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JACKSON CENTER SCHOOLS

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District Mission Statement

The Jackson Center Local School District will partner with students, their families, businesses, industry and the community to provide a learning environment which increases student achievement so all our students can be successful in an ever changing and challenging world.

High School Mission Statement

The mission of Jackson Center High School is to prepare students for the real world by:

- ❖ Teaching them to take responsibility for their own actions and life decisions
- ❖ Providing opportunities for students to achieve their full potential as effective members of society.

Philosophy

The members of the Jackson Center High School staff believe that today's young people will need more than intellectual skills to meet the challenges of an ever-changing world.

For each student, we will promote the growth of self-awareness and self-acceptance, and the development of self-esteem and dignity, and encourage pride in effort as well as in accomplishment.

We will also work with students to develop positive values, to practice self-discipline, to assume responsibility, and to grow in personal character.

Furthermore, we will promote an understanding of human differences and try to stimulate the recognition of the worth of others by encouraging cooperative interaction.

We shall make available to our students the type of education that will stimulate a curiosity for learning that will become a permanent factor in their quest for personal fulfillment and that will help them to develop the skills and abilities they will need to become positive contributors in our society. Our educational program is designed to develop the ability to reason and to think logically; to use and encourage special interests, talents, and abilities of each student; to promote independent learning, to cultivate an appreciation of artistic beauty; and to develop creative self-expression.

We recognize that we will need active involvement and cooperation from students, parents, and the community in our endeavors.

Attendance Policy

It is the obligation and practice of the Jackson Center Schools to communicate with the home of the absent student during the day of their absence. All parents are requested to cooperate with this practice in the spirit of the students' welfare.

Absences

One of the major goals of Jackson Center Schools is to teach students to assume responsibility. Requiring students to be regular in attendance and punctual in reporting to classes is one way of developing responsibility.

Absence from a class, even for good reasons, means the student misses lectures, instructions, notes, explanations, and discussions of course materials. Absences can affect learning, progress, and grades. Even students who conscientiously try to complete make-up work cannot regain all they have missed when absent from class. In addition, when colleges and employers ask for recommendations, one of their first concerns is a student's punctuality and attendance record.

Therefore, Jackson Center Schools believe it is reasonable to require school and class attendance, in addition to academic performance, as a minimum requirement for granting credit in a class.

Parents are responsible for reporting a student's absence, but the ultimate responsibility for days missed, however, belongs with the student.

EXCUSED ABSENCES

Students will be able to make up in - class work missed for the following reasons:

- Personal illness (documentation may be required)
- Illness the immediate family (documentation may be required)
- Death in the immediate family (documentation may be required)
- Family Vacation
- Religious observance
- Quarantine (documentation may be required)
- College Visit Days
- Court Subpoena
- Other legitimate reasons or additional days upon prior principal approval.

UNEXUSED ABSENCES

- Absences due to reasons which are not listed above
- Absences in which required documentation (notes) are not provided to the school.

Attendance and Absences Defined

- Full Day Absence - any student absence that lasts the entire time a student is required to be in attendance
- Partial Absence - any student absence that does not fulfill the entire amount of time they are required to be in attendance
- Tardy - any student arriving late to school for their assigned times without an acceptable excuse

Late Arrival or Early Dismissal from School-Permission

- Appointments with doctor, dentist, etc. should not ordinarily be made during school/academic class time. All absences from school, even partial days, are counted toward the yearly absence limit.
- Any student who must leave school early for appointments must bring a written request signed by the parent or guardian to the office prior to the start of school on the day of the early dismissal. This request should state the reason and time of desired dismissal, tentative time of return, and telephone number where the parent may be reached. An email from the parent or guardian is also acceptable
- Parent/guardian must sign the student out at the office before the student is permitted to leave the building. Students who drive may sign themselves out.
- A written verification for the Late Arrival or Early Dismissal form must be brought from the doctor, dentist, etc., upon arriving or returning to school.

Extra and Co-Curricular Activity Participation when Absent

A student absent for the entire required time because of illness cannot attend school activities for that day.

- A student must attend school for half of their scheduled-on campus time to participate in extra activities and co-curricular activities for that day.
- Exceptions can be made on a case-by-case basis by the administration. A student with an excused absence due to other circumstances such as a college day or funeral may be permitted to attend and participate in activities on the day of the absence.

Family Vacation Defined

Absences from school for family vacation are discouraged. Every time a student is absent from school due to a family vacation, the school office should be contacted at least two weeks prior to the planned absence and complete a family vacation form for approval. These days count towards the absence policy. Vacation days may not be approved as excused during semester exams, final exams, or state testing.

The student will present the approved vacation form to their teachers at least five days prior to leaving for vacation. The teachers will compile work while the student is absent from school and the work will be given to the student upon return from the vacation. The teachers will determine assignments that need to be completed and the deadline for completing the work will be in conjunction with the make-up work policy. Classroom work and in class notes are strictly the responsibility of the student and can be obtained from other students or the teacher at their discretion.

Exception: At the discretion of the individual teachers, they may prepare work prior to the vacation for the student to take, but they are under no obligation to do so.

Vacation days will be unexcused if guidelines are not followed.

Make-up Work and Absences

With any absence, students will have a day of school granted for each missed day to complete any assignments missed during their absence. The responsibility for making arrangements with the teacher concerning all make-up work rests with the student. Work not completed within this designated time will be recorded as a zero, including tests.

Procedure for Absences and Return to School

- Parents are to notify the office prior to the absence or no later than within the first 30 minutes that school is in session by either a telephone call, email or written note to inform the school of the reason and probable duration of absence.
- If the school does not receive notification of the student's absence on the day of the absence, the school will attempt to contact the parents either at home or work. It is the responsibility of the parents to respond to the school's attempt to contact them.
- Upon returning to school following an absence**,** if contact was not made by telephone, email or written note stating the reason for the student's absence and the date(s) on which the student was absent, a note must be submitted to the office by the next day. Without an excuse, the student will receive an unexcused absence until the presentation of an acceptable written excuse the next day.
- Notes from a physician must state that the student was "medically unable to attend school". The beginning and ending dates of the illness/incapacitation must be given. Absences will be reviewed on a case-by-case basis as necessary at the discretion of the administrator and determined whether to be excused or unexcused.

HB 410 Attendance Guidelines

Chronic Absences and Consequences

- Missing 10% of instructional time during any month of school for *any reason*. Student absences, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning.

Step 1: Parents will be notified in writing within 10 days of the triggering absence.
Step 2: Students may be required to follow a plan for absence intervention.
Step 3: Student and family may be referred to community resources.

