2026-2027

JACKSON HIGH SCHOOL
Student Handbook

Text in Bold indicates a change to the handbook for 2026–2027 and/or points of emphasis on the following pages.

Dress Code
(Revised 1/2023)

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Pants must be worn at the waist at all times.
- 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.
- No offensive or obscene tattoos.
- No pajamas are permitted.
- Appropriate footwear must be worn at all times.

Notes:

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.

TABLE OF CONTENTS

I. INTRODUCTION	**6**
Jackson City Schools Board of Education	6
Jackson High School March Song	6
Jackson High School Alma Mater	7
History of the School	7
Accreditation	7
Building and Grounds	7
II. ORGANIZATION OF INSTRUCTION	**8**
Program of Studies and Graduation Requirements	8
Credit Flexibility	8
Commencement Exercises	9
Schedule of Classes	9
Lunch	10
Textbooks	10
Reporting Student Progress	10
Semester and Final Exams	11
Make-up work	11
Progress Reports to Parents	12
Fees	12
III. RECOGNITIONS AND HONORS (JHS Only)	**13**
Valedictory and Salutatory Criteria	13
College Credit Plus Students	13
Vocational Students	13
Honors Diploma	14
National Honor Society	15
Awards	15
College Admissions and Scholarship Test	16
University Scholarships	16
NCAA Clearinghouse	16
IV. SERVICES FOR STUDENTS.	**17**
Guidance	17
Accident/Illness/Injury	17
Lunch Periods	17
Bus Transportation	18
Locks and Lockers	20
Telephone Calls	20
Lost and Found	20
Insurance	20
Individual Student Pictures	20
Senior Announcements and Caps & Gowns	20
Fire/Tornado Drills	20
Work Permits	21
Deliveries	21
Title IX Notice	21

V. ORGANIZATIONS AND ACTIVITIES. 21
Student Organizations 21
Student Council 21
Parent Organizations 21
Athletics 22
Cheerleaders 22
Musical Organizations 22
Dramatics 22
Publications 22
Other Activities 22
Removal From Participation 22

VI. REGULATIONS, CUSTOMS AND TRADITIONS 23
Attendance 23
After School Alternative Education Class 28
Visitors 29
Change of Address or Telephone 29
Automobile Regulations 29
Search and Seizure 30
Hall Passes 30
Physical Education and Wellness 31
Care of School Property 32
Backpacks/Book Bags 32
Prescribed Medications 32
JHS and JMS Libraries 32

VII. STUDENT DISCIPLINE CODE 33
Student Discipline 33
Smoking/Vaping 34
Alcohol and Drugs 34
Suspension or Expulsion 34
Senate Bill #1 38
Student Discipline Code 40
Discipline Plan 45
Dress and Appearance 46
Skateboards, bicycles, etc. 47
Class Officers/Student Council Guidelines 47
JCS Athletic and Extracurricular Code of Conduct (Inc. Marching Band) 48
Jackson City Schools Drug Testing 54
Opt In and Self Reporting 57
Bullying, Harassment, Intimidation, and Other Forms Of Aggressive Behavior 62
Jackson City School District Computer Network and Internet Acceptable Use Policy 69
Jackson City Schools Internet Opt Out Option 77
Refusal to Consent for Release of Information, etc. 78
Handbook Awareness Statement 79

NONDISCRIMINATION EQUAL OPPORTUNITY EMPLOYER

The Jackson City Schools Board of Education, Jackson High School, and Jackson Middle 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. These precautions and procedures may be due to COVID-19 or any other health related situations that impact our community.

I. Introduction

A. JACKSON CITY SCHOOLS BOARD OF EDUCATION:

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

B. 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

C. 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.

D. HISTORY OF JACKSON HIGH SCHOOL:

"Old Central", the first high school in Jackson, was located on the former lot of Kinnison School, near the Jackson City Library in the middle of town. There were four members in the first graduating class of 1876. For the next forty-five years, "Old Central" was the high school for Jackson children. There were 40 students in the 1920 graduating class.

In 1921 Kinnison School became the high school and served the students until 1931. From 1931 until 1957 the old section of the present middle school building served as the high school. Graduating classes had increased to 150-175 by 1957. The "new addition" to Jackson High School was put into operation in 1957 and served to alleviate the overcrowded condition occurring in the old section. Today's graduating classes average about 200 students. In 1976 Jackson High School celebrated its 100th graduating class, representing a century of growth and service to the students of the Jackson City School District.

The new high school opened in the fall of 2004. See below for a description of this up-to-date facility.

E. ACCREDITATION AND COURSE OF STUDY:

Jackson High School is a comprehensive high school offering course work in: College Preparation; Career Technical Pathways, including possibility to earn Industry Recognized Credentials and Business, Marketing and Media Education. **The school meets or exceeds all requirements of the Department of Education of the State of Ohio.**

F. BUILDING AND GROUNDS:

Jackson High School is situated at 500 Vaughn Street. This facility is composed of an academic wing, which includes classrooms and the administrative offices; a fine arts wing designed for vocal, instrumental and visual arts; a commons, an athletic wing consisting of a gymnasium, field house, and locker rooms; a softball complex and a football/soccer stadium complete with locker rooms.

II. Organization of Instruction

A. PROGRAM OF STUDIES AND GRADUATION REQUIREMENTS:

- A minimum of 21 units of credit are required for graduation.
- The minimum requirements for graduation are:
  - English–4 units
  - Social Studies-3 units (minimum of: Government-½ unit, American History ½ unit and World History ½ unit)
  - Science-3 units (one must be physical and one biological)
  - Mathematics-4 units
  - Health - ½ unit; Physical Education - ½ unit.
  - Electives - 7 units.
  - High School Fine Arts exposure credit (not Carnegie unit) will be awarded for Art taken at JMS.

- **The Class of 2023 and beyond must:**

  a. **Show competency by earning a passing score on the Algebra I and English II state exams. OR**
  b. **Show competency by (choose one) (1) demonstrating two career-focused activities, (2) enlist in the military or (3)complete college coursework. AND**
  c. **Show readiness by earning two diploma seals (one of which must be state designed)**

****For additional/updated information, please refer to Ohio's Graduation Requirements on the Ohio Department of Education webpage.**
https://bit.ly/2U313ls

B. CREDIT FLEXIBILITY:

1. Credit Flexibility applies to any alternative coursework, assessment and/or performance that demonstrates proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted toward the student's grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective.
2. Jackson City Schools Credit Flexibility program is provided in accordance with Senate Bill 311.
3. *Credit flexibility is offered in three ways:*
   a) *Option A:* Test out or otherwise show mastery of course content
   b) *Option B:* Pursue an educational option such as distance learning, post secondary coursework, internship, service learning, sports, or research based project.
   c) *Option C:* A combination of Options A & B
4. Credit Flexibility expands the number of options for earning credit by adding demonstration of subject area competency and structures that support it irrespective of any time requirements. In order to participate, an instructional plan must be submitted and approved. It must contain standards, skills, instructional methods and assessment.

5. At Jackson High School, students interested in credit flexibility will work with parents/guardians, teachers, counselors, and administrators to determine the plan of action to be taken.
6. **Accepted providers for Credit Flexibility courses must be approved by the Credit Flexibility and/or the Administrative Team prior to the student making use of the provider.**

C. COMMENCEMENT EXERCISES

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the graduation ceremony when personal conduct warrants.

D. SCHEDULE:

JACKSON HIGH SCHOOL SCHEDULE:

1. **Schedule Changes:** Students will be given a schedule of classes and study halls prior to the first day of school. Schedule changes are held to a minimum and only those students with serious conflicts will be considered for changes. Application forms for schedule changes may be secured in the Guidance Office.
2. **Bell Schedule**: The building is open at 7:30 a.m. each day. Prior to 7:57a.m., no student is to be in any area of the building except the commons without teacher permission. Teachers must issue a pass to students who are entering the building early. Dismissal for all students is at 3:08 p.m. The bell schedule is as follows:

Regular Schedule

7:30 – 7:57	Cafeteria Open
7:57 – 8:05	Opening Bell, Report to Lockers
8:05 - 8:44	Period 1
8:47 - 9:26	Period 2
9:29 - 10:08	Period 3
10:11 - 10:50	Period 4
10:50 - 11:20	Advisory Period 5 – A Lunch
11:20 - 11:50	Advisory Period 5 – B Lunch
11:50 - 12:20	Advisory Period 5 – C Lunch
12:23 - 1:02	Period 6
1:05 - 1:44	Period 7
1:47 - 2:26	Period 8
2:29 - 3:08	Period 9

** Period 5 is an extended period in order to accommodate the three lunch periods and Advisory for each student.

E. CLOSED LUNCH:

All students will have closed lunch periods. Students are not allowed to leave the building for lunch. Parents may bring students' lunches to them. Students may not order their lunch to be delivered by any other means.

F. 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.

G. 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.

*Students enrolling from schools/districts that use a weighted GPA scale will have their GPA converted to the 4.0 scale used by Jackson High School/Jackson Middle School.

*Students enrolling from a district utilizing a different grading scale will transfer the appropriate letter grade earned at that district.

H. SEMESTER AND FINAL EXAMS
(COURSES EARNING JACKSON HIGH SCHOOL CREDIT):

1. In order to assess student learning, Jackson High School will be administering Semester Exams and Final Exams.
2. Semester exams will count for 10% of the student's grade for each semester.
3. Additionally, Jackson High School will be following a modified schedule during the week of Semester Exams and Final Exams:
   First Semester exams will be the last week of the second nine weeks. For the 2026-2027 School year the dates are Monday, January 11th through Thursday, January 14th, with make-up exams Friday, January 15th.
   Final Exams will be given the last week of the Second Semester (Fourth Nine Weeks). For the 2026-2027 School year the dates are Monday, May 24th through Thursday, May 27th, with make-up exams on Friday, May 28th.
4. **For Jackson Middle School Students, Algebra A and Algebra 1 will be courses for high school credit:**
   a. These courses will count toward high school credit.
   b. The grades earned in these courses will affect high school grade point average (G.P.A.)

5. **No planned absences will be approved for these weeks. Parents and students should plan accordingly.**

I. 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.
   - 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.
   - Excused absences on test days will allow the student an opportunity for a makeup test.
   - Chronic absence on test days, or days when major assignments are due, may disallow the student from make-up opportunities.
   - **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 are not allowed to make up assignments which are missed due to unexcused absences.

3. **Alternative Learning Center:** Students assigned to the Alternative Learning Center 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.

J. STUDENT PROGRESS REPORTS TO PARENTS:

1. **Interim Reports:** Progress reports are available to parents at any time during the grading period through the ProgressBook Parent Log-In. In addition, 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.
3. **Other:** Parents shall also be notified of conduct and attendance problems which may interfere with student progress.
4. Progress Book Access will be made available to parents and students.

K. FEES:

1. **Fee Schedule:** A small charge is made in certain courses to pay for materials that are used by the students. These must be paid in full in order to receive grades and credits. Fees may also be imposed upon pupils for loss, damage, or destruction of school property and equipment:

JACKSON HIGH SCHOOL
STUDENT FEE SCHEDULE
2026-2027

Band Uniform use.....	$24.00
Reeds and Various Other Band Equipment	See Band Accessory Form

2. **Student Obligations**

a. 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.

b. Seniors having obligations at the end of the year will not have their records released until these obligations have been cleared.

