by any other means (Door dash, Uber eats, etc.).

All students will have closed lunch periods. Students are not permitted to leave the building for lunch unless prior approval is granted by the Principal. All school breakfast / lunches are free to students.

If a student forgets their lunch, parents may bring lunch for their child with the following restrictions:

- No caffeinated beverages are permitted (Including but not limited to soda, Prime, Energy drinks, Iced and/or Hot Coffee, etc.).
- Outside restaurant food is not permitted during school lunch periods. In the event of an emergency where restaurant food must be provided, students may be asked to eat away from the general cafeteria setting to avoid disruption.
- Food delivery services such as DoorDash, Uber Eats, or similar platforms are strictly prohibited. Students may not place food delivery orders or have others arrange deliveries to the school.

TEXTBOOKS:
Textbooks are provided free of charge by the Board of Education. Students are responsible for the care and safekeeping of textbooks assigned to them. If a textbook is lost, misplaced, damaged, or stolen, it is the responsibility of the students to bear the financial loss. Follow instructions of the classroom teacher concerning issuing and returning books. End of the school year report cards may not be released until all debts are paid in full.

USE OF THE LIBRARY:
The Library is available to students at designated times during the school day. Books may be checked out for a period of one week. Library books must be returned before additional books may be checked out. A lost book will become the financial responsibility of the student's parents. End of the school year report cards may not be released until all debts are paid in full.

COURSE OFFERINGS:
(State mandated) Courses of Reading/Language Arts, Math, Music, Physical Education, Science, Social Studies, and Art are taught at each grade level, K– 5.

REPORTING STUDENT PROGRESS/GRADING SCALE:
The scale shall be implemented as outlined below: Each teacher shall reflect in his/her grade book and/or ProgressBook System the method used to arrive at the grade posted for each marking period. Letter grades will be used for reporting to parents/guardians for each marking period. Letter grades will be based on the following scale:

Numerical Scale	Reporting Grade
94-100	A
85-93	B
70-84	C
60-69	D
0-59	F

It should be noted that attendance and participation in class are important and are counted as part of the points to be earned in a class.

MAKE-UP WORK:
1) **Excused Absences**: With regard to make-up work, an excused absence permits the students to make up the work for credit.
    a) Students will be given one day to make up their work for each day of absence for multiple absences. Work which was previously assigned and due on an absence day is due on the day of return. Work which is not completed within the allotted time will be graded as failing.
    b) Excused absences on test days will allow the student an opportunity for a makeup test.
    c) Chronic absence on test days, or days when major assignments are due, may disallow the student from make-up opportunities.
    d) Student absences from the classroom due to suspension out-of-school are considered excused. The maximum credit a student can earn on these assignments is 90%.
2) **Unexcused Absences**: Students may not be permitted to make up assignments which are missed due to unexcused absences.
3) **In School Suspension**: Students assigned to the ISS may complete work. However, it is the student's responsibility to obtain such make-up work from classroom teachers, and it is then due on the next day the student is back in class. Failure to follow this procedure, or failure to turn in work upon return to class, will result in a failing grade being assigned for the missed work.

STUDENT PROGRESS REPORTS TO PARENTS:

1) Interim Reports: Progress reports are available to parents/students at any time during the grading period through the ProgressBook Parent Log-In. Conferences shall be arranged to determine causes of poor performance and to plan cooperatively for ways to assist the students.
2) Report Cards: Grade reports shall be available through ProgressBook, following the completion of each of the four nine week grading periods. These grades will be recorded in student permanent records. Any challenge of a recorded grade must be made not later than September 30th of the following school year. After that date, all grades are final in the permanent record. End of the school year report cards may not be released until all debts are paid in full.
3) Parents shall also be notified of conduct and attendance problems which may interfere with student progress.

PROMOTION, RETENTION AND PLACED

1) Promotion to the next grade is based on the following criteria:
    a) Current level of achievement
    b) Potential for success at the next level
    c) Emotional, physical, and/or social maturity
    d) Guidelines set forth by the Department of Education and Workforce for the Third Grade Reading Guarantee.
    e) A student may be retained if she/he is truant (absent without doctor excuses) for 18 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.

STUDENT OBLIGATIONS

1) All obligations must be paid in full before school concludes in the spring. These students will not receive their grade cards nor will their records be released until the debts are cleared. End of the school year report cards may not be released until all debts are paid in full.

STUDENT ASSESSMENT/ACHIEVEMENT TESTING

1) The Ohio State Test will be given in the spring for students in 3rd, 4th, 5th grades; in the fall for 3rd grade students. The District does schedule make-up dates for testing, unnecessary absences should be avoided.
    a) **Fall 2025: Testing Windows**
        i) 3rd Grade State Reading Testing: October 13–October 31, 2025
    b) **Spring 2026: Testing Windows**
        i) ELA: (3rd,4th,5th) March 23-April 24, 2026
        ii) Math: (3rd,4th,5th) and Science (5th only): March 30-May 8, 2026
        iii) 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 & FALL STATE TESTING WINDOWS****

III. Services for Students

SCHOOL COUNSELOR/ GUIDANCE:

For special problems of personal, environmental or educational support, students may consult a school counselor. Principals are also available for consultation on various student problems. Outside agencies are available to support students during the school day. If you feel your student may benefit from a counseling service, please make appointments for counseling service and/or a referral may be made.

ACCIDENTS/ILLNESS/INJURIES:

1) Should students become ill or injured during school, they are to report to the nurse's station for assistance.
2) When present, the school nurse will be of assistance with information regarding personal health.

LUNCH PERIODS:

1) Lunch is served in the cafeteria under the Federal School Lunch Act.
2) Students may bring their lunch and eat in the cafeteria. Students are to remain in the cafeteria during their lunch period. All students are permitted to acquire a complete free breakfast and complete free lunch daily.
3) Students are asked to display acceptable table manners at all times in the cafeteria. PBIS guidelines should dictate student behavior.
4) Current year a la carte prices are set forth yearly by the Ohio Department of Education. Household Income Eligibility Forms are required and available online and in all JCS buildings.
5) 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. If any elementary student has reached these maximum charge amounts they will no longer be able to charge milk.
6) Students may place unopened, individually packaged food items and whole fruits or vegetables they do not wish to consume into the designated Share Bin in accordance with school nutrition guidelines. Items placed in the Share Bin may be made available to other students during the school day. All Share Bin procedures will comply with federal, state, and local food safety requirements.
7) Outside restaurant food is not permitted during school lunch periods. In the event of an emergency where restaurant food must be provided, students may be asked to eat away from the general cafeteria setting to avoid disruption.

NOTE - A Household Income Eligibility Form must be filled out at the beginning of each school year to qualify for the SUN BUCKS Program (Summer EBT), unless already directly certified.

BUS TRANSPORTATION:

1) Bus transportation for students is based on state regulations. (ED6-919-06). It is provided free of charge to a majority of our students at Jackson High School, Jackson Middle School, and Jackson Elementary Schools.