Habitual Truancy and Consequences

- Absent **30 or more consecutive hours** *without a legitimate excuse*.
- Absent **42 or more hours in one month** *without a legitimate excuse.*
- Absent **72 or more hours in one school year** *without a legitimate excuse*.

Step 1: An Absence Intervention Team (AIT) will be assigned. The AIT may include an administrator, counselor, teacher, parent/guardian, and Juvenile Court Representative
Step 2: Students will be required to follow a plan for absence intervention
Step 3: If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint with the Juvenile Court.

A face-to-face meeting between a school administrator and parents may be required at any point during the accumulation of absent hours.

Academic Intervention for Excessive Absences Grade Reduction 6-12

- A student who is absent from a class more than five (5) times in a quarter could receive a grade reduction for that quarter.
- All absences from class (except for school-related activities) shall count in the cumulative total.
- Exceptions to this policy may be granted by administrative approval in cases of medically approved extended illness, hospitalization, pregnancy, or other situations which would result in the student being tutored/home instruction.
- Parents and/or students (18 years old) may, within ten (10) days, appeal in writing the grade reduction ruling to the principal.
- If no appeal is made within ten (10) days, the grade reduction will stand.
- An appeal may be granted if the student's unexcused absences are minimal, and the student completes all stipulations set by the attendance committee.

Withdrawing from School
Parents/guardians of students who are leaving the school district due to moving, change of parental custody, or other acceptable reason must complete a withdrawal form. The student and/or parent/guardian must return the completed form to the office at least five days before the final day of the student. Any assigned school fees are to be paid at the time of withdrawal. The name and address of the student's next school are also to be furnished at the time of withdrawal.

Acceptable Use Policy – Computer Network and Internet
The Jackson Center Local School District is pleased to make available to students' access to the computer network and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

For the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of the access. Students must understand that one user's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the Jackson Center Local School's teachers and other staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Computer Network and Internet Acceptable Use Policy of the Jackson Center Local School District and WOCO that provides Internet access to the Jackson Center Local School District. Upon review this Policy as students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Signature page in the front of the handbook. The Jackson Center School District cannot provide access to any student who, if 18 or older, fails to sign and submit Signature page to the School as directed or, if under 18 does not return the Signature page as directed with the signatures of the students and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that Jackson Center Local School District has designated as the one to whom you can direct your questions. If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

I. Person Responsibility
By signing the Signature page, you are agreeing not only to follow the rules in this Policy but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy but has the effect of harming another or his or her property.

II. Term of the Permitted Use
A student, who submits to the School, as directed, a properly signed Signature page and follows the Policy to which she/he has agreed, will have computer network and Internet access during the course of the school year only.

III. Acceptable Uses
The Jackson Center Local School District is providing access to its computer networks and the Internet for ***educational purposes only***. If you have any doubt about whether a contemplated activity is educational, you may consult with the principal or teacher to help you decide if a use is appropriate.

Netiquette: All users must abide by rules of network etiquette, which include the following:
Be polite. **Use appropriate language.** No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.

Internet Safety
General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors

are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such uses to the principal or teacher.

Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining the permission of the supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent or guardian's permission (if you are under 18). Regardless of your age, you should never agree to meet in a secluded place or in a private setting

"Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinances, is strictly prohibited.

Confidentiality of Student Information. Personally, identifiable information concerning students may not be disclosed or used in any way on the Internet or the computer network without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet or the computer network, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, such as defined by Ohio law, for internal administrative purposes or approved or approved educational projects and activities.

Active Restrictive Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, (3) harmful to minors. The School will also monitor the online activities of students through direct observation and/or technological means, to ensure that students are not accessing such depictions of any other material that is inappropriate or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literacy, artistic, political, or scientific value to minors.

Among uses that are considered unacceptable and constitute a violation of the Policy are:

- Student email use. Students are not permitted access to email accounts, unless under the direction of a teacher for a class project.
- Downloading materials. Users are not permitted to download materials (games, players, MP3 files, etc.) without consent of the technology department.
- Uses that are offensive to others. Don't use access to make ethnic, sexual preference of gender-related slurs or jokes.
- Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance, the possession or use of which is prohibited by the Student Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you are communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, Trojans, time bombs, or other harmful programming or vandalism.

- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, **don't disclose or share your password with others**; impersonate another.
- Uses that do not have acceptable educational value.
- Uses that access controversial or offensive materials. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the teacher or principal.
- Use that are commercial transactions. Students may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit cards numbers and Social Security numbers.
- Chat rooms. Students are not permitted to participate in chat room.

IV. Privacy
Network and Internet access is provided as a tool for education. The Jackson Center Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Jackson Center Local School District and no user shall have any expectations of Privacy regarding such materials.

V. Failure to Follow Policy and Breach of Agreement
The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her agreement shall at a minimum, have his or her access to the computer network and Internet terminated, which the Jackson Center Local School District may refuse to reinstate for the remainder of the student's tenure in the Jackson Center Local School District. A user breaches his or her agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Jackson Center Local School District may take other disciplinary action.

VI. Warranties/Indemnification
The Jackson Center Local School District makes no warranties of any kind, either express or implied, in connection with its provisions of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing the signature page, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Jackson Center Local School District and WOCO that provides the computer and Internet access opportunity to the Jackson Center Local School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. the user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside of the Jackson Center Local School District's network.

Bring Your Own Device to School-Grades 4 to 12
The use of personal electronic devices on campus is a privilege which the school grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in this policy. This is in addition to the student's signed acceptable use policy and does not replace that document in any way. All policies set in place in the acceptable use policy continue to apply when the student uses his/her personal electronic device(s) on campus. **Students in grades 4-12 are permitted to use approved personal electronic devices for educational purposes under the direction of the classroom teacher.** Students using their own electronic devices may access only the wireless Internet provided by the District. The District provided Internet access is filtered in

compliance with the Children's Internet Protection Act. Internet access from outside sources allowing for 3G or 4G access is not permitted on school grounds in order to promote safe, filtered Internet access.