III. Recognitions and Honors (JACKSON HIGH SCHOOL ONLY)

A. VALEDICTORY AND SALUTATORY CRITERIA:

Residency Requirement for High Honors

To be eligible for high honors such as Valedictorian or Salutatorian, Distinguished Scholar, Ohio Academic Scholarship, National Honor Society, etc., a student must be enrolled for three (3) consecutive semesters prior to the second semester of the senior year.

Criteria for Earning Valedictorian or Salutatorian Honors

Valedictory and Salutatory Honors are based upon class rank by GPA (Grade-Point Averages) which are computed at the end of the seventh semester.

1. **Valedictorian -** In order for a student to qualify as class Valedictorian, the student must:
   a) hold the highest GPA (Grade Point Average) on a 4.00 scale when compared to all class members, and
   b) enroll in at least four advanced classes as listed below (1 ELA, 1 Social Studies, 2 Math/Science):
      - **Advanced Placement English 11**
      - **Advanced Placement English 12**
      - **Advanced Placement American History**
      - **Advanced Placement Mathematics (Calculus, Statistics)**
      - **Advanced Placement Biology**
      - **Advanced Placement Chemistry**
      - **Advanced Placement Government and Politics**
      - **Advanced Placement Music Theory**
      - **Physics**

   c) Be eligible to receive an Honors Diploma (criteria for Honors Diplomas appear below).
2. **Salutatorian -** In order for a student to qualify as class Salutatorian, the student must:
   a) hold the second highest GPA (Grade-Point Average) on a 4.00 scale when compared to all class members, and
   b) enroll in at least four advanced classes will be required(1 ELA, 1 Social Studies, 2 Math and Science):
      - **Advanced Placement English 11**
      - **Advanced Placement English 12**
      - **Advanced Placement American History**
      - **Advanced Placement Mathematics (Calculus, Statistics)**
      - **Advanced Placement Biology**
      - **Advanced Placement Chemistry**
      - **Advanced Placement Government and Politics**
      - **Advanced Placement Music Theory**
      - **Physics**

   c) **Note:** In years when multiple Valedictorians are named, there will be no salutatorian honor awarded.

3. **College Credit Plus Students**
   A student who participates in the College Credit Plus program must meet the same requirements as all other students.
   a.) A committee composed of the principal and teachers of comparable courses at Jackson High School will determine if courses taken at the higher education institution are acceptable alternatives.
   b.) The responsibility for information pertaining to Jackson High School events and dates rests solely with the CCP student.
   c.) It should be noted that for Freshmen and Sophomore students pursuing CCP, a CCP curriculum does not necessarily cover the standards of the Ohio Computer Based Assessments.
   d.) In addition, Jackson High School strongly suggests that students entering their Junior or Senior year have passed the Ohio Computer Based Assessments before pursuing CCP.
   e.) Students who receive a failing grade in a course(s) are financially responsible to repay the Jackson City School District for the costs associated with the course(s) and may be subject to CCP Probation or CCP Dismissal.
   f.) Any student wishing to participate in CCP the following year must have attended a CCP informational meeting at JHS or an accredited institution <u>and</u> have completed an application to the institution they wish to attend by April 1st. Please be aware that some institutions may have different deadlines that must be followed for admission. It is the sole responsibility of the <u>student</u> to meet the appropriate deadlines for CCP application based on the institution of their choosing, not the Jackson City School District or Jackson High School.
4. **Vocational Students**
   If a vocational school student should attain a GPA (Grade Point Average) that is equivalent to the highest GPA attained by Jackson High School students, such achievement would be noted during commencement activities by indicating that the student had maintained a comparable GPA in the vocational curriculum. Such students would not, however, qualify as academic valedictorians.
5. **Number 1 Class Ranking**
   The transcript of any student who shares the highest GPA (Grade-Point Average) on a 4.00 scale, but does not meet the requirements of paragraphs 1-b, 2-b, 3-b, or 4-b, will reflect a number 1 ranking regardless of the fact that such student does not qualify for Valedictory Honors.

B. HONORS DIPLOMA:
Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. **Academic Honors Diploma**
2. **International Baccalaureate Honors Diploma**
3. **Career Tech Honors Diploma**
4. **STEM Honors Diploma**
5. **Arts Honors Diploma (includes dance, drama/theater, music and visual art)**

6. Social Science and Civic Engagement Honors Diploma

Students wishing to pursue an honors diploma should refer to the Ohio Department of Education website for details or see the JHS Guidance Department: http://bit.ly/ODEHonors

C. NATIONAL HONOR SOCIETY:

1. Students in the Junior and Senior classes are eligible for membership in the Jackson High School Chapter of the National Honor Society. Selection is a privilege, not a right. Students DO NOT apply for membership in the NHS—instead they provide information to be used by the local selection committee to support their candidacy for membership.
2. Students are selected on the basis of Scholarship (3.5 minimum GPA required), Leadership, Character, and Service by a vote of the faculty council. This is not an election, nor is membership automatically conveyed because a student has achieved a specific level of academic performance. For example, actions that question a candidate's character may prevent them from being selected.
3. National Honor society members must maintain the high standards upon which they were selected. Students who violate any of the criteria will be put on probation for one semester. This is considered inactive which means they will not participate in any activities or be recognized as a member for that period. Students placed on probation have the option of meeting with the faculty council to discuss the situation. The faculty council will decide how the student will make restitution.
4. The faculty council has the right to automatically dismiss a member depending on the situation. Details of criteria for selection to the National Honor Society may be obtained from the advisor.
5. Upon entering their freshman year, students are encouraged to begin developing their Leadership, Character, and Service experiences in anticipation of submitting information to the faculty council during their Junior or Senior years.

D. AWARDS:

Each year service clubs and civic organizations present awards to students for achievements in various areas. There are scholastic awards for nursing and teaching, plus medals, plaques, trips and certificates for accomplishments in a variety of fields. Other awards are made to those students who are outstanding in dramatics, music, journalism, art, and athletics. Each year in the spring, an assembly is held to recognize those students who have earned awards. To earn an award for academic performance, which is based upon **cumulative** performance through the first semester of the current academic year, **the student must maintain a 3.5 GPA or higher. A reminder that freshmen students who have earned high school credit in junior high, will have that applied to their GPA calculation.**

E. COLLEGE ADMISSIONS AND SCHOLARSHIP TESTS:

1. **Testing:** Standardized scholarship and college admissions tests are available to Jackson High School Students.
    a. **PSAT/NMSQT** stands for Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test. This test is given to interested juniors in the fall. This test has two purposes. One, it is a kind of rehearsal for students who plan to take the SAT, which is the test some colleges require for admission. Two, it is used to select students seeking National Merit Scholarships which are awarded spring term of the senior year and to choose students for the National Assistance Scholarship Program for Outstanding Negro Students. A further side benefit of the test is that you can have your scores reported to colleges interested in students scoring in your range, and you will receive a barrage of pamphlets, catalogs, and brochures telling you about those schools.
    b. **PLAN** test helps tenth graders build a solid foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years. As a "pre-ACT" test, PLAN is a powerful predictor of success on the ACT Assessment. The PLAN test is administered in the fall of the sophomore year.
    c. **The American College Test (ACT)** is administered several times a year at college centers. This is used primarily for admission to colleges.
    d. **The College Entrance Examination Board (SAT)** is given periodically at college centers for admission to selected colleges.

F. UNIVERSITY SCHOLARSHIPS

1. Many scholarships are available to college candidates on the basis of:
    a. High school academic achievement.
    b. Special abilities (e.g., dramatics, music, athletics).
    c. ACT or SAT
    d. Study in specific areas (e.g., dairy science, teaching, nursing, cosmetology)
    e. Need
2. Information and help in applying for scholarships are available from the guidance office.

G. NCAA CLEARINGHOUSE - NCAA FRESHMAN-ELIGIBILITY STANDARDS

1. KNOW THE RULES: it is the ultimate responsibility of the parents/guardians of the prospective student athlete to know and understand the freshmen eligibility requirements of NCAA member institutions. Information may be found on the web at *http://bit.ly/NCAAcenter*

2. Core Courses
    a. NCAA Division I requires 16 core courses as of August 1, 2008. This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.
    b. NCAA Division II requires 14 core courses. See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses beginning August 1, 2013.
3. Test Scores
    a. Division I has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on page two of this sheet.
    b. Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.
    c. The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
    d. The ACT score used for NCAA purposes is a sum of the four sections on the ACT: English, mathematics, reading and science.

IV. Services for Students

A. SCHOOL COUNSELING:

1. For special problems of a personal, educational or vocational nature and for help in planning, students may consult a School counselor in the guidance office on the main floor. Principals are also available for consultation on various student problems. Please make appointments for counseling service.

2. Those students interested in scholarship and college entrance exams should speak with a guidance counselor or principal as soon as possible.

B. ACCIDENTS/ILLNESS/INJURIES:

1. Should students become ill or injured during school, they are to report to the principal's office for assistance.
2. Students are not to spend class periods in the restroom when ill (such absences will be treated in all cases as truancies).
3. When present, the school nurse will be of assistance with information regarding personal health.
4. The students will be properly excused by the person in authority when parents or persons responsible are called and informed of the student's condition.
5. Students who are injured and who carry the "Student School Insurance" are responsible for informing the office and securing a claim blank. This should be done as soon as possible after the accident.

C. LUNCH PERIODS:

1. Lunch is served in the cafeteria under the Federal School Lunch Act. Extra milk is available under the School Milk Program.
2. Students may bring their lunch and eat in the cafeteria. Students are to remain in the cafeteria during their lunch period.
3. Students are asked to display acceptable table manners at all times in the cafeteria. Courtesy and common sense should dictate student behavior.

4. The maximum amounts students are allowed to charge will follow the guidelines of the state of Ohio. Please see school menus and/or the school website for that specific information.

****NOTE - A new free and reduced application must be filled out at the beginning of each school year.****

5. An alternative lunch will be offered to a JHS student when the student has reached these maximum charge amounts.
6. All student charges should be paid no later than the beginning of the last week of the school year.

D. 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 and Jackson Middle School.
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. For the safety of all concerned, good order must be maintained on buses at all times. Essentially, the same 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.** Students shall not open or close windows without permission of the driver.
    - **k.** Students shall keep the bus clean.
    - **l.** Malicious damage or vandalism to a bus shall be sufficient reason for refusing transportation to the student(s) responsible for such damage.
    - **m.** Students shall not throw any object within or out of the bus.

n. 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.

o. Bus drivers shall not transport unauthorized passengers: (Example: children not assigned to the bus, adults, or students from other school districts).

p. Students are not permitted to eat or drink on the bus.

q. Students are not permitted to leave by the emergency exit unless instructed to do so by the driver.

r. Students may carry on the bus any objects that can be held in their laps.

s. Unless specifically mentioned above, all normal classroom rules apply to students while riding the buses.

t. A student shall not use abusive, obscene, profane, or offensive language, gestures, or signs toward the bus driver, another student, school employee or adult.

u. 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.

v. Students are not permitted to eat, drink, or chew gum on the bus

w. Spitting is not permitted.

x. The Superintendent and Assistant Superintendent are authorized to implement suspensions 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.

4. 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.
5. 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.
6. Students may not ride any bus other than that to which they have been assigned without prior administrative approval.
7. **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.
8. The Principal or Assistant Principal is authorized to deny transportation to a student. Students are also subject to emergency removal from the bus or other discipline. If emergency removal for more than one (1) day is imposed, a hearing will be held within three (3) school days of the initial removal.