2) Students who do not comply with the regulations set forth by the State of Ohio and the Jackson City Board of Education may be refused the privilege of transportation.
3) Students using personal communication devices while riding school transportation must comply with Board Policy 5136 and all directions given by the driver or supervising adult. Use that creates a distraction, unsafe condition, or disruption may result in disciplinary action and loss of device privileges.
4) For the safety of all concerned, good order must be maintained on buses at all times. Essentially, the same PBIS rules apply in the buses as apply in the classroom. The following specific regulations govern students riding school buses.
    a) The school bus driver is in charge of the bus at all times and is responsible for maintaining good order on the bus.
    b) Students who do not comply with the bus regulations adopted by the State of Ohio and the Jackson City Board of Education shall be disciplined in the manner set forth in Board policy statements. Violation of bus regulations or disorderly conduct shall be sufficient reason for refusing bus transportation to any student.
    c) Students shall observe and follow bus schedules and shall be on time for the bus both morning and evening.
    d) Students shall walk on the left side of the road facing oncoming traffic when coming to meet the bus.
    e) Students shall remain seated while the bus is in motion.
    f) The bus driver shall assign seats and students shall sit in these assigned seats.
    g) The bus driver shall instruct pupils on how to cross the road.
    h) Students shall not extend their hands, arms, or heads through the bus windows.
    i) Students shall have written permission from their parent(s) and the principal to leave the bus at a place other than their regular stop.
    j) Parents may request for students to be dropped off without a parent or guardian in visible sight. All requests are required in writing and subject to approval by the Principal and Transportation Supervisor. It is encouraged that all Kindergarten students have a parent/guardian at the bus stop for pick-up and drop-off.
    k) Students shall not open or close windows without permission of the driver.
    l) Students shall keep the bus clean.
    m) Malicious damage or vandalism to a bus shall be sufficient reason for refusing transportation to the student(s) responsible for such damage.
    n) Students shall not throw any object within or out of the bus.
    o) While students are riding on the bus, the following cargo is prohibited: animals, firearms, ammunition, fireworks, explosives, or any other dangerous materials which may interfere with the safe operation of the bus.
    p) Bus drivers shall not transport unauthorized passengers: (Example: children not assigned to the bus, adults, or students from other school districts).
    q) Students are not permitted to eat or drink on the bus or chew gum.
    r) Students are not permitted to leave by the emergency exit unless instructed to do so by the driver.
    s) Students may carry on the bus any objects that can be held in their laps.
    t) Unless specifically mentioned above, all normal classroom PBIS rules apply to students while riding the buses.
    u) A student shall not use abusive, obscene, profane, or offensive language, gestures, or signs toward the bus driver, another student, school employee or adult.
    v) Students are not permitted to use matches or cigarette lighters. A student shall not burn or attempt to burn any part of any school bus or objects therein, or any other property belonging to another person or to the Jackson City School District.
    w) Spitting is not permitted.
    x) The Superintendent, Principal, and/or Transportation Supervisor are authorized to implement suspensions and/or emergency removal from bus riding privileges for such a period of time, up to one (1) calendar year, as the person implementing the suspension determines to be appropriate.
5) Students who transfer from one bus to another en route to or from school are not permitted to leave school grounds while they are waiting for the second bus. If they do leave school grounds, they may be subject to school disciplinary measures, which may include suspension of all bus privileges.
6) The district code of conduct and all school rules apply to students waiting for a bus after school, riding the bus, transferring buses during a period of time following departure from the first bus to boarding the second bus.
7) Students may not ride any bus other than that to which they have been assigned without prior administrative approval.
8) **Activity Buses**: Bus transportation is arranged for all school activity trips when possible and practical. All students participating in school sponsored activities away from the school shall ride a bus when provided. Students shall return by bus or with a parent. If students return with a parent, the parent must contact the person in charge of the trip before taking the students home.

DROP-OFF/PICK-UP:

1) Procedures of drop-off/pick-up may vary among elementary schools due to the layout of the school and designated areas for drop-off and pick-up.
2) For the safety of the children, crosswalks by the front of the building must be utilized.
3) The bus area/ lane must be kept clear for the late buses and students.
4) Students not picked up by 2:45pm will be handled in the following manner.
    a) Calls will be made to those listed on the child's contact sheet.
    b) Should contact not be made, the child may be taken to the Jackson City Police or the Jackson County Sheriff by 4:00 pm.

TELEPHONE CALLS:

Office phones are for the use of school personnel in carrying out the business of the school. Students will not be called to the phone during school except for very unusual circumstances. **In addition, students needing to contact parents/guardians should make contact through the office, not with personal cell phones/ smartwatches/ smart devices, etc. to avoid a violation of House Bill 250 policy.**

LOST AND FOUND:

Lost/ found is located in the cafeteria and textbooks may be returned to the office.

INSURANCE:

1) Subscription for a group accident insurance policy may be made at the school each fall. Blanks and a description of the plan are sent home

one week prior to the day on which enrollments are taken.
2) No insurance policy is carried on students by the school.

INDIVIDUAL STUDENT PICTURES:

1) Private photography entities visit JHS, JMS, Northview, Southview, Westview in the fall and spring to take individual student and class pictures.

FIRE, TORNADO and LOCKDOWN DRILLS:

1) Monthly fire drills are required throughout the school year. In addition, tornado evacuation drills are required during the spring months.
2) Instructions for evacuating the rooms and building in the event of an emergency such as fire or tornado are posted in each classroom.
3) Students are to follow the instructions of teachers during drills. Horseplay or other disruptive actions during a fire or tornado drill will not be tolerated.
4) Lockdown, evacuation, shelter-in-place, and other safety drills may be conducted throughout the school year in accordance with Ohio law and district safety procedures. Students are expected to follow all directions provided by school personnel during these drills.

DELIVERIES:

JHS, JMS, Northview, Southview, Westview will accept **NO** special deliveries (ex: balloons, candy, flowers, food, etc.) during the school day for ANY students.

TITLE IX NOTICE:

1) Title IX of the Education Amendments of 1972 provides that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."
2) The Jackson City School District reaffirms its policy that discrimination on the basis of sex, will not be practiced in any of its activities. Complaints and issues surrounding the abridgment of this policy should be addressed to:

TITLE IX COMPLIANCE OFFICERS (Scott Lowe, Debby Crabtree)
JACKSON CITY SCHOOL DISTRICT
450 Vaughn Street, Jackson, Ohio 45640
TELEPHONE: (740) 286-6442

IV. Organizations and Activities

STUDENT COUNCIL:

Students desiring to serve on the student council acquire signatures, give speech to their peers, and may have campaign signs turned in on announced dates. Grades 4th and 5th may be represented on the council. This group fosters good citizenship throughout the school. The council conducts several service projects throughout the year and sponsors social events for the student body.

PARENT ORGANIZATIONS:

Various parent organizations benefit the students of Jackson High School, Jackson Middle School, Northview, Southview, Westview. The elementary Parent Teacher Organization (PTO) includes but is not limited to, Apple Festival Committees, Book Fairs, Carnival Committees, Field Trip Support, and/or various fundraisers.

V. Attendance

: Regular school attendance is essential to student success. Students who attend school consistently are more likely to achieve academic success, develop positive relationships, and build strong learning habits. Missing as few as two days per month may place a student at risk for chronic absenteeism and negatively impact academic achievement.

In accordance with Ohio law, including House Bill 96, Jackson City Schools is committed to working collaboratively with students and families to promote regular attendance, address attendance concerns, reduce chronic absenteeism, and provide support when barriers to attendance arise. Attendance requirements, interventions, and procedures are governed by Ohio law and Board policy.

- CHRONIC ABSENTEEISM: A student is considered chronically absent when he/she misses ten percent (10%) or more of the school year for any reason, including excused and unexcused absences. The district may utilize attendance interventions, attendance conferences, parent meetings, community resources, and other support services to address attendance concerns and improve student attendance.

- PROCEDURE WHEN ABSENT: The primary responsibility for supervision of students rests with their parents or legal guardians. To assist families and ensure student safety, parents/guardians are responsible for maintaining current telephone numbers, addresses, emergency contacts, and other student information with the school.
    - On the date a student is absent, the parent/guardian must notify the school by telephone, email, written communication, or other district-approved method before 10:00 a.m. and provide the reason for the absence.
    - All absences will be considered unexcused until appropriate documentation is received and reviewed by school personnel.
    - Notification of an absence should be received no later than the start of the next school day following the absence.
    - Parent notification does not automatically result in an excused absence.
    - A physician's excuse should include the date(s) of absence, reason for the absence, and the signature of the healthcare provider. Altered medical excuses will not be accepted. It is the responsibility of the student and parent/guardian to obtain and submit appropriate documentation in a timely manner.
    - The principal or designee shall determine whether an absence is excused or unexcused in accordance with Ohio law, Board policy, and district procedures.

- EXCUSED ABSENCES: Excused absences shall be determined in accordance with Ohio law, Board policy, and district procedures. Examples of excused absences may include, but are not limited to:
    1. Personal illness of the student;
    2. Illness in the family necessitating the presence of the student;
    3. Medical, dental, or mental health appointments;
    4. Death in the family;
    5. Religious observances;
    6. Quarantine or isolation required by public health authorities;
    7. Family emergencies;
    8. Other reasons approved by the principal or designee in accordance with Board policy and Ohio law.