1) The following policies pertain to all Personal Electronic Devices. Any device may be used only with the express approval of the teacher. Teachers have the right to refuse to allow electronic devices in the classroom.
2) Jackson Center Local Schools assumes no responsibility or financial liability for any damage the student or parent may incur, including but not limited to theft, physical damage, and loss of data or software malfunctions of personal electronic devices. If a device appears to have been stolen, the student will immediately report the incident to an administrator, who will determine the appropriate extend to which an investigation should occur.
3) The electronic devices may in no way disrupt or distract the learning environment.
4) The school is not responsible for providing technical support for the personal electronic devices.
5) Administrators may search confiscated personal electronic devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices or violating the Acceptable Use Policy. Administration may turn the devices over to the proper authorities for further investigation when warranted.
6) All costs associated with the purchase or operation of the electronic device is the responsibility of the owner.
7) Students may not use the camera feature to capture, record, or transmit audio, video, or still photos of other students, faculty, or staff without the explicit permission given by the subject of the photo or video
8) Devices are not to be used for accessing social networking sites, texting, or making phone calls.
9) If a student is suspected of violating the above policies or the Acceptable Use Policy, a school administrator will determine the appropriate course of action, including but not limited to:
    a. Confiscating the device and holding it in the office until parent/guardian comes to school to pick up the device.
    b. Prohibiting the device from being brought on campus.
    c. Standard disciplinary actions such as detention, suspension, probation, and expulsion. Suspension of network access with district owned technology and Personal Electronic Devices may occur.

One to One Device

Students that choose to use, will be issued a school owned device after paying a security deposit. At the conclusion of the school year the deposit, or portion of the deposit, can be returned based on the condition of the device.

Bus (School) Rules and Responsibilities

Students who ride the school bus, either as transportation to and from school or as transportation to and from school activities, have the responsibility to follow certain rules for the safety of all riders. Parents and students must realize that school bus transportation is a privilege to the student not a right. All school rules will apply to riding a school bus. Some specific guidelines for students riding a bus are as follows:

- Students are to ride their assigned bus both to and from home and school. Any changes must be approved in advance by the bus driver and approved by the principal. (This rule also applies to the UVCC bus).
- Students are to remain seated at all times.
- Eating and littering are not permitted on buses.
- Parents are responsible for any damage to a bus caused by their children.
- Noise on a bus shall always be kept to a minimum to assure safety of operation. Reasonable conversation is permissible, but no yelling, screaming or shouting.

- ❖ Absolute quiet must be maintained at railroad crossing or other danger areas.
- ❖ Nothing shall be thrown on the bus or out of the bus.
- ❖ All parts of a student's body shall always be kept inside the bus.
- ❖ Students shall be waiting at the curbside of the road to board the bus when it stops in the morning. Buses operate on a strict time schedule.
- ❖ The bus driver has the authority to enforce the above regulations and other rules the driver believes to be necessary. At all times, students must follow the directions of the bus driver. The bus driver may assign seats if this is necessary.

For students who misbehave on the bus, appropriate disciplinary action will be taken by the bus driver and/or administrator. Parents will be contacted whenever possible.

Guidelines Travel to and from the Upper Valley Career Center
Students traveling to and from the UVCC will be upon discretion of the parents.

Athletic Training Rules and Code of Conduct

I. Introduction

The following athletic training rules have been established for all the sports offered in the Jackson Center Schools. The school and community recognize that athletics is a valuable and highly visible component of the total educational program of the Jackson Center Schools. Many times, the impression that one forms of Jackson Center Schools are based solely on viewing one of our sports teams whether locally or at the state level. Furthermore, it has been established in our court systems that participation in extracurricular activities is referred to as a privilege, and not a right. These training rules and code of conduct have been set up with this in mind.

II. Athletic Training Rules and Code of Conduct

A. Dates of Compliance

The Training Rules and Code of Conduct will take effect on the athlete's official first day of practice for the upcoming school year and will continue until the final contest of the last sport they participate in for that year, except in the cases of non-winter sport athletes. Therefore, there will be only one set of training rules for an athlete for the upcoming year, which will be kept by the athletic director. Ex. 1 - Volleyball player – begins with the first day of practice and ends with the final contest. Ex. #2 – Cross Country/Basketball/Track athlete – begins with cross-country and ends with track (under contract all year long). Ex. #3 – Volleyball/Softball athlete – begins and ends with volleyball season, and then begins and ends with softball season. (not under contract during the winter season).

B. Alcohol, Tobacco- Products (any form), Drugs

The athletic department and coaches would like to take a stern but proactive approach to this problem.

1. Possession or use results in the immediate dismissal from athletics for the rest of the school year. **Exception**: If the athlete provides proof of enrollment and then proof of completion in a drug or alcohol recovery and abuse program sponsored by the Shelby County Counseling Center or some other credible educational and preventative program, then the punishment will be lessened.

   If the athlete and parents choose the exception, then the athlete will serve an immediate suspension equaling 20% of the number of games scheduled at the beginning of the season. Ex. – 20 game season = 4 game suspension. If the suspension takes place at the end of a season and there are not enough games to complete the suspension, the suspension will carry over to the next sport the athlete participates in using the equation from the previous season. Spring sports will carry over to the fall. Participation in practices, sitting on the bench during games etc. after being dismissed from the team is prohibited. However, if under suspension, the coach can decide whether or not the athlete can be involved in practices, sitting on the bench etc.

2. Those who can report a violation resulting in dismissal are as follows: A) any teacher, administrator, certified staff member, or school board member. B) any law enforcement official whether local, county, state, or federal. C) the athlete him/herself. D) the athlete's parents

3. School administrators and/or athletic administrators who hear information pertaining to a violation of this section will investigate the matter further. The investigation will determine the disciplinary action taken, if any.

C. Criminal Activity
Involvement can result in anything from a minor reprimand to dismissal for the remainder of the season.

D. Attendance
Players at all levels are expected to attend all games and practices. Conditioning is not mandatory but strongly encouraged. A student must be in attendance at school for half of their scheduled-on campus time to participate in extracurricular activities. Exceptions can be made on a case-by-case basis by the administration.

E. Grooming
1. Players should "dress up" on the day of the game, including going to and from the games. Coach's discretion on the actual dress on the day of a game or meet.
2. Hair should be kept clean and neat.
3. Anything that focuses undue attention on the individual and away from the team such as excessive hair growth (beards, mustaches etc.), excessive make-up, tattoos, facial piercings, and hickies must be removed or covered. Any attempt to draw attention away from the team and on to the individual can result in extra conditioning, game or meet suspensions, or dismissal from the team.

F. Joining A Team After the Season Has Started
There are circumstances under which an athlete can be permitted to join a team after the season has started – just moved into the school district, coming off an injury, becoming academically eligible, etc. This will be left to the discretion of the Coach, A.D. and High School Principal. Generally, athletes must be ready to go on the first day of conditioning or practice. An athlete in this situation may be asked to complete a minimum number of practice days before participation in a contest is allowed.

G. Overlapping Seasons
If an athlete is removed from a team for any reason, that athlete will be ineligible to participate in the following sports' preseason activities. However, as soon as the first day of official practices start, the athlete will be eligible if all requirements mentioned above are met.