E. LOCKS AND LOCKERS:

1. All students will be assigned a locker upon request, one student per locker.
2. All lockers are equipped with a lock.
3. Students are to keep their lockers locked at all times.
4. Posters, signs or other items attached to lockers are not permitted.
5. Students may go to their locker before Period 1, at the beginning of lunch period, before and after gym class, and after their last class.
6. For the students' protection, they should not share their locker combination numbers with classmates. Valuable possessions should not be left in their lockers.
7. Lockers assigned to students are property of Jackson High School/Jackson Middle School and are subject to inspection at any time.

F. TELEPHONE CALLS:

Students must have permission to use the phone. The use of this phone is limited to important calls of reasonable length. 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 to avoid a violation of policy.**

G. LOST AND FOUND:

The lost and found department is located in the principal's office at JHS and in the cafeteria at JMS. Should students lose or find articles of personal property, they should report this to the office. Lost textbooks may be returned to the library.

H. 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 available upon request.
2. No insurance policy is carried on students by the school.

I. INDIVIDUAL STUDENT PICTURES:

1. Private photography entities visit JHS in early fall & possibly spring to take individual student pictures for all students.
2. Private entities will provide a yearbook picture for each student in the school whether or not they buy a packet of pictures.

J. SENIOR ANNOUNCEMENTS AND CAPS AND GOWNS:

1. Typically, in September, a representative will be here to inform the senior class about the procedures for ordering all graduation materials..
2. Orders will be placed in person in early October or online until a later date.
3. The purchasing of either does not guarantee that the student will be graduating. This can only be accomplished by completing the necessary academic requirements.

K. FIRE/TORNADO 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. Disruptive actions during a fire or tornado drill will not be tolerated.

L. WORK PERMITS:

Ohio law requires that persons under 18 years of age who are regularly employed (whether part or full time) must have a work permit. Forms and instructions for obtaining this permit are available in the main office.

M. DELIVERIES

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

N. 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 OFFICER
JACKSON CITY SCHOOL DISTRICT
450 Vaughn STREET
JACKSON, OHIO 45640
TELEPHONE: (740) 286-6442

V. Organizations and Activities

A. STUDENT ORGANIZATIONS:

Student organizations at Jackson High School/Jackson Middle School offer a wide variety of experiences for their members. The groups meet during or after school. These groups may include Youth Leadership Association, Language clubs, Science Club, Art Club, and Biology Club. Membership is open to all students who meet the requirements for membership.

B. STUDENT COUNCIL:

JHS Students desiring to serve on the student council must have petitions signed and turned in on announced dates. JMS will send out information on how to get on the ballot in September. Each class, 6 through 12, is 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.

C. PARENT ORGANIZATIONS:

Various parent organizations benefit the students of Jackson High School and Jackson Middle School. These groups include Band Boosters, Roundball Club, Sideliners, Football Moms Club, Soccer Support Group, etc.

D. ATHLETICS:

1. Jackson High School is a member of the Frontier Athletic Conference (FAC) and competes in the following sports: football, basketball, bowling, tennis, baseball, softball, volleyball, track, cross-country, golf, soccer, and wrestling.

2. To determine scholastic eligibility for high school athletics, Ohio High School Athletic Association guidelines are followed. A player must be doing passing work in at least five major subjects each nine week grading period. For complete details see the JACKSON CITY SCHOOLS ATHLETIC CODE OF CONDUCT on page 47 of this handbook.

E. CHEERLEADERS:

Cheerleaders are chosen on the basis of tryouts given in the spring of each year. Cheerleaders must meet the same eligibility requirements as other athletes.

F. MUSICAL ORGANIZATIONS:

There are many musical organizations, instrumental and vocal, to which students may belong. Most of these rehearse during the school day and are a part of the student's daily schedule. Several groups meet weekly after school. Tryouts for selection should be arranged with the appropriate director.

G. DRAMATICS:

Major stage productions are given by the school each year. Announcements will be made as to the time of tryouts for the Fall and Spring plays.

H. PUBLICATIONS:

`Jackson High student publications are the "Osky Wow" (the yearbook), and "The Skeleton" (the school newspaper), written and edited by members of selected staff.

I. OTHER ACTIVITIES:

Numerous activities are available to all Jackson High School/Jackson Middle School students. Students are urged to participate in a variety of these extra-curricular activities in order to broaden their high school and middle school experience.

J. REMOVAL FROM PARTICIPATION:

The Superintendent, Superintendent's designee, other administrative personnel, and personnel employed by the school district to direct, supervise, or coach a pupil activity program, may remove a student from participation in extracurricular activities for violating the Student Code of Conduct.

VI. Regulations, Customs and Traditions

A. ATTENDANCE: It is very important that you do your best to maintain a good attendance record. Without regular attendance, students will find it extremely difficult to do satisfactory work in their classes, since participation is a part of the earned grade for each course.

Parents and students can expect that the administration and staff at Jackson High School will enforce the attendance policy in accordance with the adopted board policies of the Jackson City Schools and the Ohio Revised code. Parents/Guardians are expected to cooperate with Jackson High School in regards to the student's attendance in order to ensure the academic success of the student.

1. Limitation on Absences (Partial Denial of Credit)

a. Students are allowed **three (3)** absences per nine-weeks grading period to be authorized by parent or guardian for illness, emergency appointments or similar situations approved by the administration. Absences after the **three (3)** absences per nine-week grading period are considered unexcused unless accompanied by a medical or legal excuse.

b. Any absences beyond the first **three (3)** absences per nine-week grading period without a legal excuse will result in an unexcused absence. For any and all unexcused absences, students will be given zeros for missed class work for that day. Any absences beyond the first ten (10) unexcused absences per semester or twenty (20) unexcused absences per year could result in denial of credit for the year. Seniors who attain more than 20 days total of absenteeism during the school year may be denied their privilege of attendance at senior breakfast, senior assembly, and/or participation in graduation.

c. Any student that accumulates **three (3) days or 19.5 hours of** unexcused absences in a nine weeks grading period will not be permitted to participate in or attend any extracurricular activity for the remainder of that nine weeks grading period.

d. All truancies are considered unexcused absences, and may result in disciplinary action.

e. Parents may appeal any questionable absences to a staff committee before the end of the grading period.

2. Unexcused Absences: "Ohio law defines a habitually truant student as any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year."

3. Effects of Unexcused Absences on grades: Since a student's presence and participation in class is an integral part of the learning process. Unexcused absences equate to unearned points, which can have the effect of lowering a grade. Excused absences will be neutral, neither helping or hindering the earning of grades.

4. Denial of credit for Excessive Absences: Since it is difficult to obtain a passing grade without attending class regularly, the question of denial of credit for excessive absence is usually moot. However, in those rare instances when a student may still be passing a class in spite of excessive absences, the school retains the right to deny credit for those classes unless the absences are made up through alternative education or summer school.

5. Effects of Absence on Driving Privileges: Students who engage in "Habitual Absences" as defined and discussed in Ohio Revised Code 3321.13 and Ohio Revised Code 4507.06 may be recommended to the Superintendent of Schools for denial or suspension of driving privileges. The Registrar of Motor Vehicles will deny or suspend driver's licenses upon the recommendation of the Superintendent of Schools.

6. Procedure When Absent: The primary responsibility for supervision of students rests with their parents or legal guardian. The school district staff will provide the assistance it can in this area to parents and guardians. In order for the school to provide this assistance, parents and legal guardians will provide the school with current home and work telephone numbers, home addresses, and emergency telephone numbers.

a. On the date students are absent, the parents/legal guardian must notify the school by phone **before 10:00 a.m.** to explain the reason for the student's absence.
b. All absences will be considered unexcused unless parents have notified the school by telephone, written excuse or a doctor's excuse.
c. Such notification must be received not later than the start of the next school day after the initial day of absence.
d. Unexcused absences may be treated as truancies, and can subject the student to disciplinary action.
e. Parent notification by telephone may not imply excused absence.
f. A doctor's excuse which includes the date of the absence, the reason for the absence and the signature of the doctor must be presented to the attendance office. Absences due to a medical condition for which a doctor's note is received will not count as unexcused. No doctor's excuses will be accepted if there has been an alteration made to the excuse; it is the responsibility of the student and parent/guardian to obtain an unaltered excuse in a timely manner.
Doctor's excuses may be faxed directly to Jackson High School at (740) 286-8197.
g. The principal or designee will determine if the reason for the absence is an excused or unexcused absence. If students are absent and do not comply with the above procedure, the absence will be unexcused.
h. Students who were absent in the morning but who return to school at noon are to report to the office before going to class.

7. Excused Absence:

a. An absence from school will be considered excused if the absence is for one of the following reasons:

(1) Personal illness
(2) A contagious disease in the family
(3) A death in the family
(4) A serious emergency beyond the control of the student
(5) College and Career Exploration

- Seniors may be excused a total of five (5) times to visit institutions of higher learning (colleges, universities, military recruiters, etc) and to explore possible careers if they complete the following guidelines*.
- Juniors may be excused a total of four (4) if they complete the following guidelines*.
- Sophomores and Freshmen may be excused a total of two (2) times if they complete the following guidelines*.

Guidelines

- All college, military and career exploration visits shall be scheduled through the high school guidance office.
- Parents or legal guardians AND THE STUDENT must notify the high school office at least 24 hours in advance.
- Students must bring signed documentation from the institution, a signed statement from the military recruiter upon his/her return, or a signed statement from the career upon his/her return.
- In addition, vacation, college, military, and career explorations visits may be denied based on the attendance of the student.

(6) Other good causes approved by the principal.

b. All of the above reasons are in compliance with those set forth in the Ohio Attendance Laws (3321.04 and 332.19 ORC). All such absences must be accompanied by a telephone call from the parent, or a note signed by the parent, explaining the absence. This notification must be received no later than close of business the next school day after the initial absence.

8. Medically Excused Absence:

a. Any absence from school due to illness, injury, etc. that is supported by medical documentation is considered "medically excused". This documentation is due **immediately** upon the student's return to school.
b. Students who are medically excused are able to complete all missed work for full credit in the appropriate time frame, however, the responsibility of communicating the absence lies with the student.
c. Medically excused absences count against a student's Chronic Absenteeism threshold.

9. Unexcused Absence:

a. An absence from school will be considered unexcused if the absence is in violation of the Ohio Attendance Laws (3321.04 and 3321.19 ORC) and/or adopted school policy.

b. Absences for reasons not listed in the above section on excused absence will be considered unexcused, and may subject the student to disciplinary action.

10. Planned Absence: Parents who plan to have their child absent from school (e.g. for a vacation) should contact the principal in writing at least one week prior to the absence to determine if the absence can be excused.

- Only one (1) vacation pass per school year unless otherwise authorized by the principal. A vacation pass is considered five (5) school days.
- Unexcused absences may affect the ability to make use of vacation passes.
- Students who are using a vacation pass may not participate in extracurricular activities for the duration of the vacation pass.
- **No planned absences will be approved during exam weeks. Parents and Students should plan accordingly.**
- **In addition, vacation, college, military, and career explorations visits may be denied based on the attendance of the student.**

11. Truancy and Chronic Absenteeism:

Truancy for purposes of this handbook is defined as any unexcused absence.

Chronic Absenteeism for purposes of this handbook is defined as any absences totaling 10% or more of the number of hours for the school year.