- MEDICALLY EXCUSED ABSENCES: Any absence from school due to illness, injury, medical treatment, mental health treatment, or other health-related reason that is supported by appropriate medical documentation may be considered medically excused.
    - Medical documentation should be submitted to the school office upon the student's return to school.
    - Students who are medically excused are permitted to complete missed assignments in accordance with classroom expectations, teacher procedures, and district guidelines.
- PLANNED ABSENCES: Parents/guardians who plan to have their child absent from school should notify the principal in writing as far in advance as possible. Planned absences remain subject to Ohio attendance reporting requirements and may be excused or unexcused in accordance with Board policy and district procedures. Parents/guardians and students are responsible for obtaining and completing missed assignments. Planned absences during Ohio State Testing windows are strongly discouraged and may not be approved except in extenuating circumstances.
- EXCESSIVE ABSENCES: A student is considered excessively absent if he/she is absent from school with or without a legitimate excuse for thirty-eight (38) or more hours in one school month or sixty-five (65) or more hours in one school year. When a student becomes excessively absent, parents/guardians may be notified and the district may implement attendance interventions, develop attendance support plans, schedule attendance conferences, and/or refer families to community resources.
- HABITUAL TRUANCY: Ohio law defines a habitually truant student as any child of compulsory school age who is absent without a legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in one school year.
    - When a student is habitually truant, the district shall follow Ohio law regarding parent notification, Absence Intervention Teams, Attendance Intervention Plans, and other required attendance procedures.
    - The district shall establish an Absence Intervention Team and develop an Attendance Intervention Plan when required by Ohio law.
    - If a student continues to be habitually truant after required attendance interventions have been implemented, the district may be required to file a complaint with the juvenile court in accordance with Ohio law.
- ATTENDANCE INTERVENTIONS AND JUVENILE COURT REFERRALS: Jackson City Schools believes that regular attendance is a shared responsibility between the school, student, and family. The district will make reasonable efforts to support families through communication, attendance interventions, referrals to community resources, attendance conferences, and attendance improvement planning before pursuing legal remedies when appropriate.
    - In accordance with Ohio law, students who meet the definition of habitual truancy may be referred to an Absence Intervention Team and may be placed on an Attendance Intervention Plan. If attendance concerns continue after required interventions have been implemented, the district may be required to file a complaint with the juvenile court in accordance with Ohio law.
- TARDINESS: Students are expected to arrive at school and class on time each day. Students arriving after the start of the school day must report to the office before proceeding to class. Excessive tardiness may result in attendance interventions, parent conferences, and other corrective actions as determined by school administration.
- EFFECTS OF ABSENCES ON ACADEMIC PERFORMANCE: Regular attendance is critical to student learning and academic success. Excessive absences, whether excused or unexcused, may negatively impact academic performance, classroom participation, skill development, and student achievement. Students are responsible for completing all assigned work in accordance with classroom expectations, teacher procedures, and district guidelines. Parents/guardians are encouraged to communicate with school personnel when attendance concerns arise so appropriate supports may be provided.
- THRESHOLD ATTENDANCE NOTIFICATIONS: In accordance with Ohio law, Board policy, and district procedures, parents/guardians may receive attendance notifications when a student reaches attendance thresholds related to chronic absenteeism, excessive absences, or habitual truancy.
    - These notifications are intended to inform families of attendance concerns, encourage collaboration between home and school, and provide information regarding available attendance supports and interventions.
    - Receipt of an attendance notification does not necessarily indicate disciplinary action. The district's goal is to work proactively with students and families to improve attendance and reduce barriers to regular school participation.
    - Parents/guardians may receive attendance notifications when a student reaches five percent (5%) and ten percent (10%) absenteeism thresholds in accordance with district attendance procedures.
    - Parents/guardians are encouraged to contact the school office if they have questions regarding attendance records, attendance notifications, or available support services.

VI. Health and Safety

STUDENT WELL BEING:

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado, and lockdown 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.

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.

SCHOOL WELLNESS:
The Ohio Department of Health is committed to making Ohio children healthy and ready to learn. A healthy school environment involves parents, students, administration, and staff working together for a common goal (*Ohio Department of Health Webpage*). The CDC recommends parents to be observant of the following symptoms:

1) Fever (100.4°) or higher
2) Vomiting more than twice in the preceding 24 hours
3) Diarrhea that causes 'accidents' in greater than two bowel movements beyond what the child normally experiences in a 24-hour period
4) Respiratory virus symptoms that are worsening or not improving
5) **Nutrition Education:** Integrated into the health curriculum to equip students with the knowledge and skills for healthy living.
6) **Physical Activity:** Comprehensive physical education programs and opportunities for physical activity both during and outside school hours.
7) **School-Based Activities:** Healthy school environments, access to clean drinking water, appropriate meal times, and community use of school facilities for physical activities.
8) **Nutrition Promotion:** Encouragement of healthy food consumption through the availability of fresh produce, whole grains, and other nutritious options that comply with USDA standards.
9) The Jackson City School District is committed to fostering a school environment that promotes health and well-being, ensuring the wellness policy is effectively implemented, regularly evaluated, and clearly communicated to all stakeholders.

PUBLIC HEALTH GUIDANCE: Jackson City Schools will follow guidance from the Ohio Department of Health, Jackson County Health Department, and applicable state and federal laws regarding communicable diseases and public health concerns.

COMMUNICABLE DISEASES: Jackson City Schools will follow applicable guidance from the Ohio Department of Health, Jackson County Health Department, and district procedures regarding communicable diseases. Students may be excluded from school when symptoms, exposure, or diagnosis present a health or safety concern. The district will protect student confidentiality in accordance with applicable law.

Mental Health and Student Well-Being: Jackson City Schools recognizes that student wellness includes emotional, behavioral, social, and mental health needs. Students experiencing emotional distress, anxiety, depression, thoughts of self-harm, or other mental health concerns are encouraged to seek assistance from a parent, school counselor, teacher, administrator, or trusted adult.

EMERGENCY MEDICAL AUTHORIZATION:

1) A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided to every parent at the time of enrollment or at the beginning of each school year.
2) **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.**
3) 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.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES:

1) 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.
2) 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.
3) Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS(Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, IIV (HumanImmunodeficiency), Hepatitis B, and other diseases that may be specified by the StateBoard of Health.
4) As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bleeding at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES:

1) 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.
2) Any removal will be only for the contagious period as specified in the school's administrative guidelines.

VII. Building Procedures

BIRTHDAY TREATS:

1) Birthday treats are not permissible unless they are pre-packaged and/or store purchased that includes an ingredient label. Treats must be pre-approved by the homeroom teacher and/or building principal. All foods must follow guidelines set forth to avoid allergies: check with homeroom teachers for any specific allergies, No Peanuts/ Tree nuts (including but not limited to all foods that are exposed and/or contain any part of the nut family).
2) Please do not send flowers, balloons, or gifts to children at school.
3) Invitations to any private party outside of school may be distributed at school with teacher approval provided all students in the class are invited.

FIELD TRIPS:

1) Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.
    a) A permission slip for local field trips such as local performances, movies, and field trip opportunities is provided to parents at the start and/or beginning of each school year.
    b) Attendance rules apply to all field trips.
    c) Students who have acquired attendance and/or behavior infractions may be subject to the loss of field trip privileges.
    d) 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.
    e) Students who violate school rules may lose the privilege to go on field trips.
    f) The district reserves the right to cancel, postpone, modify, or restrict participation in a field trip due to safety concerns, weather conditions, staffing needs, transportation issues, student behavior concerns, or other circumstances deemed appropriate by school administration.

CAFETERIA GUIDELINES:

1) Jackson City Schools participates in programs that provide free breakfast and lunch to all enrolled students. Meal availability is subject to federal and state program requirements and may change based on future funding or program guidelines.
2) Students may place unopened and approved food items in designated share bins in accordance with district procedures and health regulations.
3) Moving ahead of others in the lunch line is unacceptable.
4) Throwing food, paper or items is unacceptable.
5) All trash/trays in your area must be disposed of properly.
6) There will be no saving of seats at the cafeteria tables.
7) Playground equipment will not be taken to the tables. It is to remain in the hall or on the stage steps.
8) Normal conversation will be permitted. Pax voices are required in the cafeteria.
9) No one is required to eat everything; however, children will be encouraged to eat all types of food.
10) Children bringing their lunches are to follow the same cafeteria guidelines.
11) Lunch attendants on duty in the cafeteria are to enforce these rules. Teachers are to re-enforce rules in the classroom. The teacher/ aides on duty will supervise all lunchroom/recess activities.
12) Children will be expected to sit properly while eating with feet on the floor, not on the seat.
13) For nutritional reasons, **soda pop and energy drinks are not permitted.**
14) Beverages/items brought from home may not be brought in a glass container.