If an athlete chooses to quit a team before the first contest, there is no penalty for that athlete. However, if the athlete chooses to quit after the first contest, then that athlete is ineligible for all other sports' preseason activities, Ex. Open gym, weight training etc. That athlete will be able to join the next sports' activities on the official first day of practice for the next sport or the summer whichever comes first.

H. Transportation
Transportation to all athletic contests will be provided by the school. All students are expected to ride the school bus both to and from the athletic contest. Any special arrangements for individual transportation must be requested at least one day in advance and approved by the principal or athletic director. "Matters of convenience" requests will not be granted. In the case of an emergency, the coach has the discretion to allow for individual transportation.

I. Due Process
If an athlete is suspended or dismissed from a team, that athlete is entitled to due process proceedings.

J. Other
The Coach has the right to make any other regulations or guidelines to insure the smooth operation of the team.

WHEN IN DOUBT OR BEFORE PROCEEDING WITH ANY ACTIONS, GET APPROVAL FROM THE ATHLETIC DIRECTOR, PRINCIPAL OR COACH.

Participation in the athletic programs at Jackson Center Local Schools is strictly a volunteer matter. The decision to participate or not is one that you will have to make.

Clubs and Sports
The clubs and sports of the school are considered part of the educational program. All clubs must be teacher-sponsored, meet at scheduled times, and be approved by the principal.

Any student participating in any extracurricular program sanctioned as part of the school will abide by all rules of the school and the particular policies, regulations, and bylaws of the organization during the school sponsored activities.

Club advisors and coaches have the right to carry out disciplinary action, which includes suspension and removal from any extracurricular activity (for violations of the constitution, bylaws, or at the discretion of the advisor). If such disciplinary action is necessary, due process will be given to the student.

All students are encouraged to become involved in these school club activities to develop interests and leadership qualities. Many benefits can be gained from the friendships acquired through extracurricular activities.

College and/or Employment Appointments
Realizing that programs beyond high school require interviews and appointments prior to graduation and to complete these plans may require school time, it is necessary to establish guidelines for all students.

College Visitations
To be eligible for college visitations a student must be carrying a 2.5 cumulative grade point average and seniors must also have taken the American College Test or show evidence of having registered to take the test. If these requirements are not successfully met, a student may petition with the high school guidance counselor or principal for permission to receive a college day.

Any eligible student may be excused to visit a prospective college, provided arrangements are made with the guidance counselor or principal in advance and time is available to meet scheduled appointments. Students will not be excused just to look over a campus. Visitations are limited to two the second semester of the junior year and/or two the first semester of the senior year. Seniors may be allowed to make college visitations during the second semester but only at the discretion of the principal and guidance counselor. No visitations will be permitted during the last week of the first three grading periods and the month of May.

Employment Appointments
A student may be excused for a job interview appointment with a prospective employer provided arrangements are made in advance with the guidance counselor or principal. Students will not be excused to apply for jobs.

Daily Time Schedule
Students are permitted in the building at 7:30 a.m. and may report to the cafeteria for breakfast or to their homeroom, Early entrance will be permitted by the staff member in charge for meetings, practices, or scheduled detentions. Daily attendance will be taken 1st period.

Dances (School Sponsored)
Dances are for the enjoyment of Jackson Center students. The organization sponsoring the dance must present a list of chaperones (including one teacher) to the office no later than the school day preceding the dance. No dances will be held on weekdays unless it is approved by the administration.

1. A dance is a school activity and therefore, school rules and guidelines are to be followed. Dress code for the dance will be left to the discretion of the sponsoring advisor.
2. Students are to remain in the old gym or the cafeteria and stay out of the halls and other locations in the school unless going to or coming from the restrooms.
3. Students who leave the school during the time of the dance are not permitted to return to the building. An attempt will be made to contact the parent or legal guardian.

4. Students who are not attending the dance should not be on school property.
5. Students may bring one date from another school; the student must register the date with the staff member in charge by the announced deadline. Students will also be required to provide the name of the school their date attends and school telephone number. No one over the age of 20 will be permitted to attend any school dance.
6. Students who bring one date from another school are responsible for the behavior of the date.
7. Any student suspected of alcohol consumption (any amount) prior to a dance or during any dance will be asked to take a mandatory breathalyzer test.

Family Educational Rights and Privacy Act (FERPA)
The Jackson Center Local School district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities should contact the guidance office.

Section 504 Policy and Grievance Procedure
As of July 2012, Jackson Center has revised its Section 504 policies for the identification, evaluation, and placement of students with disabilities or suspected of having disabilities, and its Section 504 grievance procedure. Copies of the new Section 504 policies and Section 504 grievance procedure can be found under the "School Forms and Policies" tab on the Jackson Center Website Home Page.

Field Trips
Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school sponsored trip without parental consent and a current emergency medical form on file in the office. The student code of conduct applies to all field trips. A student may be ineligible to attend if:

- ❖ they were absent the day before the scheduled field trip (all fees are non-refundable)
- ❖ the student has earned three (3) more Saturday Detentions prior to the trip
- ❖ failing more than one (1) class for the nine weeks
- ❖ any prior inappropriate behavior on field trips

A chronically absent student will have to obtain permission from the teacher and building principal.

Free and Reduced Lunches
Applications for Free and Reduced Lunches are available in the school offices or upon request.

Respect Towards Staff
Students are always to address teachers as Mr., Miss, Mrs. or Coach on all occasions. Nicknames are not acceptable and must never be used when addressing a teacher.

Child Abuse
School personnel are required by law to report all suspected child abuse to the appropriate authorities.

STUDENT RULES OF CONDUCT FOR GRADES 4 - 12

Student Conduct "Zero Tolerance" Policy
Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Jackson Center High School will conform to school regulations and accept directions from authorized school personnel.
A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. The Board of Education has a "zero tolerance" for violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Conduct Code. The Board also has a "zero tolerance" for excessive truancy and truancy from school, class, or study hall will result in disciplinary action as set forth in the Board's Student Attendance Regulations. All matters related to attendance, tardiness, or truancy may be referred to the principal.

Student Rules of Conduct First Warning
The rules herein apply to all students when on or off school premises according to state law, at all school-sponsored activities and when aboard a school bus or other Board-owned vehicle. Your possession of these rules constitutes a first warning. No further warnings will be given to you. It is your responsibility to familiarize yourself with these rules and the consequences of violating them.