The disciplining of students based on absenteeism thresholds shall be in accord with Board policies and due process and the Student Code of Conduct.

A student will be considered "habitually truant" under state law if the student is absent without a legitimate excuse for **30 (thirty) or more consecutive school hours, 42 (forty-two) or more hours in one (1) school month, or 72 (seventy-two) or more hours in one (1) school year.**

A Principal shall file a complaint in the juvenile court against any student who is habitually truant unless the District or the student's school determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school. If no determination of progress is made, or if the school determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the attendance officer shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.

The term "Chronically Absent" means that a student has missed at least ten percent (10%) of the minimum number of hours required in the school year. Parent/guardian notification will be made when a student reaches 5% absence for the school year or before. In order to address the attendance practices of students and prevent students from becoming chronically absent, the District will implement one (1) or more of the following intervention strategies:

A. provide counseling to the student
B. request or require the student's parent to attend a parental

involvement program

C. **request or require a parent to attend a truancy prevention mediation program**

D. **notify the Registrar of Motor Vehicles of the student's absences**

E. **take appropriate legal action**

F. **assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)**

Students shall not be suspended, expelled, or otherwise prevented from attending school because of the student's absences.

12. School Attendance and Activity Participation

a. Students who are involved in an extracurricular activity must be in attendance for a full day of that activity unless they provide, on that date, a medical or legal excuse (must be provided upon arrival to school and prior to participation), or for any other reason that may be excused by the principal.

b. Alternative Learning Center: Students who are assigned a day (or days) of Alternative Learning Center are ineligible to physically participate in extracurricular activities the day of assignment (e.g. Games, practices, matches, performances, assemblies), however may attend for instructional purposes.

c. Students who receive an out-of-school suspension or are expelled from school are ineligible to participate in extracurricular activities during the period of suspension or expulsion.

d. Students who are suspended out-of-school for any reason during a nine week period are ineligible to attend dances for the remainder of that nine week period.

e. Student participation in ANY activity (extracurricular, athletic, dance or other) will be denied if a student has accumulated three (3) days or the equivalent (19.5 hours) of unexcused absences during the nine week period of the activity.

tard

13. Tardiness

a. Students are tardy from school if the students are not in class when it is 8:05 a.m. Classroom teachers will establish individual policies to handle tardiness to class.

b. Students who are coming to school tardy must report to the main office to obtain an admit slip prior to entering class. After 9:15 a.m. tardiness is considered truancy unless there is a call from a parent.

c. Students will be permitted two (2) tardies per nine weeks grading period without penalty. Tardies three (3) through five (5) will result in assignment to the Alternative Education Program in order to gain instructional time that has been missed. A sixth (6) tardy per nine weeks grading period will result in that student not being permitted to participate in or attend any extracurricular activity (includes all high school and middle school events

including but not limited to: dances, field trips, sporting events, etc.) for the remainder of that nine weeks grading period. The administrative team may assign discipline other than that listed above for chronically truant students.

d. Three (3) tardies will equate to one (1) unexcused absence.

e. Students are tardy to class or study hall if they enter the room after the tardy bell has rung. Individual classroom teachers will determine what sanctions will be applied for excessive class tardies.

14. Off Campus Permits

a. Off-Campus Permits will be issued in the high school and middle school office before the start of period one for medical, dental or other appointments. Students must have their parents phone the office to explain why the students need to be excused. The students are to sign out in the office at the time to leave and sign back in when returning. Appointments should be scheduled after school hours when possible. Appointments other than medical may be considered unexcused absences. **All time "off campus" will be documented and will count towards a student's total number of hours missed.**

15. Procedures for 18-Year-Old Students:

a. Students who are 18 years of age and still attending school are required to follow all of the same rules, procedures and regulations as other students.

b. For purposes of excusing absences and signing out off-campus, students still living with parents/guardians must have parental permission to sign out; parents must excuse an absence. Students may not sign themselves out nor excuse their own absences unless that parent/guardian has given written authorization to the school for that student to do so.

B. AFTER SCHOOL ALTERNATIVE EDUCATION CLASS

1. An After-School Alternative Education Class has been established at Jackson High School. The class will meet from 3:15-4:30 p.m. Monday through Thursday as assigned at Jackson High School. The class is staffed by a certified faculty member who can assist the students in those academic areas in which the students are having problems.
2. Failure to attend these classes will cause further disciplinary action by the school, including, but not limited to assignment to the Alternative Learning Center.
3. Students may be assigned to the class for the following offenses:
   a. Make up time for truancy/suspension from a class or school
   b. Referrals to the office by the classroom teacher.
   c. Failure to complete an assigned detention.
   d. Any other serious discipline problem.
4. Assignment to the Alternative Education Class will be for a minimum of one 60 minute class, with the maximum to be determined by the Administration.
5. Students absent on the day of assignment to Alternative Education are required to serve the Alternative Education on the next day back in school (if this day is Thursday, then the student is required to serve the following Monday. Failure to serve assigned ALT ED will result in suspension, either

in or out-of-school.

6. Students assigned to Alternative Education will have 24 hours to arrange transportation when necessary.

C. VISITORS

1. All visitors are to be directed to the office when they enter the building. Parents are invited to visit school whenever possible. As a courtesy to the instructors, 24 hours notice of intent to sit in on a class is required for those parents who wish to observe a class period.
2. Visits by school-age children are not allowed. The only exception is for students who may be moving to the district, and wish to see the school. Such visitors must be accompanied on the visit by a parent or guardian.

D. 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.

E. AUTOMOBILE REGULATIONS

1. Student parking is permitted in the student parking area.
2. Students driving to school must register on forms furnished by the office, and display an authorized JHS parking pass at all times when the vehicle is parked on school property. Vehicles parked on school property and not displaying the proper pass are subject to being towed at the owner's expense.
3. Students are advised that any vehicle entering a Jackson High School parking lot is subject to search by school and/or law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose.
4. Search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.
5. Any misconduct or violation of school rules in designated parking areas may subject a student to further discipline in addition to any criminal penalty that may be imposed by law enforcement agencies.

F. 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.

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.

Any time a dog alerts a particular vehicle, locker, or other container it will be considered to create reasonable suspicion to search the vehicle, locker, or other container in accordance with established procedures. Dogs will not be used to search human beings.

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

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

G. HALL PASSES

1. Students should not be in the hall during classes without a hall pass. Teachers will issue hall passes to those students who have a legitimate need to be in hallways during classes.
2. Students in hallways without a valid pass may be subject to disciplinary action.

I. PHYSICAL EDUCATION AND WELLNESS

1. The state department of education and the Jackson Board of Education have adopted the following requirements for both boys and girls: In order to graduate from Jackson High School, one must take and pass two semesters of physical education beyond the eighth grade. In order to pass, one must both dress and participate in the class.
2. For those students under a doctor's excuse who cannot participate fully, a program of adaptive P.E. will be worked out with the student, teacher, and high school office.
3. For students planning to attend Buckeye Hills, the requirement must be met in the freshmen and sophomore years as physical education classes are not offered at Buckeye Hills. Students will not be excused from meeting these requirements.
4. Modest shorts and tee shirts, or other appropriate work out clothing along with socks and athletic shoes will fulfill the dressing requirement. Being involved in the various class activities will fulfill the participation requirement.
5. PHYSICAL EDUCATION OPTION - Under recently adopted legislation by the Ohio General Assembly as part of The Core Curriculum, interscholastic sports, cheerleading, and marching band may be used to fulfill the requirement for the physical education requirement for graduation. Forms are available in the Jackson High School office. Only athletic programs sanctioned by the Ohio High School Athletic Association, cheerleading and marching band will be accepted for the educational option. A minimum of sixty hours in a sport and successful completion of the season is required for a PE Waiver to be granted. Please remember that the state of Ohio requires that a student pass ½ credit of physical education coursework to be eligible for graduation and receive a high school diploma. Therefore, this requirement can be met by completing any two seasons of athletics during the high school years. Under state regulations, you cannot earn more than the ½ credits for physical education coursework. **If you intend on using this option to satisfy your PE requirement for graduation, you must notify the guidance department.**

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.

- **Nutrition Education:** Integrated into the health curriculum to equip students with the knowledge and skills for healthy living.
- **Physical Activity:** Comprehensive physical education programs and opportunities for physical activity both during and outside school hours.
- **School-Based Activities:** Healthy school environments, access to clean drinking water, appropriate meal times, and community use of school facilities for physical activities.
- **Nutrition Promotion:** Encouragement of healthy food consumption through the availability of fresh produce, whole grains, and other nutritious options that comply with USDA standards.

J. CARE OF SCHOOL PROPERTY

Students who damage or destroy school property will be required to pay the repair or replacement costs of the item including cost of labor.

K. BACKPACKS/BOOK BAGS

Students and Visitors are permitted book bags, backpacks, or other such baggage/luggage at Jackson High School provided that they are of clear or mesh construction. Bags of clear or mesh construction are permitted to be carried class to class provided they do not cause disruption to the academic day. Purses are permitted and may be carried throughout the day. The Administration will be the final arbiter of the size.

Exceptions:

Bags issued by JHS athletic teams are exempt from the clear/mesh construction requirement but must be stored in the designated area upon arrival to school. Jackson High School students having medical or other documented need to carry a backpack at school must present the documentation and obtain a "Bag Identification Tag" from the office and must comply with the mesh/clear requirement.

****All bags are subject to search at any time on school property.****

L. 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 high school or middle school office where the medication will be stored in a secure area and administered by a designated staff member at appropriate times.

M. Jackson High School Library

The care and responsibility of items checked out of the library rests solely with the student who checks-out the items.

1. There is a one-week grace period after a book's due date before fines begin.
2. Items may be renewed at the library desk. Students do not need to have the item with them to renew it.
3. Students may check out items unless they have an overdue item or owe a fine.
4. Students will periodically receive notices in their 1st period class 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.
5. All fines/fees are to be paid in the library.
6. 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.

VII. Student Discipline Code

A. STUDENT DISCIPLINE

1. 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 Jackson High School/Jackson Middle School 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.

2. 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.

3. Violations of school rules may result in disciplinary actions. Such actions include, but may not be limited to, oral reprimand, denial of privileges (such as senior breakfast, senior assembly and participation in graduation), detention, removal from class/activity, alternative education, suspension or expulsion, and or possible notification to the Bureau of Motor Vehicles.

4. 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.

5. 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.

6. 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.

B. 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 Jackson High School and Jackson Middle School. Students identified by school officials using tobacco or tobacco substances may be subjected to the sanctions of the discipline code.
2. The first tobacco/nicotine/vaping related incident will subject the student to three days' in school suspension **and the student may be required to complete a tobacco/nicotine/vaping awareness course during 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/nicotine (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."**

C. 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 Jackson High School, 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.

D. SUSPENSION OR EXPULSION

1. Alternative Learning Center. Assignment to the Alternative Learning Center **will come as a result of a student failing to meet the expectations for behavior at JHS. Assignment to the Alternative Learning Center will occur at Jackson High School. Assignment to the Alternative Learning Center will be at the discretion of the administration. Transportation will be provided within the district as needed.** Such a suspension may not be appealed. An Alternative Learning Center 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 of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal (or assistant Principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, 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.

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.

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.

***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 said 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.

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.

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.

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.

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.)

1. 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.