PLAYGROUND RULES:

1) Common sense, safety, and good sportsmanship are the general guidelines regarding student behavior on the playground.) Students who fail to follow playground expectations may be subject to corrective actions, loss of privileges, restorative practices, behavior interventions, disciplinary consequences, or other appropriate responses as determined by school personnel.
    a) Children should be properly dressed for daily outside activities. Children may be sent outside for recess when the air chill is above 25 degree Fahrenheit without rain and/or snow.
    b) Students are to play in approved areas. They are not to be out of the sight of the playground supervisor.
    c) Students are expected to follow directions given by playground supervisors and school staff.
    d) Students are to use playground equipment appropriately and safely.
    e) Ball games may be played with supervision. Balls are not to be thrown at any students at any time.
    f) Fighting is not an acceptable means of settling disagreements and will not be tolerated.
    g) Students may play touch football sensibly, with a nerf football. Problems arising from inappropriate play may result in this privilege being denied.
    h) Students are expected to demonstrate good sportsmanship and include others in playground activities.
    i) Students are to play away from the building windows, dumpster, trailers and all other prohibited areas.
    j) Students are to stay away from parked automobiles and roadways.
    k) Students are to stay in the play area unless they have permission to recover a ball or enter the building.
    l) Students are not to throw rocks, ice, snow, gravel, etc. These objects can cause injury. This conduct is considered a serious offense.
    m) Students may play chasing games only with permission of the supervisor on duty.

n) Students are not to use profane, obscene, or inappropriate language. If such language is directed towards others, it will be considered harassment.
o) Students are to ask the adult supervisor on duty to help solve any problems.
p) Students are not to have gum, candy, or food on the playground.
q) 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.

VISITORS:

1. All visitors must buzz in at the main entrance before entering the building. In an effort to enhance school safety, we have increased security measures for all visitors.
2. Parents and visitors may be permitted to enter the main vestibule to wait for further instructions from office staff. Entry beyond the vestibule will only be granted with proper authorization.
3. For the safety of all students and staff, exterior doors remain secured during the school day and should not be opened for individuals seeking entry into the building.
4. Please note that cameras are in place and recording both outside the entrance and within the vestibule to support the safety of students, staff, and visitors.
5. All visitors must report directly to the office upon entry and follow all check-in procedures.
6. Visits by school-age children are not permitted. The only exception is for students who may be transferring into the district and wish to visit the school; such visits must be scheduled in advance and accompanied by a parent or guardian.
7. Individuals who engage in threatening, abusive, intimidating, disruptive, or inappropriate conduct toward students, staff, or visitors may be asked to leave school property and may be subject to restrictions on future access to district property.

CHANGE OF ADDRESS or TELEPHONE:

A change of address or telephone number should be reported immediately to the office. If students are moving out of town they should notify the office. A parent must provide “Proof of Residency” before any address change will be made.

SEARCH AND SEIZURE:

School authorities are authorized to search a student or his/her property (including vehicles, purses, drawstring bags, gym bags, cell phones or other electronic device, 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 lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

1) The Jackson City School District, as part of its overall safety and security program, may request law enforcement agencies to assist in detecting the presence of illegal drugs and/or weapons in school. The district and/or law enforcement agency’s officials are authorized by the Board of Education to use dogs trained in detecting the presence of drugs or weapons to patrol school facilities and premises. Such patrols may be random in nature or based on reasonable suspicion.
2) **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.**
3) 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 and may be taken, held or turned over to the police. The School reserves the right not to return items which have been confiscated.

CARE OF SCHOOL PROPERTY:

Students are expected to properly care for school property, textbooks, library materials, technology devices, instructional materials, furniture, equipment, and school facilities. Students who damage, destroy, lose, or misuse school property will be required to pay the repair or replacement costs of the item, including labor costs when applicable. Intentional damage, vandalism, theft, or misuse of school property may result in disciplinary action in addition to financial responsibility. Parents/guardians will be notified when school property is damaged, lost, or requires replacement. Outstanding financial obligations may result in restrictions on participation in certain school activities, events, privileges, or programs as permitted by Board policy and applicable law.

PRESCRIBED MEDICATIONS:

At no point in time is a student to be in possession of any prescription or non-prescription medication. Students, who are under a doctor’s care and are required to take prescribed medications during the school day, must have their parents’ complete necessary forms. Parents must then bring the prescription and the signed forms to the school office where the medication will be stored in a secure area and administered by a designated staff member at appropriate times.

JHS, JMS, NORTHVIEW, SOUTHVIEW, WESTVIEW LIBRARIES:

1) The care and responsibility of items checked out of the library rests solely with the student who checks-out the items.
    a) There is a one-week grace period after a book’s due date before fines begin.
    b) Items may be renewed at the library desk. Students do not need to have the item with them to renew it.
    c) Students may check out items unless they have an overdue item or owe a fine.
    d) Students will periodically receive notices in their homeroom listing overdue books and/or fines due. If a student believes that an error exists, he/she should see the media specialist in the library the day the notice is received.
    e) All fines are to be paid in the office.
    f) If an item is lost, the replacement cost of the item is due. Items are considered lost when they have not been returned/renewed within 3 weeks of the due date.

VIII. Student Discipline Code

STUDENT DISCIPLINE:

1) Jackson City Schools is committed to implementing a system of Positive Behavioral Interventions and Supports (PBIS) to promote school safety and good behavior. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.
2) The Board of Education of the Jackson City School District and its duly appointed representatives have the authority to make reasonable rules and regulations relative to the conduct of pupils in attendance at school, at school related functions and en route to and from school including provisions listed in Senate Bill #1. Such rules are made with the intent of creating a safe and orderly environment in which all students may learn. Students at JHS, JMS, Northview, Southview, Westview are expected above all to display a high degree of personal responsibility for their actions, and to treat all members of the school community with courtesy and respect.
3) Discipline assigned to a student, whether by individual teachers or the office, takes precedence over all other activities (e.g. make-up days, extra-curricular, personal appointments except for medical appointments). Failure to serve assigned discipline will result in more serious sanctions.
4) Violations of school rules may result in disciplinary actions. Such actions include, but may not be limited to, oral reprimand, denial of privileges, detention, removal from class/activity, alternative education, suspension or expulsion.
5) No discipline code can expect to be fully comprehensive. In the case of an action or incident not specifically listed in the following, the administration will be the final arbiter.
6) This discipline code includes:
    a) Misconduct that occurs on school property or property that is owned by controlled by the school district, and occurs during curricular or extracurricular activities;
    b) Misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on property owned or controlled by the school district; and
    c) 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.
    d) Misconduct directed toward district employees, officials, volunteers, students, or district property regardless of where the conduct occurs;
    e) Electronic communications, social media activity, or technology use that substantially disrupts the educational environment, threatens student or staff safety, constitutes harassment, intimidation, bullying, or otherwise violates Board policy.
7) The use of corporal punishment as a means of discipline in the Jackson City School District is prohibited. This rule does not prohibit the use of reasonable and necessary force or restraint in accordance with Ohio Revised Code Section 3319.41 for purposes such as quelling disturbance, threatening physical injury to others, obtaining possession of weapons or other dangerous objects for self-defense, or for the protection of persons or property.

SMOKING/VAPING:

1) The Board of Education, in support of Jackson City ordinances which prohibit tobacco use by minors within the city limits of Jackson, prohibits the use of tobacco by any pupil in any building, on the grounds of, or while in transit to or from JHS, JMS, Northview, Southview, Westview. Students identified by school officials using tobacco or tobacco substances may be subjected to the sanctions of the discipline code.
2) The first tobacco related incident will subject the student to three days in school suspension. Second and subsequent incidents will result in increasing lengths of out of school suspension.
3) Students are not permitted to have any form of tobacco (e.g. cigarettes, snuff, loose tobacco, e-cigarettes) or tobacco paraphernalia (lighter, rolling papers, etc.) in their possession during school hours or at any school related activity. **"Vapor devices and other substitute forms of cigarettes, whether they contain nicotine or not, are also prohibited."**

ALCOHOL AND DRUGS

1) The use or possession or being under the influence of alcohol or prescribed drugs in any building, on the school grounds of JHS, JMS, Northview, Southview, Westview or at any school related activity is prohibited.
2) The first alcohol or drug related incident will subject the student to 10 days out of school suspension. A recommendation for expulsion may be made to the Superintendent. A referral to the appropriate law enforcement agency may be made.