School Decorum
The administration and faculty expect that all students will exhibit proper behavior and common courtesy. This is expected before, during and after school hours. As required by Ohio Revised Code 3313.661, the Jackson Center Board of Education has adopted the Student Conduct Code, which outlines those behaviors considered unacceptable and for which a student may be suspended, expelled or removed.
In addition, the laws of the State of Ohio outline the due process procedures, which must be followed in disciplinary matters. Please read and understand the following information. A copy of the Code shall be posted in a central location in the school and will be provided to each student.

Sexual Harassment
Jackson Center High School is committed to eliminating and preventing sexual harassment in this facility. Sexual harassment is improper, immoral, illegal, and will not be tolerated. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the building.

Definition of Sexual Harassment
Ohio and Federal law define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- Unwanted sexual advances including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
- Explicitly or implicitly offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Non-verbal conduct, leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, jokes; making sexually based remarks about another person's or one's own body.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment"

is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal use.

What To Do If You Are Sexually Harassed
When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. The student should promptly notify a teacher, counselor or administrator for assistance.

Hazing
Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44

Bullying/Cyber Bullying/*Sexting*
Any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once that causes mental or physical harm to the other student and is deemed

severe, persistent and so pervasive that it creates an intimidating, threatening or abusive educational environment for the other student is prohibited and will result in being placed on the discipline ladder. ORC 3313.666

Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under the Code of Conduct and may be reported to the appropriate law enforcement agencies.

Application of the Student Conduct Code

The conduct code applies to the school premises, to all phases of school operations, including but not limited to curricular and extracurricular activities, while being transported on a school bus or authorized transportation and at any school-sponsored activity and to any other circumstance such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities.

A violation of any rule may result in disciplinary action. Discipline may include assigned work; detentions; loss of privileges; written notice to or conference with parents; compensatory payment of damages; Saturday Detention; in school detention; Shelby County Alternative School; out-of-school suspension; expulsion; emergency removal; or referral to Shelby County Children's Services and/or juvenile court.

Administration of the Conduct Code

A student shall NOT, in any way, aid or abet another student in violating the rules of conduct. Students behaving in this manner will be disciplined.

PROGRESSIVE DISCIPLINE

The administration of the student code of conduct will be progressive and cumulative for each individual student. The number of violations and/or seriousness of violations will determine the severity of the disciplinary action administered.

Students are expected to understand and comply with all school rules. Students who disregard the rules or rights of others will be placed on Progressive Discipline. Once a student is placed on Progressive Discipline, they will progress to the next step based upon the offense. Depending on the nature of the offense, a student may also be recommended for expulsion. Progressive discipline is not necessarily a sequential list of measures to be taken.

- Saturday Detention
- In school detention
- Out of School Suspension
- Expulsion from school
- Other penalties that may be appropriate for a give discipline infraction as determined by the administration

Detentions

There are two forms of detentions. The first being detentions assigned by the teacher and served under that teacher's supervision. At least one day's notice will be given to allow the student to make transportation arrangements.

Saturday Detention

Students may be assigned to Saturday Detention for various violations of the student conduct code. Saturday Detention is a supervised silent study session from 8 a.m. to 11 a.m. Failure to serve a Saturday Detention will result in further disciplinary action.

The following guidelines are used when a student is assigned to Saturday Detention.

- Saturday Detention will allow students to work on school studies and improve their likelihood of success in the classroom. Students will be required to do school related work during Saturday Detention.
- Students should arrive at school with the necessary school supplies, i.e. textbooks, notebooks, pens, etc. Students will not be permitted to go to their lockers.
- Students will not be allowed to sleep or talk during Saturday Detention.
- Excuses such as job responsibilities, work at home, family obligations, school activities or lack of transportation are not acceptable reasons for missing Saturday Detention.

In School Detention
Students will be assigned to the In-School Detention room by the principal. Credit will be given for satisfactory work completed. A student while assigned to In School Detention is not permitted to participate in any school activities or to attend any school events through the duration of the detention until 2:45 p.m. of the last day. Exceptions may be made at the discretion of the principal. Where there is more than one-day detention, a student will only be counted as having one absence from an extracurricular event or practice, even though they will not be able to participate until after 2:45 p.m. of the last day of the In-School Detention.

Major assignments/projects assigned prior to the detention will be accepted when completed in a satisfactory manner and full credit given by the assigned teacher.

Out-of-School Suspension
The Out-of-School Suspension is used when students have not changed their behavior to that which is acceptable, even after repeatedly using other types of discipline.

There are times when Out-of-School Suspension will be used immediately because the offense is of the magnitude as to warrant that discipline. Such things that could warrant Out-of-School Suspension are possession of tobacco or tobacco products, fighting, aggressive behavior towards a school employee. These are examples and not a complete list.

The district permits students to complete any classroom assignments missed due to the suspension. Students will receive at least partial credit upon completion of any assignments missed due to the suspension. Grade reductions are permitted, but students will not receive a failing grade on a completed assignments solely due to the student's suspension.

When Out of -School Suspension is used, the administration will follow due process and will allow the student a hearing, and will, whenever possible, contact the parent by phone and will follow the action with a letter to the parent or legal guardian stating their child's offense and the time to be spent out of school. **When a student is on an Out-of-School suspension they are not to participate in any school activities or attend any school events. In addition, while suspended from school, a student should remain at home during the hours school is in session. Refer to "Unexcused Absences" for policy regarding make up work.**

Suspension from the UVCC will follow the same guidelines as if suspended from Jackson Center.

Expulsion
If a student has received 3 days, 5 days, and 10 days out-of-school suspensions, their next severe offense will result in a 10 day out-of-school suspension with the recommendation for expulsion. The superintendent and Board of Education may find it necessary to expel the student. If at the time an expulsion is imposed there are fewer days remaining in a school year in which the expulsion takes place, the superintendent may apply any remaining part or all the period of the expulsion to the following year.

Due Process
The principal will keep a discipline record on every student who violates a school rule or regulation. Procedural requirements will be implemented in conjunction with suspension, expulsion, or emergency removal longer than 24 hours.

Step 1: The principal will review and give a written "intent to suspend" notice to the student being considered for out of school suspension and/or expulsion which states the reason(s) for the intended action.
Step 2: The principal will hold an informal hearing with the student to discuss the misconduct and to permit the student to explain his/her actions.
Step 3: The parent/guardian will be notified in writing of the disciplinary action. An attempt will be made to notify the parent/guardian by phone. A conference may be arranged to discuss the seriousness of the misconduct and the action taken by the school.
Step 4: Appeal procedures that follow Ohio Revised Code and board regulations are indicated on the suspension notices.