2. a. 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.

b. 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.

c. For purposes of this section, a "knife" is defined as any cutting instrument consisting of a blade fastened to a handle.

3. 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.

4. 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.

5. 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.

6. 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.

7. a. A student may lose driving privileges for misconduct that involves alcohol or a drug of abuse, violates board policy, and results in the student being suspended or expelled from school.

b. A student shall lose driving privileges for misconduct that involves a firearm or a knife, violates board policy, and results in the student being suspended, expelled, removed, or permanently excluded from school.

c. A student may lose driving privileges for being absent from school without legitimate excuse for ten (10) consecutive or fifteen (15) total school days during the semester or term.

8. 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.

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

a. conveying deadly weapons onto school property or to a school function;
b. possessing deadly weapons onto school property or at a school function;
c. carrying a concealed weapon onto school property or at a school function;
d. trafficking in drugs on school property or at a school function;
e. murder or aggravated murder on school property or at a school function;
f. voluntary or involuntary manslaughter on school grounds or at a school function;
g. assault or aggravated assault on school property or at a school function;
h. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
i. Complicity in any of the above offenses, regardless of the location.

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.

E. 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.

F. 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.

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. JHS 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.

    Detailed guidelines to this policy 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. Provocative Dancing: Provocative (sexually suggestive) dancing is prohibited at all Jackson High School functions. The school administration will determine acceptable dance floor behavior.

19. Age Limitations on School Dances: Students must be of Freshman (9th Grade) rank (no Middle School) in order to attend any dance at Jackson High School. Individuals cannot be older than twenty (20) years of age and attend any dance at Jackson High School. Photo Identification may be required. JHS/JMS reserves the right to refuse entry to any outside guest.

20. Proper Attire for Dances: No gang –related clothing, head wear, sweats, or shorts of any type may be worn to high school dances.

21. 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 and risk removal from the course.

22. 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:
    - Copying from another student's test or helping another student during a test.
    - Providing or accepting information regarding specific test content.
    - Submitting another person's work as one's own.
    - Stealing copies of tests or answer keys.
    - Copying another student's homework assignment, test, quiz, project, report, etc.
    - Allowing another student to copy a homework assignment, test, quiz, project, report, etc.
    - Presenting materials taken from sources, such as books, periodicals, newspapers, or the Internet, without appropriate documentation.
    - Changing answers on a test, assignment, or project after grading.
    - Using programmable calculators in a manner not specified by the teacher.

    In the event a student is caught cheating, that student may receive any/all of the following disciplinary actions:
        - 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.
        - 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.
        - 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 will be placed in the student's permanent record. No letters of recommendation will be provided by school personnel.
        - These offenses are cumulative over the course of the student's Jackson High School career.

23. Electronic Devices and Communication Equipment: 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, or personal SMART devices.

Cell phones are permitted to be carried by the student into the building, but must be turned off and remain off from the 7:57am bell to dismissal at the end of the school day. In accordance with House Bill 250, locations are designated in each classroom for student cell phones to be stored in order for each educator to ensure cell phones are not being used during academic time

and not causing a distraction in the classroom. This also includes all study halls. For those students who violate the policy in any way, the following practice will take place:

1st Offense – Phone is confiscated and must be picked up by a parent or legal guardian. Students will serve one day at the After School Alternative Education/Alternative Learning Center as determined by the administration.

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 will serve two (2) days of After School Alternative Education/Alternative Learning Center as determined by the administration.

3rd Offense and Beyond – Phone is confiscated and must be picked up by a parent or legal guardian. Students will be assigned three (3) 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.

23. Students are permitted to consume water in the halls and classes of Jackson High School. Water bottles must be clear.

24. Students are not permitted to consume food items in the halls and classes of Jackson High School. Sales of such items in the building are prohibited unless permission is obtained from the high school principal.

25. Random Drug Testing: All students involved in athletics and/or extracurricular activities shall be subject to random drug testing. Any student(s) determined to be in violation of the drug policy will be disciplined according to the policies listed in this handbook.

26. 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.

27. 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.

28. 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.

29. Gambling: Gambling in any form is strictly prohibited at Jackson High School and Jackson Middle School.

30. Chewing Gum: There is to be no gum chewing at Jackson High School.

G. JACKSON HIGH SCHOOL DISCIPLINE PLAN

1. The following steps will be followed when disciplinary action is to be taken:

Level I (teacher action)
1. Warning
2. Student Conference

Level II
1. Parent Conference

Level III (office referrals)
1. After School Detention
2. After School Detention

Level IV
1. Alternative Learning Center
2. Alternative Learning Center

Level V
1. Out of School Suspension
2. Out of School Suspension

Level VI
1. Diversionary Hearing
2. File Charges
3. Suspension and Additional Court Referral

Level VII
Recommendation to Superintendent for Expulsion

2. Severity Clause - 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.

H. DRESS AND APPEARANCE:

Dress Code
(Revised 1/2023)

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Pants must be worn at the waist at all times.
- 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.
- No offensive or obscene tattoos.
- No pajamas are permitted.
- Appropriate footwear must be worn at all times.

Notes:

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.

I SKATEBOARDS/BICYCLES: Skate boards, bicycles, roller blades, or loitering on school property at any time is not permitted.

J. CLASS OFFICER/STUDENT COUNCIL GUIDELINES

Grades 9-12

1. The candidate must have a current overall 2.5 GPA.**
2. If a class officer/ student council member falls below 2.5 GPA he/she will forfeit his/her office to the runner-up.
3. The candidate cannot have a record of truancy from the previous year.
4. If a class officer or student council member is found to be truant, he/she will forfeit his/her office.*
5. The candidate must fall within the guidelines of the school's policy on unexcused absences from the previous year.
6. Any class officer or student council member who exceeds the policy on unexcused absences will forfeit his/her office.*
7. The candidate must not have a record of **Alternative Learning Center** or Out-of-School Suspension from the school year of the election.
8. Any class officer or student council member that is assigned an **Alternative Learning Center** or Out-of-School suspension will forfeit his/her office.*
9. The candidate cannot have a criminal/juvenile record.
10. If a criminal/juvenile record is established by a class officer or student council member, he/she will forfeit his/her office.*
11. Any class officer or student council member that is not on campus all day at JHS (BHCC, PSO, T&I, Work Related Programs, etc.) is required to meet with his/her class advisor at specified times. Failure to do so will result in action taken against that officer.
12. All new students from other districts must attend JHS for ONE school year before they are eligible to run for an office or student council.
13. Each candidate must submit in writing a one-page essay on why he/she wishes to become a class officer. This essay must be signed by the candidate, dated, and returned with the petition for office.

*The Vice President will become President/all other class officers will be chosen by the Faculty Council.
**This does not apply to 9th grade officers since they do not yet have an established GPA at JHS.

K. JACKSON CITY SCHOOLS ATHLETIC AND EXTRACURRICULAR ACTIVITY CODE OF CONDUCT (including Marching Band):

Students who are volunteering to participate in the interscholastic athletic program or extracurricular activities are expected to accept the responsibilities granted them. Athletes and extracurricular activity participants are expected to be committed to the high degree of conduct outlined by the Athletic and Extracurricular Activity Code of Conduct throughout the entire school year. **It is a privilege, not a right**, to represent the Jackson City Schools as an athlete or extracurricular activity participant. As a representative of the Jackson City Schools, an athlete or extracurricular activity participant is expected to make the appropriate choices in his/her personal conduct and lifestyle. If a student elects to be an athlete or extracurricular activity participant, the student has chosen to make a commitment. **This code of conduct is applicable the entire year (12 month period), at all times.** This code of conduct is applicable to all athletes and extracurricular activity participants in grades 7 through 12. Athletes and extracurricular activity participants are advised that violations of this code of conduct are cumulative beginning in 7th grade and continuing through 8th grade. After completion of the eighth grade, all previous violations are expunged from the student athlete's or extracurricular activity participant's file. He/she will begin ninth grade with a clean file. Violations will be cumulative once again beginning with the 9th grade and continuing through the 12th grade. **This code of conduct is in effect from the first time the student athlete or extracurricular activity participant signs the consent forms for participation in athletics and/or extracurricular activities until he/she leaves the Jackson City School system. Jackson High School will adhere to and enforce all JCS Board of Education policies at the time of their adoption.**

SCHOLARSHIP

In order to be eligible for athletics, a student in grades 9, 10, 11, or 12 must be currently enrolled and must have been enrolled in school immediately preceding the grading period and have received passing grades during that grading period in subjects that earn a minimum of 5.0 credits, or the equivalent, per year toward graduation. A student also must earn a minimum 2.0 grade point average for that grading period. Grades 7 and 8 must pass a minimum of 4 subjects and earn a 2.0 grade point average for that grading period.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period at which time the immediately preceding grading period grades become applicable. *(EXCEPTION: When interscholastic athletic contests or scrimmages are played in the fall prior to the start of the regular school year, the first grading period is considered to have started insofar as academic eligibility is concerned.)*

A student enrolled in the first grading period after advancement from the eighth grade (incoming freshmen) must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled. A student also must earn a minimum 2.0 grade point average for that grading period.

A student serving an in-school suspension is **NOT** eligible for any athletic contests or extracurricular activity scheduled events that day. He/she also ordinarily is not

permitted to participate in athletic practice and/or extracurricular activity meetings, but the individual's coach or extracurricular activity advisor will determine whether the athlete or extracurricular activity participant is to attend and observe practice and/or group meetings.

Any athlete or extracurricular activity participant serving an out of school suspension is **NOT** eligible to participate in any athletic contests or practices or extracurricular activity scheduled events or meetings until the suspension is over. This also includes attending practice to observe and traveling with the team. Any student-athlete or extracurricular activity participant ruled academically ineligible is not eligible to practice or attend activity meetings or events if the season is completed before he/she can become academically eligible. *(Example: If an athlete is ineligible due to his/her fourth and final grading period of the previous school year and he/she wants to practice in a fall sport, he/she is not eligible to practice because the season would be completed before he/she has had the chance to become academically eligible again.)*

RULE 1: STUDENT-ATHLETES AND EXTRACURRICULAR ACTIVITY PARTICIPANTS AT JACKSON CITY SCHOOLS WILL COMPLY WITH ALL ELIGIBILITY REQUIREMENTS OF THE JACKSON CITY SCHOOLS AND ANY GOVERNING AGENCY, SUCH AS THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION, INCLUDING, BUT NOT EXCLUSIVE TO, THOSE REQUIREMENTS PERTAINING TO AGE, SCHOLARSHIP, RESIDENCY AND ATTENDANCE.

RULE 2: STUDENT-ATHLETES AND EXTRACURRICULAR ACTIVITY PARTICIPANTS AT JACKSON CITY SCHOOLS WILL NOT USE AND OR POSSESS OR BE IN THE SAME LOCATION AS ILLICIT OR BANNED SUBSTANCES AS DEFINED IN THE DRUG TESTING POLICY, OR OTHER CONTRABAND SUBSTANCES INCLUDING "LOOK-ALIKE" (COUNTERFEIT) DRUGS:

A. ANY TOBACCO/NICOTINE PRODUCTS IN ANY FORM (I.E., CIGARETTES, CIGARS, SNUFF, CHEWING TOBACCO, VAPES, ETC.)

FIRST VIOLATION (i.e., TOBACCO AND RELATED PRODUCTS):

1. The athlete or extracurricular activity participant will be denied participation for 20% of the season. This means 20% of the contests or scheduled events.