SUSPENSION OR EXPULSION:

1) In School Suspension. Assignment to ISS **will come as a result of a student failing to meet the expectations for behavior. Assignment to ISS will be at the discretion of the administration.** Such a suspension may not be appealed. ISS is defined as one where the student serves all of the suspension in a school setting.
2) Suspension from School. When a student is being considered for a suspension, the administrator in charge will notify the student and parent/guardian 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 (other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she 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 two (2) days after receipt of the suspension notice to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.**
    a) Students whose behavior poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed on an emergency basis, prior to a hearing opportunity. As soon as possible after the emergency removal, and within three days thereof, a hearing will take place, if said emergency removal exceeds one (1) day.
    b) No notice of hearing is required in cases of normal disciplinary procedures in which a student is removed from a curricular activity

for a period of less than one school day and is not subject to an out-of-school suspension or expulsion.

c) ***As suspensions out of school are considered "Excused Absences", the student may make up work that is missed during that time period. The responsibility for gathering, completing and turning in work lies with the student. The grade for a completed classroom assignment missed because of a suspension will be reduced by ten percent (10%).**

3) Expulsion from School.

The expulsion of students from school is a very serious matter. The Superintendent of schools may expel students from school.

1) When a student is being considered for expulsion, the student and parent will be provided with 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 earlier than three (3), or no later than five (5) school days after the notice is given. 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.
2) 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 it 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 of 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.
3) Within ten (10) 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.
4) Students serving expulsion will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed. (3313.66 O.R.C.).
    a) A student who brings a firearm to a school operated by the Board of Education or onto any property owned or controlled by the Board of Education shall be expelled from school by the Superintendent for one calendar year.
    b) A student who brings a firearm to or possesses a firearm at an interscholastic competition, extracurricular events, or any other school program or activity, regardless of the location, may be expelled from school by the Superintendent for one calendar year.
    c) A student who possesses a firearm at a school; on any other property owned or controlled by the Board of Education; or regardless of the location, at an interscholastic competition, extracurricular events, or any other school program or activity, which firearm was initially brought to school, on the property, or to the competition, event, program or activity by another person may be expelled from school by the Superintendent for one calendar year.
    d) The Superintendent may reduce the one-year expulsion on a case-by-case basis based on age, the circumstances of the incident, the severity of the incident, special education status of the student, and other factors the Superintendent may deem relevant.
    e) For purposes of this section, "firearm" means any weapon which will 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 silencer, or any destructive device. "Firearm" does not include an antique firearm, but does include any explosive or incendiary bomb, grenade, rocket, missile, or mine.
5) A student who brings to or possesses a knife at a school operated by the Board of Education; onto any property owned or controlled by the Board of Education; or regardless of the location, to an interscholastic competition, extracurricular event, or any other school program or activity may be expelled from school by the Superintendent for a period of up to one calendar year.
    a) The Superintendent may reduce the expulsion on a case-by-case basis based on age, the circumstances of the incident, the severity of the incident, special education status of the student, and any other factors the Superintendent may deem relevant.
    b) For purposes of this section, a "knife" is defined as any cutting instrument consisting of a blade fastened to a handle.
6) A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property, as defined on ORC 2901.01, while the student is at school; is on any other property owned or controlled by the Board of Education; or is at an interscholastic competition, extracurricular events, or any other school program or activity may be expelled from school by the Superintendent for up to one calendar year.
7) A student who makes a bomb threat to a school building or to any of the premises at which a school activity is occurring at the time of the threat may be expelled from school by the Superintendent for up to one calendar year.
8) After offering an opportunity for a hearing, the school district may temporarily deny admittance to any student who has been suspended or expelled from the school of another Ohio school district or an out-of-state school district, if the suspension or expulsion has not expired.
9) If a student is removed from a curricular activity because his/her presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, and said student is subject to being expelled, a hearing shall be held within three (3) school days and written notice of the hearing and the reasons for the removal shall be given to the student as soon as practicable prior to the hearing.
10) Students whose behavior poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be removed from and denied participation in extracurricular activities. No notice for such removal or denial and no hearing regarding such a decision is required.

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.

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 superintendent 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 event, 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' 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 the 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.

STUDENT DISCIPLINE CODE

Offenses, for which students may be suspended, expelled or which will result in other disciplinary action are:

1) Alcoholic Beverages, Marijuana, Narcotics, "counterfeit Controlled Substance/Look-alike drugs (as defined in ORC sect. 2925.37 and 2925.OICP)" and Drugs: Students shall not possess, use, show evidence of consumption of or convey any alcoholic beverage, marijuana, drug, or narcotic, nor any otherwise legal substance identified as a drug or alcoholic beverage (e.g. a bag of oregano sold as marijuana - counterfeit drug). Students may not possess, use, or convey any other drug related paraphernalia (e.g. hash pipes, bongs, rolling papers) at school, or at any school related activity.
    a) The first alcohol or drug related incident will subject the student to 10 days out of school suspension. A recommendation for expulsion may be made to the superintendent. A referral to the appropriate law enforcement agency may be made.
2) Fire, Arson, Tampering with Fire Alarms and Equipment: Students shall not willfully or maliciously burn, or attempt to burn any part of a building or property of Jackson City School District, or property either public or private while at school or a school activity, nor will they tamper with any fire alarm or any fire fighting equipment. Students shall not possess or use any lighter or matches while on school property, or at school related events.
3) Communicating a Threat, Menacing, Assault and/or Fighting: Students shall not behave in such a way as to cause fear, physical injury, or threat of physical injury, to any other person, or damage, or threaten to damage any other person's property. This article covers both school personnel and students. Threats communicated verbally, in writing, electronically, through social media, drawings, gestures, or other means are prohibited. Statements involving violence, weapons, self-harm, or threats toward students, staff, or school property may result in immediate investigation, emergency removal, law enforcement involvement, and disciplinary action.
4) Falsification of Information: It is prohibited for any student to report or provide false information about another student or event. Students who provide false information will face disciplinary action.
5) Dangerous Weapons and Instruments: Students shall not possess, use, or threaten to use any instrument or weapon generally classified as dangerous or potentially dangerous, by virtue of its use or its intended use. Such weapons and instruments include, but are not limited to, knives, fireworks, explosives, guns, ammunition, clubs, ball bats (when away from the athletic fields), brass knuckles, box cutters, or any other device which could, whether by design or by use, cause physical injury to another person. Look-alike weapons, toy weapons, laser pointers used in a threatening manner, and any item used to intimidate or threaten others may be treated as a weapon. Jackson City Schools is in full compliance with the Federal Gun-Free Schools Act of 1994. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
6) Disorderly Conduct/Disruption of School: Students shall not engage in actions wrongfully causing inconvenience, annoyance, anger or alarm to a teacher, school official, or another student in any of the following ways: threatening, fighting, engaging in wild behavior, making excessive noise, being offensively coarse or vulgar by words or actions, using profanity, needling other students in a way likely to incite them into a disorderly response, without justification creating an offensive condition, and creating a condition that is dangerous or is potentially dangerous to the safe or orderly function of the educational process. Use of squirt guns, snowballs, water balloons, shaving cream or other

activities can be considered disorderly conduct.

7) Criminal Activity: Students shall not engage in any activity not specifically cited in this section that is considered illegal under applicable laws or regulations of the state of Ohio, or under applicable Federal Statutes.
8) Failure to Complete Assigned Discipline: Students shall complete detention assigned at the designated time.
9) Insubordination: Students shall not disregard or refuse to obey any reasonable directions or commands given by school officials. Violations of any rules, directions, or disciplinary procedure, shall also constitute insubordination. Persistent disobedience of reasonable instructions may be considered a more serious offense.
10) Harassment/Bullying: Conduct which has the effect of creating a hostile, intimidating, discriminatory or offensive environment is strictly forbidden. Harassment for purposes of this regulation includes sexual harassment (including, but not limited to, suggestive or lewd talk, soliciting sexual favors, unwanted advances or physical contact), racially-based harassment (racially motivated words, gestures, images or actions that intimidate or offend), dating violence, or other forms of behavior, including hazing as defined in ORC 2903.31, that are designed to intimidate or offend, whether based on race, gender, religion, color, ethnicity, age, experience or disability**.** Bullying does include instances of cyberbullying. Bullying that takes place on buses operated by Jackson City Schools is covered by this policy.
    a) Upon reports of bullying, an investigation will take place by the administrative team or designee and the results of which will determine the course of action for discipline which may include possible suspension from school.
    b) In addition, individuals/groups that are found to be falsely reporting instances and may be subject to disciplinary action.
    c) Detailed guidelines to this policy can be found on page 52.
    d) **Harassment/Bullying:**
    Jackson City Schools enforces a zero-tolerance policy for harassment and bullying. Conduct that creates a hostile, intimidating, discriminatory, or offensive environment is strictly prohibited.
        i) This includes: Sexual harassment (e.g., lewd comments, unwanted physical contact, or solicitation), Racially-based harassment (e.g., offensive gestures, language, or images), Dating violence, Hazing (as defined in ORC 2903.31), and Bullying, including cyberbullying.
        ii) Bullying is defined as any intentional and repeated act—whether verbal, physical, or electronic—intended to intimidate, harass, or harm another student. Bullying that occurs on school grounds, buses, or at school-related events—or that disrupts the school environment—falls under this policy. All reported incidents will be investigated by school administration or a designee. Verified cases may result in disciplinary action, including suspension. False reporting may also result in disciplinary consequences. This policy also applies to behavior on Jackson City School buses. Full policy details can be found on page 52.