Discipline

The student code of conduct confirms that students have a responsibility to use the facilities and services of the personnel of the Jackson Center Local School District for education. For the schools to operate safely and successfully, certain rules and regulations regarding student behavior must be established and enforced. Therefore, the student code of conduct is an attempt to list the major rules; however, other acts including unlawful behavior not on school time or property not listed could result in disciplinary action if the act is disruptive to the educational process, hinders another students' learning, or is deemed inappropriate.

Any student found to be in violation of any of these rules may be suspended for a period up to ten days and/or expelled for a maximum of 80 days. It shall be the decision of the appropriate school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, considering the student's past record of behavior, as to which corrective measures are appropriate or adequate. Students aiding, abetting or conspiring in the commission of any school violation may receive a penalty equal to the attempted violation. Students who are suspended or expelled from an approved educational program in which Jackson Center Local School District is a participant are also suspended or expelled from the Jackson Center Local School District.

This code of regulations is adopted by the Board of Education of the Jackson Center Local School District pursuant to Section 3313.661 of the Ohio Revised Code.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, or removal from curricular and extra-curricular activities pursuant to Ohio Revised Code. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct always governs student activities, on or off school property, when such student conduct would reasonably be related to the health, safety, and welfare of student or such conduct would unreasonably interrupt educational processes of the Jackson Center Local School District. Pursuant to 3313.664 of the Ohio Revised Code, students may be suspended from participating in extracurricular activities for a period of time not to exceed the end of the school year for any violation of the Student Code of Conduct or violations of posted rules and regulations established by individual coaches or sponsors.

The Principal retains the right to issue discipline for violations not stated in this handbook.

The types of conduct prohibited by this code of regulations are as follows:

1) Damage or destruction of school property, property of school employees, or property of other students, on or off school premises
2) Damage or destruction of private property on school premises or in areas controlled by the school
3) Unauthorized touching of a school employee, student or other person
4) Harassment of school personnel or other students during school and/or non-school hours
5) Fighting
6) Hazing (to persecute, harass, or humiliate another student and/or employee)
7) Misbehavior which disrupts or interferes with any school activity
8) Disregard of reasonable directions or commands by school authorities including school administrators and teachers
9) Abuse of another. No student shall use or direct to, or about a school employee, or student, word, phrases, or actions which are considered to be slanderous or degrading in nature; words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and /or words or phrases which are obscene or profane as defined by the majority of or society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
10) Disrespect to a teacher or other school authority
11) Refusing to take detention or other properly administered discipline
12) Skipping detention
13) Falsifying information given to school authorities in the legitimate pursuit of their jobs
14) Forgery of school or school-related documents
15) Cheating or plagiarizing
16) Gambling

17) Extortion of student or school personnel
18) Theft or possession of stolen goods
19) Unauthorized or improper use of fire
20) Possession of matches or lighters or other similar devices
21) Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
22) Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigar, e-cigarettes, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form
23) Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance)
24) Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance
25) Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
26) Possession of electronic communication devices and/or electronic laser pointing devices or electronic light emitting device without expressed written permission of administration.
27) Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind
28) Cursing
29) Use of indecent or obscene language in oral or written form
30) Publication of obscene, pornographic or libelous material
31) Placing signs and slogans on school property without permission of the proper school authority
32) Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authorities
33) Demonstrations by individuals or groups causing disruption to the school program
34) Truancy
35) Tardiness
36) Leaving school premises during school hours without permission of the proper school authority
37) Upon initial arrival, leaving school property without permission
38) Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority
39) Failure to abide by reasonable dress and appearance codes set forth in student handbook or established by the administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
40) Improper or suggestive dress
41) Turning in false fire, tornado, bomb, disaster or other alarms
42) Presence on school property with a communicable disease
43) Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by the Board of Education, or to any activity held under the auspices of the Board of Education
44) Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs)
45) Carrying concealed weapons
46) Any felonious act
47) Any disruption or interference with school activities
48) Willfully aiding another person to violate school regulations
49) Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code

50) Any other activity by a pupil which a pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity
51) Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
52) Violation of any Board rule, regulation or policy.

The principal retains the right to issue discipline for violations not stated in this handbook.

Dangerous Weapons In The School

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter's gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosion; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device includes any explosive, incendiary, or poison gas, bomb, grenade, rocket have propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored event. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored event, the Superintendent may expel that student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disable student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes but is not limited to a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school sponsored activity, the Superintendent shall expel the student from school, with the same expulsion implications as noted above.

Interrogations and Searches

The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. While discharging its responsibilities the school administration is to try to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed District regulations to be followed in the case of searches and interrogations.

The right of inspection of students' school lockers or articles carried upon their persons (including cell phones) and the interrogation of an individual student is inherent in the authority granted school boards. Administrators will employ procedural safeguards to protect the well-being of those children. All other searches will be conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility.

Student lockers are property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary.

Interrogations of students by law enforcement agencies and other authorities outside the District are extremely disruptive to a student's education process; additionally, such interrogations may

impact student and/or parental rights. A determination whether to allow such interrogations will be made by school administrators on a case-by-case basis.

Vehicles parked on school premises are subject to search if the administrator believes it is necessary.

Surveillance Cameras

Surveillance cameras are used both inside and outside of the building. The cameras are for the purpose of protecting you and your property. The video images may be viewed by school officials, law enforcement officials or any other person school officials deem appropriate to assist in identifying those persons or acts which are in violation of school rules or state law.

Dress Code

Under Section 3313.20 ORC, the Jackson Center Board of Education is responsible for the establishment of reasonable rules and regulations as are necessary for its governing and the governing of pupils of its school.

The Jackson Center Board of Education believes that the primary function of the school is to educate the students of the district, and the major responsibility for the dress and appearance of the students' rests with the parents. It is not the purpose of the school to dictate wearing apparel, but we are vitally interested in maintaining an atmosphere conducive to learning.

Nothing, which interferes with the educational process and the school's stated philosophy will be acceptable. It is important for students to develop good dress and grooming habits that will be of value to them after graduation. (The Dress Code also includes accessory items of dress, such as jewelry.)

In addition, the sponsor, coach or advisor of an extracurricular activity has the authority and responsibility to regulate the student's mode of dress and personal appearance in that particular activity.

Any dress or appearance that constitutes a threat to the health and safety of students or disrupts the education process is prohibited.

The following is a partial list of unacceptable dress. This list is not all inclusive and can be modified at any time to respond to the ever-changing styles. These guidelines are offered to assist parents, students, faculty, and administration in determining what is considered inappropriate dress for school as well as all extracurricular activities and sporting events. All clothing must be appropriate size and fit neatly.