2. If the individual athlete is not suspended from school during the 20% period, the athlete or extracurricular participant may continue to practice with the team only to prevent him/her from losing all his/her physical or other conditioning.

3. The athlete or extracurricular activity participant may attend professional counseling/assessment with an outside assessment from a qualified assessment person or team. The nature of the assessment is at the discretion of the hearing committee. The athlete's or extracurricular activity participant's denial of participation may be reduced from 20% to 10% upon enrollment and active participation in a counseling/assessment program to be approved by the athletic administration (or extracurricular activity advisor, as appropriate). This counseling/assessment program will be at least three (3) sessions in duration.

SECOND VIOLATION (i.e., TOBACCO/NICOTINE AND RELATED PRODUCTS):
1. The athlete or extracurricular activity participant will be denied participation for 50% of the season. This means 50% of the contests or scheduled events.
2. If the individual athlete is not suspended from school during the 50% period, the athlete or extracurricular participant may continue to practice with the team only to prevent him/her from losing all his/her physical or other conditioning.

3. The athlete or extracurricular activity participant must attend professional counseling/assessment with an outside assessment from a qualified assessment person or team. The nature of the assessment is at the discretion of the hearing committee. The athlete or extracurricular activity participant must complete the assessment process or he/she is denied participation from participating in athletics and/or extracurricular activities until he/she does so.

THIRD VIOLATION (i.e., TOBACCO/NICOTINE AND RELATED PRODUCTS):
1. The athlete or extracurricular activity participant will be denied participation from athletic and/or extracurricular activity participation for a full calendar year.
2. The athlete or extracurricular activity participant must attend professional counseling/assessment with an outside assessment from a qualified assessment person or team. The nature of the assessment is at the discretion of the hearing committee. The athlete or extracurricular activity participant must complete the assessment process or he/she will be denied participation from participating in athletics and/or extracurricular activities until he/she does so.

B. DRUGS (NARCOTICS, HALLUCINOGENS, INTOXICANTS OR COUNTERFEIT DRUGS), CONTROLLED SUBSTANCES, PRESCRIPTION DRUGS (UNAUTHORIZED), DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES OR OTHER INTOXICANTS AT ANY TIME

FIRST VIOLATION (i.e., DRUGS, ALCOHOL):
1. The athlete or extracurricular activity participant will be denied participation for 50% of the season. This means 50% of the contests or events.
2. If the individual is not suspended from school during the 50% period, the athlete or extracurricular participant may continue to practice with the team only to prevent him/her from losing all his/her physical or other conditioning.
3. The athlete or extracurricular activity participant may attend professional counseling/assessment with an outside assessment from a qualified assessment person or team. The nature of the assessment is at the discretion of the hearing committee. The athlete's or extracurricular activity participant's denial of participation may be reduced from 50% to 20% upon enrollment and active participation in a counseling/assessment program to be approved by the athletic administration (or extracurricular activity advisor, as appropriate). This counseling/assessment program will be at least three (3) sessions in duration.

SECOND VIOLATION (i.e., DRUGS, ALCOHOL)
1. The athlete or extracurricular activity participant will be denied participation from athletic and/or extracurricular activity participation for a full calendar year.
2. The athlete or extracurricular activity participant must attend professional counseling/assessment with an outside assessment from a qualified assessment person or team. The nature of the assessment is at the discretion of the hearing committee. The athlete or extracurricular activity participant must complete the assessment process or he/she will be denied participation from participating in

athletics and/or extracurricular activities until he/she does so.

THIRD VIOLATION (i.e., DRUGS, ALCOHOL)
At the time an athlete has a third violation of these rules, the result of said violation will be forfeiture of participation in any sport or extracurricular activity for the remainder of his/her high school career.

NOTE: If denial of participation occurs outside the athlete's season or outside the regular school year, the same rules apply. Denial of participation would take place at the beginning of the athlete's season, at the beginning of his/her next sport season, or, in the case of an extracurricular activity participant, at the beginning of the next activity. Also, if the suspension occurs toward the end of an athlete's season or the extracurricular activity participant's activities and the number of games or scheduled activity events left is less than the percent of the denial of participation, then the denial of participation will carry over into the next sport season extracurricular activity in which he/she participates. The athlete or extracurricular activity participant must complete the next sport season (for athletes) and/or activity season (for extracurricular activity participants) in good standing in order for the denial of participation to be considered completed.

Sports seasons are determined by the OHSAA.

NOTE: Students participating in interscholastic athletics and/or extracurricular activities are also subject to testing for illicit or banned substances as described in the Jackson City Schools' Drug Testing Policy (applicable to student athletic and extracurricular activity participants), as provided in that policy. Violations of this Rule 2.B. (i.e., all drug or alcohol violations other than tobacco-related) may be determined as a result of a drug test conducted pursuant to that policy and/or as a result of a coach's, assistant coach's team or activity advisor's, Athletic Director's, school administrator's or other licensed school staff member's observations of, or credible and reliable information received about, a student athlete or extracurricular activity participant (i.e., even without a drug test result). A positive drug test under the drug testing policy will result in the procedures for denial of the student's participation in athletics and/or extracurricular activities under this policy and the drug testing policy. Use of illicit or banned substances in violation of the student code of conduct (i.e., found from evidence *other than* drug and alcohol testing as provided in the Jackson City Schools' Drug Testing Policy for student athletes and extracurricular activity participants) shall subject the student to discipline under the student code of conduct as well, including possible suspension and/or expulsion from school.

RULE 3: STUDENT ATHLETES AT JACKSON CITY SCHOOLS WILL BE WELL- GROOMED FOR ALL ATHLETIC CONTESTS, AND STUDENT EXTRACURRICULAR ACTIVITY PARTICIPANTS AT JACKSON CITY SCHOOLS WILL BE WELL-GROOMED FOR ALL SCHEDULED EXTRACURRICULAR ACTIVITY EVENTS.

A. No hairstyle shall be displayed that will bring individual attention to the student-athlete or extracurricular activity participant.
B. Student participants will wear appropriate clothing for all practices, meetings, team or event gatherings of any type, and for all scheduled contests or events.

Violation of this rule will be determined by the coaching staff (or extracurricular activity advisor) and/or administration and will result in a **denial of participation** from athletic contests and/or extracurricular activities until grooming is corrected.

RULE 4: STUDENT-ATHLETES AND EXTRACURRICULAR ACTIVITY PARTICIPANTS AT JACKSON CITY SCHOOLS WILL MEET ALL OBLIGATIONS OF THEIR PREVIOUS SPORT OR ACTIVITY.

Any student who has an obligation from a previous sport or extracurricular activity may not start practice for another sport or activity until all previous obligations are met.

RULE 5: STUDENT-ATHLETES AND EXTRACURRICULAR ACTIVITY PARTICIPANTS AT JACKSON CITY SCHOOLS WILL FOLLOW THE STUDENT CODE OF CONDUCT IN THE STUDENT HANDBOOK.

A. All student participants in the Jackson City Schools athletic/activity program(s) will follow all guidelines and rules set forth by the Ohio High School Athletic Association and other applicable sanctioning or governing bodies applicable to their sport or activity, and at all times must abide by the standards of conduct set forth in the Jackson City Schools Student Handbook.

B. "***Criminal Activity***"**:** Student athletes and extracurricular activity participants at Jackson City Schools may be subject to disciplinary action by the school administration, athletic director, and/or coach or advisor if they are involved in any type of criminal activity.

RULE 6: COACHES OR ACTIVITY ADVISORS MAY SET ADDITIONAL RULES, APPROVED BY THE ATHLETIC DIRECTOR, TO BE SIGNED BY THE PARENT/GUARDIAN AND THE STUDENT PARTICIPANT.

RULE 7: DURING A STUDENT-ATHLETE'S OR EXTRACURRICULAR ACTIVITY PARTICIPANT'S DENIAL OF PARTICIPATION OF PARTICIPATION (NOT OUT OF SCHOOL DISCIPLINARY SUSPENSION), THE STUDENT-ATHLETE OR ACTIVITY PARTICIPANT WILL BE ALLOWED TO PRACTICE WITH THE TEAM OR ATTEND MEETINGS OR PRACTICES OF THE ACTIVITY, AT THE DISCRETION OF THE COACH OR ACTIVITY ADVISOR, AS APPLICABLE, ONLY IF, RESUMPTION OF PLAY OR SCHEDULED EVENTS FOR THE EXTRACURRICULAR ACTIVITY WILL OCCUR BEFORE THE END OF THE SEASON. THE STUDENT PARTICIPANT WILL NOT BE ALLOWED TO TRAVEL WITH THE TEAM OR ACTIVITY GROUP, DRESS, OR PARTICIPATE IN AN ATHLETIC EVENT, CONTEST OR SCHEDULED EXTRACURRICULAR ACTIVITY EVENT. THIS ALSO INCLUDES NO PARTICIPATION IN PARENT'S NIGHT OR BANQUETS OR AWARDS CEREMONIES DURING A DENIAL OF PARTICIPATION PERIOD.

RULE 8: DURING A **DENIAL OF PARTICIPATION FOR THE REMAINDER OF A SEASON OR FOR A FULL CALENDAR YEAR**, THE STUDENT-ATHLETE OR EXTRACURRICULAR ACTIVITY PARTICIPANT WILL NOT BE ALLOWED TO BE A PART OF THE JACKSON CITY SCHOOLS INTERSCHOLASTIC ATHLETIC AND/OR EXTRACURRICULAR ACTIVITY PROGRAM.

RULE 9: THE COACH OR ACTIVITY ADVISOR MAY REMOVE AN ATHLETE OR EXTRACURRICULAR ACTIVITY PARTICIPANT, AS THE CASE MAY BE, FROM THE TEAM OR ACTIVITY GROUP FOR ANY INFRACTION OF THE RULES FOUND IN THE JACKSON CITY SCHOOLS ATHLETIC AND EXTRACURRICULAR ACTIVITY CODE OF CONDUCT.

RULE 10: THE ATHLETIC DIRECTOR WILL DETERMINE WHETHER A VIOLATION OF THE JACKSON HIGH SCHOOL ATHLETIC AND EXTRACURRICULAR ACTIVITY CODE OF CONDUCT HAS OCCURRED BASED ON A REVIEW OF THE TOTALITY OF THE AVAILABLE, CREDIBLE EVIDENCE PERTAINING TO AN ALLEGATION OF A VIOLATION BY AN INDIVIDUAL STUDENT.

RULE 11: STUDENT ATHLETES AND EXTRACURRICULAR PARTICIPANTS SHALL CONSISTENTLY REPRESENT THE JACKSON CITY SCHOOL DISTRICT IN A POSITIVE MANNER THAT SIGNIFIES GOOD CITIZENSHIP. CITIZENSHIP IS DEFINED AS THE QUALITY OF AN INDIVIDUAL'S RESPONSE TO A MEMBERSHIP COMMUNITY. AS A STUDENT ATHLETE AND EXTRACURRICULAR PARTICIPANT, YOU ARE A MEMBER OF THE JACKSON CITY SCHOOL DISTRICT'S ATHLETIC COMMUNITY. WITH THIS RESPONSIBILITY COMES THE EXPECTATION THAT YOU WILL ACT ACCORDINGLY. IN THE EVENT A STUDENT ATHLETE FAILS TO ACT APPROPRIATELY, RESPOND TO SITUATIONS THAT MAY ARISE IN A POSITIVE MANNER, OR UPHOLD THE STANDARDS SET BY THE ATHLETIC DEPARTMENT AND THE CODE OF CONDUCT; AN ADMINISTRATIVE DECISION MAY BE MADE TO REMOVE YOU FROM YOUR TEAM OR ORGANIZATION OR PROHIBIT YOU FROM PARTICIPATION. ALWAYS KEEP IN MIND YOU ARE REPRESENTING JACKSON CITY SCHOOLS 24 HOURS A DAY, SEVEN DAYS A WEEK BOTH ON AND OFF THE PLAYING ARENA.