11) Anti-Hazing Policy: Hazing has been defined as doing any act or coercing another to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times.
12) School Bus Rules and Regulations: All students riding school buses shall abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled bus runs as well as to extracurricular activities, field trips, and athletic events.
13) Truancy and/or Tardiness: Students shall not be truant from school or class, nor repeatedly tardy.
14) Vandalism and/or Damage to Property: Students shall not cause or attempt to cause damage to any property (public or private) including building grounds, equipment, or materials at any time.
15) Forgery: Students shall not falsely use, in writing, the name of another person, or falsify times, dates, grades, addresses, or other dates on school forms or correspondence directed to the school.
16) Public Display of Affection: Students shall not engage in activities which include holding hands, kissing, and hugging while on school property.
17) Sexting: 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.
18) Internet Privileges: An Acceptable Use Policy (Computer Network) will be given to all students. This agreement must be signed by both the student and his/her parents/guardians prior to any access to the Internet. Students should realize that network use (e.g. WWW, etc.) is logged and is subject to administrative monitoring/review at any time. Any actions that might harm the computer equipment or software, or any accessing of inappropriate material, or any misuse of the network in any way, will result in disciplinary action. Students who violate this rule will immediately lose all network privileges. Use of Artificial Intelligence (AI) tools without teacher authorization may be considered academic dishonesty. Students have no expectation of privacy when using district technology resources. Senate Bill 29
19) Cheating/Academic Dishonesty: Students may not engage in any activity that may be considered deception, fraud or cheating on tests or class work. Academic dishonesty, or cheating, is defined as participation in any activity, including plagiarism, in which a student knowingly misrepresents or assists another student to misrepresent his or her actual achievement in any course. Students caught in the act of cheating before the act has been completed will also be thought of as cheating. Cheating is not limited, but may include the following:
    a) Copying from another student's test or helping another student during a test.
    b) Providing or accepting information regarding specific test content.
    c) Submitting another person's work as one's own.
    d) Stealing copies of tests or answer keys.
    e) Copying another student's homework assignment, test, quiz, project, report, etc.
    f) Allowing another student to copy a homework assignment, test, quiz, project, report, etc.
    g) Presenting materials taken from sources, such as books, periodicals, newspapers, or the Internet, without appropriate documentation.
    h) Changing answers on a test, assignment, or project after grading.
    i) Using programmable calculators in a manner not specified by the teacher.
    j) Use of Artificial Intelligence (AI) tools without teacher authorization may be considered academic dishonesty.
    k) In the event a student is caught cheating, that student may receive any/all of the following disciplinary actions:
        i) First Offense - 0 credit for that work, Parent or Legal Guardian will be called, Student will be referred to the Administrative

Team for disciplinary action.

ii) Second Offense - 0 credit for that work, Parent or Legal Guardian will be called, Student will be referred to the Administrative Team for disciplinary action, which may result in a suspension from school.

iii) Third Offense and Subsequent Offenses –0 credit for that work, Parent or Legal Guardian will be called, Students will be referred to the Administrative Team for disciplinary action, which may result in a suspension from school. A letter of documentation may be placed in the student's permanent record.

20) Electronic Devices and Communication Equipment (Change to Cell Phones, Smart Watches, and Personal Electronic Devices) Students may not bring or use at school any digital/electronic devices unless approved by a school official. (Examples include, but are not limited to unauthorized/improper use of cellphones, tablets, MP3 players, or personal SMART devices. Cell phones are permitted, however must be turned off upon entering the building. (remove and change per HB 250) Students may possess personal electronic devices, including cell phones, smart watches, earbuds, tablets, and similar devices; however, such devices must remain powered off and stored during the instructional day unless specifically authorized by school personnel.

In accordance with Ohio House Bill 250 and applicable Board policy, student use of personal electronic devices is prohibited during the instructional day to minimize distractions and maintain a safe and productive learning environment. The instructional day includes classrooms, hallways, transitions, recess, lunch periods, assemblies, field trips, and other supervised school activities. needs, and educational purposes. enforce.

a) **1st Offense** – Phone is confiscated and must be picked up by a parent or legal guardian.

b) **2nd Offense** – Phone is confiscated – to be picked up by a parent or legal guardian. At the time of pick-up, that student and parent or legal guardian must conference with a school official. Students may serve one (1) day of **After School Alternative Education/Alternative Learning Center as determined by the administration.**

c) **3rd Offense and Beyond** – Phone is confiscated and must be picked up by a parent or legal guardian. Students may be assigned two (2) days at the **Alternative Learning Center or out of school suspension as determined by the administration. Under reasonable suspicion, the administrative team may conduct a search of the student's digital/electronic device.**

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

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

b) 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.

22) 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.

23) Aiding or abetting violation of school rules. Students assisting other students in violation of any school rules will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24) Chewing Gum: There is to be no gum chewing at Jackson High School, Jackson Middle School, Northview, Southview, Westview.

NORTHVIEW, SOUTHVIEW, WESTVIEW SCHOOL DISCIPLINE PLAN:

1) The following steps may be followed when disciplinary action is to be taken:

a) **Level I** (teacher action)
   i) Warning
   ii) Student Conference

b) **Level II** (office referral)
   i) Student Conference
   ii) Loss of Privilege / Behavioral Interventions

c) **Level III** (office referrals)
   i) Student Conference
   ii) Loss of Privilege / Behavioral Interventions
   iii) Contact Parent

d) **Level IV**
   i) Student Conference
   ii) Loss of Privilege / Behavioral Interventions
   iii) Contact Parent
   iv) Alternative Learning Center

e) **Level V**
   i) Student Conference
   ii) Loss of Privilege / Behavioral Interventions
   iii) Contact Parent
   iv) Out of School Suspension

f) **Level VI**
   i) Student Conference
   ii) Loss of Privilege / Behavioral Interventions
   iii) Contact Parent
   iv) Out of School Suspension
   v) Recommendation to Superintendent for Expulsion
   vi) Possible Law Enforcement Referral

2) Severity Clause - Jackson City Schools utilizes Positive Behavioral Interventions and Supports (PBIS), restorative practices, and other age-appropriate behavioral interventions to teach expected behaviors and promote a safe and positive learning environment. The circumstances of a particular incident may dictate that disciplinary action be taken out of sequence. Disciplinary actions may be stepped up or down at the discretion of the administration depending on the severity of the incident, or other matters of extenuation or mitigation.