The following are not acceptable:

- oversize clothing, saggy or baggy pants, low necklines and midriff shirts as well as clothing or shorts that are form fitting and/or revealing in nature
- any visible undergarments
- backs or midriffs
- shorts that are shorter than fingertips
- tops and bottoms must overlap at all times, including when arms are raised
- cut-off shirts, sleeveless shirts, and tanks
- dress that promotes hate, violence, profanity, vulgar or negative messages
- clothing, patches, insignias, slogans, or buttons which are in poor taste, suggestive, provocative, obscene, profane, vulgar, gang related, or promote tobacco or alcohol
- chains (non-jewelry), spiked jewelry or chain wallets are not to be worn at school
- clothing, symbols, or other attire relating to gang or cult affiliation
- bare feet at any time
- hats, caps, scarves, bandanas, gloves and sweatbands during the instruction day
- visible tattoos, gauging or body piercings other than ears
- anything that causes a distraction to the educational process

There are many people who visit our schools. Your appearance and grooming make strong and lasting impressions. Your personal appearance, including clothing and accessories, (both material and style) should be appropriate. Extremes of any kind will be considered inappropriate. Clothing should be clean and in good taste. Please be aware that while certain forms of dress are acceptable outside of school, they are not necessarily considered appropriate school wear. The administration has the right to determine the appropriateness of school wear. Dress or

appearance concerns may result in removal of the student from class (until the problem can be resolved) and/or disciplinary action.

The student's first dress violation could result in one or more of the following:

a. Student asked to turn the article of clothing inside out
b. Student asked to cover up the inappropriate attire
c. Student asked to change clothes
d. Student calls parents for different attire

The student's 2nd dress violation could result in the above in addition to further disciplinary action.

Academic Dishonesty

Cheating, stealing answers, plagiarizing, and academic dishonesty in any form will not be tolerated in the school environment. The teacher will confiscate all evidence, document the situation, and report it to the principal. Any student involved in cheating (giving or receiving) will receive an automatic "0" on the work involved and the parents will be notified.

Driving Privilege

THE STUDENT PARKING RULES may face a loss of privileges or possible fines.
It is recognized that some of our students will drive to school because of school related work programs, after school activities, or after school jobs. While this is considered necessary, it is still important to note that students must drive carefully, with safety as the number one goal. Any student who is driving in excess of the speed limit around the school, "peeling" tires, or swerving recklessly will be disciplined by the taking away the privilege of driving to and from school. This suspension of driving may be for such a time period as to emphasize the importance of safe and responsible driving. If there is a second occurrence of unsafe driving, while under the jurisdiction of the school, the privilege of driving to and from school will be taken away for the remainder of the school year and result in other disciplinary action. No junior high student will be permitted to drive to school.

Students are also reminded that they could also lose their driving privileges for any one or a combination of the following reasons:

- Excessive tardiness
- Truancy, class cutting
- Suspensions

In addition, for reasons of safety, snowmobiles and ATV's are not permitted on school property.

Extracurricular Activities

Leaving an extracurricular event without permission will result in repayment to enter. Students are expected to be in the appropriate area of the extracurricular activity and not loitering in hallways, restrooms, or other areas. Students creating a disruption are subject to be ejected from the activity and further disciplinary action.

Eligibility for Athletic, Field Trips and All Extracurricular Activities

Each student shall meet the Ohio High School Athletic Association and Jackson Center Senior High School requirements to be eligible to participate in the interscholastic athletic program, field trips and/or any other school related extracurricular activities.

Senior High School (9, 10, 11, and 12)

In order for a senior high student to be eligible to participate, the following must be met:

- A student in grades 9, 10, 11, or 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period.
- A student must earn at least a 1.50 GPA each quarter in order to be eligible to participate in athletics and/or extracurricular activities during the following quarter.
- A student must earn passing grades in subjects that earn a minimum of 5.0 credits per year toward graduation each quarter in order to be eligible to participate in the next quarter.
- Students academically ineligible are permitted at the discretion of the coach/advisor to attend practice sessions or meetings of any organization, team, or groups unless it is an academic subject for which they earn a grade i.e. music, chorus, concerts, band, etc.
- The eligibility starts 24 hours after grades are in and ineligibility of a student begins with the start of the fifth (5) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

- **EXCEPTION:** Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

Academic Eligibility for College Athletes
High school students who plan to participate in college athletics at Division I or Division II schools need to meet several criteria to be declared eligible. The criteria include a minimum grade point average, required ACT or SAT scores and completion of a core curriculum including ***a minimum of 16 approved academic courses***. Acceptable courses of the core curriculum and complete information are available from the guidance counselor. The NCAA website is http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

Fire/Tornado/Evacuation Drills
Fire and hazardous weather drills are an important safety precaution. It is essential that all students become familiar with the exit routes for each area of the building. When the warning signal is given, everyone should proceed by the prescribed route to a safety area as quickly as possible. Students are to remain as a group until the signal is given to return.

Grades – Progress Book Parent/Student Access
Parents and students will be issued their own individual username and password each year that will allow them to access their grades. The link to Progress Book is found on the school website www.jctigers.org.

Grading Periods
The grade report provides a running summary of a student's scholastic achievement for the benefit of student and parents. Additionally, this record provides an attendance and tardiness report. Grade slips are issued each nine-week period and are passed out here at school to each student during lunch.

Grading Scale
The numerical grade on a student's grade card is the actual grade. However, the letter grade is added as a means of interpretation. The following is used:

100-93	A=4 Excellent
92-83	B=3 Above Average
82-73	C=2 Average
72-65	D=1 Below Average
64 - 0	F=0 Failure

A grade is not simply a numerical average of tests and quizzes. Also, to be considered is homework, preparation for class, class participation and discussions, quality of projects and assignments, effort and other qualities. Teachers will discuss these criteria with the students.

Graduation Requirements
The following requirements set by the Ohio State Department of Education and the Jackson Center Board of Education must be fulfilled by students in order to graduate from Jackson Center High School; however, these should be considered as minimum requirements.

- ***Twenty-two units – minimum,***
- ***4 units of English***
- ***4 units of math***
- ***3 units of social studies***
- ***3 units of science***
- ***½ unit of computers***
- ***½ unit of personal finance/life skills***
- ***½ unit of health***
- ***½ unit of physical education***
- ***1 unit of other business/technology, fine arts or foreign language***

***Yearly schedule requirements*:**
- Five and a half (5 1/2) units per year minimum
- No more than one (1) study hall unless authorized by the principal.
- Required courses take top priority

For students to receive a diploma upon graduation they must have successfully passed the Ohio Department of Education's testing requirements.