RULE 12: ANY PARENT OR GUARDIAN WANTING TO SPEAK WITH A COACH ABOUT THE DEVELOPMENT OF THEIR SON/DAUGHTER MUST FIRST CONTACT THE COACH NO EARLIER THAN 24 HOURS AFTER THE CONTEST/PRACTICE FOR AN APPOINTMENT TO DO SO. PARENTS/GUARDIANS ARE NOT TO APPROACH COACHES AFTER A GAME OR PRACTICE BUT CAN DISCUSS DEVELOPMENT IN A MEETING WITH THAT COACH. UPON COMPLETION OF THE MEETING WITH THE COACH, THE PARENTS/GUARDIANS MAY REQUEST A MEETING WITH THE COACH AND ATHLETIC DIRECTOR.

IT IS IMPORTANT TO REMEMBER THAT TWO TOPICS WILL NOT BE DISCUSSED:

1. **PLAYING TIME**
2. **ANOTHER PLAYER**

When a student is notified of an extracurricular or athletic denial of participation, the athletic director or other designated administrator shall inform the student's parent or guardian and offer the parent or guardian and student the opportunity to meet with the appropriate staff members concerning the denial of participation. **Such a conference, if conducted, shall be for the purpose of exchanging relevant information and viewpoints, and shall be informal in nature. The conference ordinarily will not include the calling of witnesses and shall not involve the cross-examination of school personnel.**

DRUG TESTING OF JACKSON CITY SCHOOL STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC SPORTS

OVERVIEW

An independent drug-testing vendor selected by the Board of Education will perform random (and any initial and/or any reasonable suspicion based) drug testing of student athletes and students participating in extracurricular activities. After any initial preseason or pre-participation drug testing of all (or a randomly selected portion of all) students participating in extracurricular activities and/or interscholastic sports, the Athletic Director will randomly select up to 10% of eligible student athletes and will randomly select up to 10% of eligible students participating in extracurricular activities for drug testing at regular intervals during the athletic season or season of extracurricular activity participation. The vendor will send qualified collectors to the school that will oversee the collection of all specimens as outlined in this document. Results are reported to the Athletic Director by the vendor. Specimens are collected as split specimens. If the sample is positive, the student will fall under the rules and regulations found in the Jackson City Schools Athletic and Extracurricular Activity Code of Conduct.

Students who participate in interscholastic sports or extracurricular activities in the Jackson City Schools are subject to the prohibition on illegal drug and alcohol use at all times - 24 hours per day, 7 days per week, during the entire year.

1. STATEMENT OF NEED AND PURPOSE

Observed and suspected use of alcohol and illicit drugs by Jackson City School District students, including student athletes and students participating in extracurricular activities, is increasing. A program of deterrence of student athlete/extracurricular student drug use through drug testing will be instituted as a proactive approach to a truly drug-free school, in an effort to prevent drug abuse and the associated problems for students' education, health and safety. The purpose of this program is threefold: (1) to provide for the health and safety of all student athletes and extracurricular activity participants; (2) to undermine the effects of peer pressure by providing a legitimate reason for student athletes and extracurricular activity participants to refuse to use illegal drugs; and (3) to encourage student athletes and extracurricular activity participants who use drugs to participate in drug treatment programs. This program is designed to create a safe, drug-free, environment for student athletes and extracurricular activity participants and an environment conducive to learning for all in the Jackson City Schools.

2. SUPPORTING LEGAL AUTHORITY

Random drug testing of public school interscholastic athletic participants and extracurricular activity participants is legally permissible, as determined by the United States Supreme Court in the respective cases of *Vernonia School District 4 7J v. Acton, 515 U.S. 646 (1995), and Board of Education of Independent School District No. 92 of Potlawatomie County v. Earls, 536 U.S. _ (June 27,2002).*

3. DEFINITIONS

Vendor - The medical office or company selected by the Board of Education to carry out the policy and procedure.
Athletic Director - The individual hired by the school or district to oversee all athletic programs of the school or district.
Extracurricular Activity Advisor - The individual hired or selected by the board of education or its administration to oversee/supervise the extracurricular activity in question.
Illicit Substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use. Illicit substances include any controlled substance or other illegal drug referenced and included within the scope of Title 21, United States Code, Sections 802 and 812 (or any successor provision thereto), the possession, use, distribution or purchase of which is prohibited by federal and/or state law.
Banned Substance - A substance defined by school policy as being banned from use by students.
Student Athlete - A qualified student participating on a sanctioned athletic team as defined by the Ohio High School Athletic Association. This may include cheerleaders as well.
Student Extracurricular Activity Participant - A qualified student participating in an extracurricular activity for which a consent for drug testing is required. Extracurricular activities do not afford the student any academic credit toward the regular school program.
SAMHSA - Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.
GC/MS - Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound.
Quantitative Levels - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).
Chain-of-Custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the District.
Adulterant/Adulteration - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine.
Reasonable Suspicion - individualized reasonable suspicion of wrongdoing committed by the student to be subjected to the test.

4. PROCEDURES FOR STUDENT ATHLETES AND EXTRACURRICULAR ACTIVITY PARTICIPANTS

A. Informed Consent for Testing

Before participating in any athletic or extracurricular activities, each student participant and the parents/guardians of each will complete and sign the "Jackson City Schools Athletic and Extracurricular Activity Code of Conduct and Expectations Informed Consent Agreement," which includes consent to drug testing and release

of information as provided in this policy. No student may participate in practice, competition or extracurricular activity until this Agreement is properly executed and on file with the Athletic Director. Once properly executed, this Agreement shall be effective for the student's entire career and for participation in any athletic or extracurricular activity offered by the Jackson City Schools, unless properly revoked in writing. If the Agreement is revoked, the student will not be eligible to participate in athletics or extracurricular activities in the Jackson City Schools.

B. Urine Drug Testing Frequency

Pre-Season (or Pre-Participation) Testing:
At the beginning of each sport season or the beginning of each school year, or when a student moves into the district and joins a sport or extracurricular activity, all student athletes and student extracurricular activity participants wishing to participate in that season sports and/or any extracurricular activity that year may be subject to urine testing for illicit or banned substances. The District may instead test a randomly selected sample of students for pre-season testing. The District reserves the right to require such initial testing for illicit or banned substances at the beginning of a school year or season. (In the event the District does not conduct such initial testing at the beginning of a particular school year or sports' season, the District may conduct such testing at the beginning of a subsequent sports' season or school year. Random testing may be conducted throughout the sports' season or school year even if the District does not conduct initial drug testing at the beginning of a season or school year.)

Random, Suspicionless Testing:
Up to 10% of eligible student athletes and up to 10% of eligible student extracurricular activity participants may be randomly tested at any time throughout each sport season or school year (in the case of extracurricular activities). Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in athletics or extracurricular activities at Jackson City Schools.

Reasonable Suspicion Based Testing:
The District reserves the right to require individual student participants in interscholastic sports or extracurricular activities to undergo drug testing based on individualized, reasonable suspicion of the student being under the influence of drugs or alcohol. The determination of whether to require a "reasonable suspicion" test will be made by a coach, assistant coach, team or activity advisor, Athletic Director, or a licensed school staff member whose observation of a student or credible information about a student provides a reasonable basis for suspicion that the student has recently used or is under the influence of illicit or banned substances in violation of the Athletic and Extracurricular Code of Conduct and/or this policy. (The sample collection procedures for Reasonable Suspicion Testing will be the same as for Random Testing, except that the student may be required to report to an off-site facility of the District's testing laboratory vendor for the sample to be provided.) The student's parents will be responsible immediately to transport or arrange for immediate transportation of the student to an off-site facility. Failure to do so shall result in the same consequence as a refusal to submit to drug testing.

Students who participate in interscholastic sports or extracurricular activities are subject to testing pursuant to this policy at all times.

"OPT IN" STUDENT DRUG TESTING PROGRAM

- **Jackson City Schools is pleased to provide access to student drug testing at the request of the parents or legal guardian. With our Opt In student drug testing program we allow students not currently involved with extracurricular activities, as requested by parents within our school districts, to participate in the district's random student drug testing program. Results are 100% confidential and reporting goes directly to the parents. Jackson City Schools will pay for the cost of the "Opt In" Student Drug Testing Program.**

How the program works

- **The parent/guardian can obtain our Opt In student drug testing consent within your district's office. Read and sign the Informed Consent Agreement. The student must also sign this agreement. Turn in the signed agreement. Identification of students may be required at the time of testing. Upon completion of the testing, the Medical Review Officer will finalize results and will notify the parent/guardian of any positive testing results. Results will not be released to any other party without written consent of the parent/guardian. If a positive test result occurs, the parent/ guardian may request counseling or follow up testing within the program.**
- **Our Opt In program is available to any student who is enrolled within the district. The chosen vendor or representatives from Jackson City Schools will not attempt to diagnose substance abuse problems. We only want to provide another tool to parents and guardians in making informed decisions on what might need to be done to help their children.**

SELF REPORTING

A student may self-report to school officials prior to providing what they believe will be a positive sample. Upon admission, the parent/guardian will be contacted immediately by school officials for consent and written documentation. At consent, this waives the right to provide a sample. This action does count as that student's first offense and carries with it all counseling and other service requirements imposed by district policy. However, in doing so, self reporting waives the suspension period, pending all other requirements above have been met. Self reporting <u>must</u> occur prior to providing a sample, if admission occurs after a sample is collected, regular testing policies and procedures will be followed.

A student may only self report one (1) time during grades 7-8, and one (1) time during grades 9-12.

<u>C. Sample Collection</u>

Samples will be collected as outlined under Vendor Requirements, paragraph 6 below. Any eligible student athlete or extracurricular activity participant selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period, after consuming up to 16

ounces of water and waiting up to 60 minutes, will not be allowed to practice or compete in any scheduled competitions or participate in scheduled activities until the required testing is completed. Students who do not provide an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this Policy's actions in that regard. Arrangements may be made for special collections at a vendor collection site with prior approval of the building principal or Athletic Director.

5. CONFIDENTIALITY OF RESULTS
All drug test results will be made available only to the Athletic Director, and to the Coach and/or Assistant Coach(s), Team Advisor(s) and/or to the Superintendent and/or his/her designee, and/or to the Principal and/or Assistant Principal(s) of the school in which the student is enrolled, and such other school district personnel as have a need to know the test result, as well as to the student's parent or guardian and the student.

6. VENDOR REQUIREMENTS
The vendor will provide the following services:
A. Collection of Urine Specimens
The vendor will oversee the collection process. **A trained and certified laboratory technician employed by the selected vendor will be available for onsite urine collections. For urinalysis testing, the laboratory technician will stand outside of the testing area, but in proximity to listen for the normal sounds of urination while the sample is produced.** The vendor will provide Chain of Custody forms and kits. One copy will be retained for the vendor and one will go to the Athletic Director, as appropriate.