DRESS AND APPEARANCE:

Dress Code

1) Shorts, skirts and capris may be worn at any time during the year as long as they reach the student's fingertips while arms and shoulders are relaxed and fingers are outstretched. All clothing must maintain proper personal coverage of all private parts, as well as undergarments.
2) No low cut shirts exposing chest or cleavage or exposed midriffs. If an undershirt or cami are worn, that would be permitted. No cut off shirts, tops, sweaters, dresses or anything that exposes the chest or cleavage. Sleeveless tops are permitted but must have a factory hem and have appropriate coverage.
3) No clothing that contains sexually suggestive pictures or slogans. No clothing with statements or symbols degrading any cause or group will be permitted. No clothing containing profanity or obscenity. All alcohol, drug, tobacco, and gang related depictions are prohibited.
4) Leggings are permitted as long as a shirt, jacket, or other article of clothing is worn over the leggings that are as long or longer than the student's fingertips while arms and shoulders are relaxed and fingers are outstretched.
5) No coats, hats or sunglasses may be worn in the buildings. No hoods may be worn in the buildings. No chains, spikes or jewelry that could be considered dangerous or disruptive of any kind will be permitted other than a typical necklace, bracelet, ring, etc. Bandanas of any kind are prohibited.
6) Jeans with holes are permitted as long as there are no holes higher than the student's fingertips while arms and shoulders are relaxed and fingers are outstretched.
7) Pants must be worn at the waist at all times.
8) Facial piercings are permitted but are limited to the nose, lip, tongue, eyebrow and septum. Only clear or small studs or small hoops are permitted. Extreme or distracting body piercing adornments are prohibited.
9) No offensive or obscene tattoos.
10) No pajamas are permitted.
11) Appropriate footwear must be worn at all times.
12) This is not necessarily an exhaustive list.Clothing and/or grooming that is determined to be disruptive to the educational process is prohibited. The administration will be the final arbiter. Students violating the dress code may be sent home to change, and/or receive other disciplinary action.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR 5517.01

1) Bullying is defined as any intentional and repeated act—whether verbal, physical, or electronic—intended to intimidate, harass, or harm another student. Bullying that occurs on school grounds, buses, or at school-related events—or that disrupts the school environment—falls under this policy.
2) **Definitions of Terms:**"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:
    a) causes mental or physical harm to the other student; and
    b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
3) 'Harassment, Intimidation, or Bullying' also means electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless handheld device that a student has exhibited toward another particular student more than once and the behavior both:
    a) causes mental or physical harm to the other student/school personnel; and
    b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
4) 'Harassment, Intimidation, or Bullying' also includes violence within a dating relationship. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.
5) A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

Reporting and Investigation: Students, parents/guardians, staff members, and volunteers are encouraged to promptly report incidents of harassment, intimidation, bullying, cyberbullying, or aggressive behavior. All reports will be investigated in accordance with Board Policy 5517.01 and district procedures. Students found to have engaged in harassment, intimidation, bullying, cyberbullying, dating violence, or other aggressive behavior may be subject to disciplinary action, intervention strategies, restorative practices, counseling referrals, suspension, expulsion, or other consequences permitted by Board policy and Ohio law.

TYPES OF CONDUCT:

1) Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
    a) physical violence and/or attacks;
    b) threats, taunts, and intimidation through words and/or gestures
    c) extortion, damage, or stealing of money and/or possessions
    d) exclusion from the peer group or spreading rumors;
    e) repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based online sites (also known as "cyber-bullying"), such as the following:
        i) posting slurs on websites where students congregate or on weblogs (personal online journals or diaries);
        ii) sending abusive or threatening instant messages;

iii) using camera phones to take embarrassing photographs of students and posting them to online/ or otherwise distributing them;
iv) using websites to circulate gossip and rumors to other students;
v) excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.

Complaint Procedures

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

1) Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.
2) Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 shall immediately report his/her concerns.
3) Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.
4) In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.
5) School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

1) **STEP I-** Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

2) **STEP II-** The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
    a) A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

3) **STEP III-**If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

    a) Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

    b) Publication of the Prohibition Against Harassment, Intimidation, and Bullying

4) The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:
    a) Harassment, intimidation, or bullying behavior by any student in the Jackson School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
        i) Causing mental or physical harm to the other students, including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
        ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Retaliation/False Charges:

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and

independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions:
Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease. Bullying is defined as any intentional and repeated act—whether verbal, physical, or electronic—intended to intimidate, harass, or harm another student. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

Non-Disciplinary Interventions:
When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.
If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions:
When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. An out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
2. Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Intervention Strategies:
In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

1. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.
2. Planned professional development programs addressing targeted individuals' problems, including what is safe and acceptable Internet use.
3. Data collection to document victim problems to determine the nature and scope of the problem.
4. Use of peers to help ameliorate the plight of victims and include them in group activities.
5. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).
6. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.
7. An attitude that promotes communication, friendship, assertiveness skills and character education.
8. Modeling by school personnel of positive, respectful, and supportive behavior toward students.
9. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).
10. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
11. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

Intervention Strategies for Protecting Victims

1) Supervise and discipline offending students fairly and consistently.
2) Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.
3) Maintain contact with parents and guardians of all involved parties.
4) Assist the victims to obtain counseling if assessment indicates that it is needed.
5) Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
6) Check with the victim daily to verify that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Training:

1) Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.
2) Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.
3) School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions,

counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

Police and Child Protective Services:

1) Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.
2) In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.
3) State Board of Education Model Policy (2007) Approved 6/04 Revised 1/06, Revised 11/13/07, Revised 5/11/10

IX. General Information

INDIVIDUALS WITH DISABILITIES: The Americans 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) A student can access special education services through the proper evaluation procedures.
b) 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: In accordance with the McKinney-Vento Homeless Assistance Act and Ohio law, homeless children and youth are entitled to a free appropriate public education and equal access to educational programs and services.

1) 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.
    a) Lack of a permanent address, proof of residency, school records, immunization records, or other documentation shall not be a barrier to enrollment or participation in school.
    b) Parents/guardians seeking information regarding services for homeless students should contact the District's Homeless Education Liaison or the Student Services Department at (740)286-6442.

STUDENT RECORDS

1) The School District maintains many student records including both directory information and confidential records.Directory information includes:
    a) 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.
    b) 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.
    c) Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, communications with family, and outside service providers.
    d) 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.
    e) 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.
    f) Individuals have a right to file a complaint with the United States Department of Education if they believe that the District violated FERPA.
    g) 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 unemancipated minor, his/her parents, to submit to or participate in any survey analysis, or evaluation that reveals information concerning:
        i) Political affiliations or beliefs of the student or his/her parents;
        ii) Mental or psychological problems of the student or his/her family;
        iii) Sex behavior or attitudes;
        iv) Illegal, anti-social, self-incriminating or demeaning behavior;
        v) Critical appraisals of other individuals with whom respondents have close family relationships;
        vi) Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
        vii) Religious practices, affiliations, or beliefs of the student or his/her parents; or
        viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

h) 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.
i) 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.
j) 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:
    i) 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
    ii) The administration of any survey by a third party that contains one or more of the items described in A through H above.
    iii) 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:
    iv) Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. www.ed.gov/offices/OM/fpco
    v) Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov

X. Jackson City School District- Computer Network and Internet Acceptable Use Policy:

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy (Policy) and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. **Definitions:** For purposes of this Policy,
    a. the term "Network" shall mean the District's group of interconnected via cable and/or wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
    b. the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that passes through District equipment, wiring, wireless networks, or storage devices regardless of any other factors such as the passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experiences of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with the District Technology Coordinator to be informed whether or not a use is appropriate.
3. **Users Bound by Policy:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User. Upon reviewing this policy, signing, and returning the agreement, each student will be granted limited use of the District's computer network and Internet. A copy of this policy shall be made available upon request and will be posted on the District website. Any parent or guardian of a student that is under the age of 18, may direct that the student not be given access to the Internet. An opt-out form for this purpose may be obtained from the District Technology Office. The signed form, when returned, is good for one year. Students will be asked to submit a new signed form at the beginning of each school year.
4. **Senate Bill 29 Compliance:** Jackson City Schools will adhere to all guidelines and requirements set forth in **Ohio Senate Bill 29**, ensuring compliance with all state-mandated safety, curriculum, and policy provisions.
5. **Personal Responsibility:** In order for the District to control student access to electronic communications, the Internet and to continue to make its computer network available, all users must take responsibility for educationally appropriate and lawful use of this access. Students must understand that one student's misuse of electronic communication devices, internet access or the network may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise student use, they must have student cooperation in exercising and promoting responsible use. Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a teacher, building administrator, or Technology Coordinator immediately. Any improper use of your account, even if you are not the User, is

your responsibility.