Any student who is taking medication that may affect the result of a drug test must provide a copy of the prescription or a doctor's authorization for the medication or list the medication by prescription name on paper, place that information in a sealed envelope, and provide the sealed envelope to the laboratory technician prior to testing. The envelope will be opened by the laboratory only in the event of a positive test.

B. Testing of Urine Specimens
The vendor will test all specimens onsite immediately. All specimens will be initially tested by a highly accurate immunoassay technique with all presumptive positive results going for confirmation to an outside (SAMHSA) and (HHS) certified laboratory and confirmed by (GC/MS) Gas Chromatography/Mass Spectroscopy confirmatory test. (The District reserves the right to test the specimen for any illicit or banned substance.)
Initial results will be given to the Athletic Director at the time of testing. Results from specimens sent for confirmation will be forwarded to the Athletic Director as soon as they are received from the laboratory.

C. Access to Drug Test Results
The vendor may not release any drug test results to any person or organization (other than those school district personnel specified in this policy) without written permission of the Jackson High School Athletic Director or the Superintendent. Any such permission will be granted in accordance with this policy and other applicable legal requirements.

7. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

A. Whenever a student athlete's or student extracurricular activity participant's test result indicates the presence of illicit or banned substances, or that the specimen is adulterated, the following will occur.

1. Within 24 hours, **the drug-testing vendor** will notify the parent/guardian/custodian first, then the student, of any positive results. A written notification, from the Athletic Director by form letter will be sent to the parent/guardian/custodian by certified mail. The Athletic Director may keep all test results during the time that the student is in attendance at the Jackson City Schools. Test results are to be maintained separate from the student's education records and in a manner so as to limit access to such results in accordance with this policy.

2. The student will be notified and be required to submit weekly urine specimens, via the vendor, for five weeks after the positive test result.

3. All positive results are automatically sent to another laboratory for testing.

4A. First Positive Result

For the first positive result, the Jackson City Schools Athletic and Extracurricular Activity Code of Conduct procedure and consequences for an initial drug or alcohol violation (in Rule 2.B.) will apply.

4B. Second Positive Result

For the second positive result, the Jackson City Schools Athletic and Extracurricular Activity Code of Conduct procedure and consequences for a second drug or alcohol violation (in Rule 2.B.) will apply.

8. ILLICIT OR BANNED SUBSTANCES

For the purpose of this policy, the District may test for any of the following drug classes, substances or their metabolites, which are included within illicit substances and/or banned substances under this policy:

Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene.

JACKSON CITY SCHOOLS
ATHLETIC AND EXTRACURRICULAR ACTIVITY CODE OF CONDUCT
AND EXPECTATIONS AND DRUG TESTING
INFORMED CONSENT AGREEMENT

Student Name:_____Grade:_____

◊We understand and agree that participation in athletics and extracurricular activities is a privilege that may be withdrawn for violations of the Athletic and Extracurricular Activity Code of Conduct and Expectations (including the Drug Testing Policy), hereafter "Code of Conduct."

◊We have read the Code of Conduct and thoroughly understand the consequences that the student will face if the student does not honor his/her commitment to the Code of Conduct.

◊We understand and realize that there is risk of injury, including without limitation severe injury, permanent paralysis or death, as a result of participating in athletic activities and extracurricular activities.

◊We understand that participation in interscholastic sports (and in certain extracurricular activities) requires participants to wear the proper equipment, be properly physically conditioned, and use proper techniques, and that all interscholastic sports activities and extracurricular activities require participants to use good judgment at all times.

◊We understand that when the student participates in any athletic program or extracurricular activity, the student may be subjected to pre-season or pre-participation drug testing, random drug testing, and reasonable suspicion based drug testing, and if the student refuses to be tested, s/he will not be allowed to practice or participate in interscholastic athletics or extracurricular activities. We have read the Code of Conduct (including the Drug Testing Policy) and this Consent Agreement and agree to their terms.

◊We hereby give our consent to the medical vendor selected by the Jackson City School Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

◊We hereby release the Jackson City School Board of Education and its employees from any legal responsibility or liability for the release of such information and records relating to the drug testing as contemplated by the Code of Conduct (including the Drug Testing Policy). This will be deemed consent, pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and Ohio Revised Code 3319.321 for release of the test results as authorized by this Informed Consent Agreement or as required by law.

◊We understand that this Consent Agreement is effective for all athletics and sports and/or all extracurricular activities in which the student might participate during the student's high school career unless such agreement is revoked by the student and his/her parents or guardian in writing. (If such agreement is revoked, the student will not be eligible to participate in interscholastic athletics or extracurricular activities in the Jackson City Schools.)

ASSUMPTION OF RISK AND RELEASE OF CLAIMS

As parent/guardian of a child wishing to participate in athletic activities, extracurricular activities and/or other activities taking place in the buildings or upon the grounds of the Jackson City School District, I recognize and acknowledge that all such activities carry a certain risk of personal injury. I agree, on behalf of myself and my child, to assume all such risks, including any damages resulting from physical injuries, permanent paralysis, death, loss of services or consortium, loss or damage to property, or any other loss that my child or I may sustain as a result of participating in such activities.

I hereby give permission for my child (as named below) to participate in the activity/activities named below and any related events, activities or transportation. In consideration of allowing my child's participation in the activity or activities indicated below, I hereby, for myself, for my child, and for all heirs, executors, administrators and assigns, do hereby forever release, waive, and relinquish all claims I or my child have or may have as a result of participating in this and any other programs which are permitted to conduct activities in the buildings and grounds of the Jackson City School District. Furthermore, I promise on behalf of myself and my child not to sue the Jackson City School District Board of Education or any of its officers, employees or agents for actions or omissions arising from or connected with such activities, and to indemnify and hold the Jackson City School District Board of Education harmless from any loss or damages incurred by the Jackson City School District Board of Education as a consequence of my or my child's participation in such activities.

At this time, my student may wish to participate in:_____

Student Signature: _____Date: _____

(Both parents must sign unless only one has legal custody of the student.)

Parent/Guardian Signature: _____ Date:_____

Parent/Guardian Signature: _____Date:_____

Home Telephone: _____Work Telephone: _____
This agreement must be signed and on file in the athletic office before a student may participate in athletic events or extracurricular activities for the Jackson City Schools.

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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.

"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.

"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.

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.

Types of Conduct

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:

1. posting slurs on websites where students congregate or on weblogs (personal online journals or diaries);
2. sending abusive or threatening instant messages;
3. using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them;
4. using web sites to circulate gossip and rumors to other students; and,
5. excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.

F. violence within a dating relationship.

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

Complaint Procedures

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.

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.

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.

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. 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:

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.

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 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.

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.

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.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

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:

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:

A. 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,

B. 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.

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.

- In and 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.
- 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:

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

Intervention Strategies for Protecting Victims

A. Supervise and discipline offending students fairly and consistently.
B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.
C. Maintain contact with parents and guardians of all involved parties.
D. Assist the victims to obtain counseling if assessment indicates that it is needed.
E. 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.
F. 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

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 in grades 7-12, 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.

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. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

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

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.

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.
State Board of Education Model Policy (2007) Approved 6/04
Revised 1/06
Revised 11/13/07
Revised 5/11/10

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,
    - 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.
    - 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 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:
    - **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.
    - **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.
    - **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.
    - **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.

- **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.
- **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.
- **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.
- **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.
- **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.

13. **Specific Limits on Communication Over the District Network:**

- **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.
- **Netiquette:** In all electronic communications, users must abide by the rules of network etiquette, These include
    1. Be polite, use appropriate language, no vulgar, suggestive, obscene, or threatening language
    2. Don't communicate in a manner that others might find offensive
    3. 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.
    4. Be considerate when sending attachments. Be sure that the file size is not too large for the recipient's email system.
- **Large Group Mailings:** The sending of messages to more people than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as “all district” or “all building” are reserved for administrative or business use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send emails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of email messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- **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.
- **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.

14. **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.

15. **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.

16. **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.

17. **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.

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."

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.

Topics:

A. Safety and Security
B. Digital Citizenship
C. Research and Information Literacy

18. **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 student's work may be identified by school, teacher or curriculum, and grade level.
- No personal contact information will be published

19. **Personal Electronic Devices:** In response to the growing need to provide more access to digital resources and the Internet, the District has allowed middle and high school students to bring their own 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.

Students are permitted to bring personal learning devices, such as laptop, smartphone or tablet devices. These devices are to be used at the sole discretion of the classroom teacher and are to be used for research and work that supports educational purposes.

All users of personal devices must follow **all** the policies in the District Acceptable Use Policy.

The following guidelines apply, and are specific to personal devices, in order to protect both the District network and the users.

Requirements:

- 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.
- The Jackson City Schools will not be held liable for any physical damage, loss

or theft of the device.
- The District reserves the right to inspect any personal computing device to determine that the AUP is being followed.
- Personal devices MUST be connected to the Jackson Wi-Fi network when being used on school premises, NO EXCEPTIONS.
- 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)
- 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 Opt Out Option

Due to the wealth of educational information that is available on the Internet, Jackson City Schools provides students with access to the district network and Internet. The Internet provides students with a vast resource of learning opportunities that help prepare them for the future.

The Jackson City Schools also utilizes an Internet filtering application that filters and monitors student Internet use with the intent to filter out inappropriate material that resides on the Internet.

If you DO NOT want your student to access the Internet while at school, please contact the school directly. If, at any time during the school year, you would like to rescind your decision and change your permission, you must let the school know in writing. The Opt-Out form, as well as other district technology policies, is available on the district website. (www.jcs.k12.oh.us)

REFUSAL TO CONSENT FOR RELEASE OF INFORMATION AND PHOTOGRAPHS/VIDEOS

Jackson City Schools provides many educational opportunities for our students during the school year. We would like to make sure your student can be included in these opportunities. Please read the statements below and sign to give the Jackson City Schools permission to:

- Publish school pictures that have your student in them.
- Transport your student using district transportation.
- Contact designated phone numbers through the School Messenger System.
- Video your student's class for the purposes of educational improvement.

_____ - I **DO NOT** give my consent for the release of my student's information. (Please understand by doing this, your student may miss out on some educational opportunities during the school year.)

STUDENT'S NAME (Print): _____ STUDENT ID # _____

PARENT'S NAME (Print): _____

PARENT'S SIGNATURE: _____

DATE: _____ GRADE: _____

You only need to sign and return this form to JHS if you DO NOT want your student photographed/videoed.

HANDBOOK AWARENESS STATEMENT

Visit: jcs.k12.oh.us, select Jackson High School and click the Student Handbook link to review all policies and procedures.

My signature below indicates that I have received and read the Student Handbook and have read the Code of Conduct, Athletic Code of Conduct, Attendance Policies, Computer Use Agreements, Consent for Release of Information and Photographs/Videos, the School's Right To Search, Driving Regulations and Loss of Driving Privileges.

Parents should inform the school of changes in residence, custody and home, mobile, work and emergency telephone numbers within a timely manner to maintain student safety.

FIRST PERIOD TEACHER: _____

STUDENT'S NAME (Print): _____

STUDENT'S SIGNATURE: _____

PARENT'S NAME (Print): _____

PARENT'S SIGNATURE: _____

DATE: _____ GRADE: _____

STUDENT ID # _____

This form will be sent home with your student the first day of school. Please sign and return.

Thank You!