6. **Reporting Misuse of the Network:** Users must report any misuse of the Network to a teacher, building administrator or Technology Coordinator. “Misuse” means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person’s property.
7. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure.
8. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.
9. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications and files on the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Although the District respects the natural desire of all persons for privacy and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require that full access be available at all times. The District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information or messages which may be contained therein. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
10. **Security and Integrity:** Staff members are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by email, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.
11. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a teacher, building administrator or Technology Coordinator immediately. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the IT Department. You may be held financially responsible for the expense of any equipment repair or replacement, if damage was the result of misuse, vandalism or negligence.
12. **Personal Electronic Communication Devices:** For this policy, these devices shall be defined as individually owned devices that can be connected to voice or data networks not provided by the District. Current examples include, but are not limited to, cellular phones, smart phones, laptops, tablets, netbooks, notebooks, iPods, iPads etc. The use of any of these devices on the Jackson network requires special permission from a building administrator and the IT Department. During regular school hours (from the time buses arrive in the morning until after final dismissal), students shall not use any personal electronic communication devices to talk, transmit or receive text, photographs or other electronic files unless special permission is received.
13. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
    a. **OFFENSIVE OR HARASSING ACTS:** Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
    b. **VIOLATIONS OF PRIVACY:** Using an account that is not yours, allowing another user to use your account, or providing your account information to someone else. You are responsible for any and all activities that occur under your account. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.
    c. **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Users may not bypass the district internet filtering, attempt to bypass or use alternate programming to access a site that would otherwise be blocked. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other

District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others. Any use that monopolizes network resources and bandwidth.

d. **USE OF OUTSIDE SERVICES:** All email, document storage, blogs or any and all other services must be provided by the School District on its Network. Outside email systems may be used for personal email, subject to the loss of privacy rights as stated in this Policy. No District business shall be conducted on outside email services unless a copy of each such communication is copied or forwarded to the User's District account for archiving. The district has an established relationship with Google and has its own Google Education Enterprise domain for hosted storage services. Students and staff may use this resource for outside storage.
e. **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
f. **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
g. **PERSONAL USE:** Personal shopping, buying or selling items, solicitation or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal websites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.
h. **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.
i. **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Jackson City Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Downloading or installing any software on District computers. Students are not to download executable files, games, movie files, music files or picture files unless directly related to coursework. Students must receive permission to do this, even if downloads are directly related to coursework.

14. **Specific Limits on Communication Over the District Network:**
    a. **Expressing Opinion:** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
    b. **Netiquette:** In all electronic communications, users must abide by the rules of network etiquette, These include
        i. Be polite, use appropriate language, no vulgar, suggestive, obscene, or threatening language
        ii. Don't communicate in a manner that others might find offensive
        iii. Don't assume that the sender of an email is giving permission for you to forward or redistribute the message sent to you. Make sure you have permission to forward the email of another.
        iv. Be considerate when sending attachments. Be sure that the file size is not too large for the recipient's email system.
    c. **Personal Email:** Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined at the sole discretion of the Superintendent.
    d. **Electronic Signatures:** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to the Technology Coordinator or Superintendent.
15. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any websites, email addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.
16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either expressed or implied, in connection with the

provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

17. **Records Retention and Production:** Users must comply with all District directions regarding the retention and management of email or documents. Instant messaging or text messaging for District business is prohibited. The District retains the right to receive a copy of a record from an Employee User's private computer if for some reason it exists only on that computer.
18. **Internet Safety:** All users should be advised that access to the Internet may include the potential for access to materials that are inappropriate for school-aged children. Every user must take responsibility for his or her use of the network and Internet and stay away from these types of sites. The District provides web filtering which blocks known harmful or inappropriate sites, but no solution is foolproof. Teachers monitor students closely when they are on the Internet. Students need to exercise safe behavior. Do not provide personal information to anyone on the Internet.
    a. On August 21, 2011, the Federal Communication Commission released an amendment to the Children's Internet Protection Act which includes an E-Rate provision of Protecting Children in the 21st Century Act of 2008. The FCC order (FCC 11-125) implements the "educating" requirements of the Protecting Children Act effective FY 2012, meaning any school or school district applying for E-Rate discounts MUST provide Internet Safety Policies that include "monitoring the online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response."
    b. Effective FY2012 Jackson City Schools will adopt a K-12 curriculum to address internet safety and bullying. Our curriculum will be based on resources from sources that will best meet the current and future needs of our students and staff. The curriculum will help our educators empower their students and the school community to be safe, responsible, and savvy as they navigate the digital world. Our curriculum will be based on three major topic strands with varying age appropriate subtopics, lessons, and strategies.
    c. Topics:
        i. Safety and Security
        ii. Digital Citizenship
        iii. Research and Information Literacy
19. **Publishing on the District website:** The District has a world wide web site on the Internet at: http://www.jcs.k12.oh.us . This site is used for publishing district information, announcements, documents, curriculum resources and school news. As part of the overall curriculum and our own District information system, school news, awards, accomplishments, student projects and athletic information are published on our website. The kinds of student projects that may be published include, but are not limited to: creative writing, artwork, slide presentations, multimedia projects, reports, and web projects. News and athletic items might include pictures and information. The classroom teachers, website faculty advisors, student web teams and district administrators reserve the right to determine what kinds of work and information will be published. The District will publish information that the Board of Education has adopted as "directory" information and will follow these guidelines.
    a. A student's work may be identified by school, teacher or curriculum, and grade level.
    b. No personal contact information will be published
20. **Personal Electronic Devices:** The Jackson Administration and Tech Department reserve the right to refuse any personal device it deems inappropriate or unacceptable to be brought into the school.
    a. All users of personal devices must follow **all** the policies in the District Acceptable Use Policy.
    b. The following guidelines apply, and are specific to personal devices, in order to protect both the District network and the users.
    c. **Requirements:**
        i. The Jackson City Schools will not be held liable for any damage that may occur to the personal device as a result of connecting to the network or AC power source.
        ii. The Jackson City Schools will not be held liable for any physical damage, loss or theft of the device.
        iii. The District reserves the right to inspect any personal computing device to determine that the AUP is being followed.
        iv. Personal devices MUST be connected to the Jackson Wi-Fi network when being used on school premises, NO EXCEPTIONS.
        v. Anti-virus software must be up-to-date and active. (Microsoft Security Essentials is a free antivirus program that could be used, if you do not have another package)
        vi. The use of personal electronic devices must comply with ALL policies and procedures in the District's Acceptable Use Policy. Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321; *Children's Internet Protection Act of 2000*, 47 USC § 254 (h), (l); *Family Educational Rights and Privacy Act* (FERPA), 20 U.S.C. § 1232g

Jackson City Schools Internet: Jackson City Schools provides students with access to District technology resources, digital learning tools, the District network, and the Internet to support educational opportunities and enhance student learning. The Internet offers access to a wide variety of educational resources and information. While the District utilizes Internet filtering and monitoring systems designed to block or restrict access to inappropriate material, no filtering system is capable of blocking all inappropriate content. Students are expected to use technology resources responsibly, safely, and in accordance with District policies and classroom expectations. The use of District technology resources is a privilege, not a right. Students who misuse District technology resources may be subject to disciplinary action and/or loss of technology privileges in accordance with the Student Discipline Code and the District's Acceptable Use Policy. Jackson City Schools is committed to protecting student data and privacy in accordance with applicable federal and state laws, including FERPA and Ohio Senate Bill 29. Additional information regarding student technology use, Chromebook procedures, Internet safety, technology protection measures, and the District's Acceptable Use Policy may be

found on the Jackson City Schools website.

Jackson City Schools
Handbook Agreement

Student Name: _____

PARENTS: PLEASE READ THE HANDBOOK DOCUMENT WITH YOUR STUDENT. FILL OUT THIS FORM AND RETURN IT TO SCHOOL WITH YOUR CHILD BY **Friday, August 28, 2026**.

The handbook can be found on the Jackson City Schools District website under the PARENTS tab. https://www.jcs.k12.oh.us/

I have read the 2026-2027 Jackson Elementary Schools Parent/Student Handbook in its entirety and discussed its contents with my child. I also understand the Elementary Handbook expectations set forth by JCS within the handbook.

My student and I have read the entire handbook; understand the handbook and will comply with all components of the handbook. Check (✔️) the below boxes to confirm you and your student have carefully read the expectations set forth.

☐ Elementary Attendance Information
☐ Code of Conduct
☐ Discipline Procedures
☐ Academic Expectations

Student Grade Level: _____

_____ Student's Name

_____ Parent's Signature, Date

Throughout the school year various opportunities come up for our students. We would like to ensure your child can be included in all of them.

Jackson City Schools (JHS, JMS, NV, SV, WV) has permission to:

- List my child's name, my name, address, and phone number on a public class roster.
- 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.
- Record my child's class for the purposes of educational improvement.

Please complete and sign below, stating that you are providing permission for your child to participate in the above listed items.

_____ Parent/Guardian Signature

_____ Date

Please sign and return this form by Friday, August 28, 2026.

Handbook Access: Parents may view the Elementary Handbook on the Jackson City Schools website at https://www.jcs.k12.oh.us/ and/or request a printed copy by contacting your student's school office.