Valedictorian and Salutatorian

The graduating senior (or seniors) with the highest four-year cumulative grade average at the end of the fourth nine weeks will be the valedictorian(s), the graduating senior with the second highest four-year cumulative grade average at the end of the fourth nine weeks will be salutatorian(s). Grade point averages will be rounded off to the thousands. To be eligible to be class valedictorian or salutatorian a student must have been a classmate at Jackson Center High School for at least four (4) semesters. Students who do not meet the four-semester requirement yet meet the scholastic requirement will not be listed or honored as the school valedictorian and (or) salutatorian. To be eligible, student must participate in the Ohio State Standards Educational Curriculum.

Diploma with Honors

Students must meet at least eight of the nine criteria to be awarded a diploma with honors. (See College Preparatory and Vocational Education Curriculum below.)

Requirement for Diploma with Honors Successfully completes the high school curriculum or the individualized education program developed for the student by the high school and meets at least eight of the nine criteria of either curriculum below.

College Preparatory Curriculum

Students who complete the college preparatory curriculum in high school shall meet at least eight of the following nine criteria:

1. ***Earn four units of English***
2. ***Earn four units of social studies***
3. ***Earn one unit of fine arts***
4. ***Earn four units of math, must include Alg. I and II and Geometry or complete a 3-year sequence of course that contain equivalent content***
5. ***Earn four units of science – including physics and chemistry***
6. ***Earn three units of foreign language***
7. ***Maintain an overall high school grade point average of at least 3.5 up to the last grading period of the senior year***
8. ***Obtain a composite score of twenty-seven on the ACT or 1210 on the SAT.***

Vocational Education Curriculum

Students who complete at least two years of intensive vocational or technical education curriculum in the high school shall meet at least eight of the following nine criteria:

1. ***Earn four units of English***
2. ***Earn four units of math, must include Alg. I and II and Geometry or complete a 3-year sequence of course that contain equivalent content***
3. ***Earn four units of science – including physics and chemistry***
4. ***Earn four units of social studies***
5. ***Earn four units in career tech education program***
6. ***Maintain an overall high school grade point average of at least 3.5 up to the last grading period of the senior year***
7. ***Achieve proficiency in the Ohio vocational competency assessments***
8. ***Obtain a composite score of twenty-seven on the ACT or an equivalent composite score on the SAT.***

Classes & Credit Flexibility

To complete requirements for graduation and receive a diploma, students at Jackson Center High School may choose from among the following:

- ***Successful completion of regular, traditional classes (including UVCC).***
- ***Successful completion of educational options such as college credit plus, postsecondary enrollment option courses, online course (such as VHS) etc.***
- ***Demonstration of master for JCHS core credit classes using end of course tests/exams or standardized tests such as ACT, SAT, etc., and/or demonstration of mastery for elective courses by completing research papers and/or projects, lab activities (must be part of a lab-based course) independent study completing a portfolio, etc., and/or***
- ***Creation and successful completion of new courses incorporating the appropriate***

Ohio Academic Content Standards and using such methods as mentorship, internship, service learning, educational travel independent study, completing a portfolio, etc.

The guidelines and procedures for 3 and 4 above are listed below:

- ***Students will have to apply and submit a proposal for each course to the high school principal or guidance counselor by May 1. Each proposal must include: (1) description of the method which will be utilized for credit flexibility; (2) identification of the learning outcomes for the proposed method [#4 must include references to Ohio Academic Content Standards]; and (3) description of the methods which will demonstrate master of the material to be covered. The proposal should include signatures from the student and parent/guardian.***
- ***Proposals which are submitted will be reviewed by a committee which may include the principal, guidance counselor, and teachers of specific content areas. The committee will determine if proposals are approved or rejected. For any proposal which is rejected, students will be given information why it was rejected. Students may make changes and resubmit a revised proposal for further review by the committee.***
- ***Students will earn grades (may be determined by the committee) for any approved courses. The final grade will be calculated into students' accumulative grade point averages and appear on students' transcripts. Approved courses must follow scheduling and graduation requirements and meet extracurricular eligibility requirements.***
- ***The demonstration of mastery or testing out grade must be equivalent of an "A" as determined by the JCHS policy or the ACT/SAT benchmark. If mastery is not met, then the student must take the course.***
- ***Students with approved credit flexibility courses are still required to attend Jackson Center High School full time, unless release time is a part of the approve proposal.***
- ***Any and all costs which are a part of any approved course must be paid in full by the student.***

Early Work Release

Criteria for those requesting early release for work:

- You must be a junior or senior
- A minimum of 5 credits must be taken per academic year.
- You must have a work permit (obtained at Jackson Center High School)
- You are expected to leave the school building at the time assigned and go straight to your place of employment.
- If your position is terminated, for any reason, you are expected to communicate with the High School principal.
- If a student receives an "F" in any subject for the quarter, the student will be removed from the program for the next nine weeks grading period. If at the end of that period his/her grade is passing, he may be reinstated into the program.
- Students wishing to be granted work release are expected to work at least 15 hours per week.
- Violations of the above rules will result in immediate removal from the program.
- A minimum of 120 hours will be required to earn 1 credit
- A minimum of 240 hours will be required to earn 2 credits
- Weekly time sheets must be turned into the principal with the employers signature (unless other arrangements have been made with the principal)
- Adequate progress must be made towards the minimum number of hours.
- We take falsification of work hours/times very seriously. If the school district finds that the student is abusing this privilege, work release will be terminated.
- A meeting with the principal and/or the guidance counselor must take place with you and your guardian prior to being approved.

Modified Student Schedule

Criteria for those requesting a modified student schedule

- You must be a junior or senior
- The student must obtain a contract from the administration
- A minimum of 5 credits must be taken per academic quarter.

- If a student receives a “D” or “F” in a subject for the quarter, the student will be removed from the program for the next nine week grading period. If at the end of that period his/her grade is passing, he may be reinstated into the program.
- A student may come and go as their schedule allows with parent permission.
- The privilege may be revoked for attendance, discipline, or grade concerns.

Guidance

Students are encouraged to see their counselor to develop, with the counselor’s help and encouragement, some of their life goals and to make realistic plans for moving toward these goals during and after their high school years.

Listed below are reasons students may wish to make appointments with the counselor:

- To inquire about guidance services
- To discuss school or personal problems
- To get help in learning how to learn more effectively
- To explore their own abilities and interests
- To get information about community services available to students for educational or emotional problems, family concerns, drugs, health problems, etc.
- To get information about vocational training programs, jobs, colleges, and financial aid.

To see the counselor, a student should contact the counselor personally or go to the high school office and request an appointment. The counselor will then set up a conference time with the student.

Progress Reports

Progress reports will be issued at the mid-term of each of the four grading periods and at the discretion of the teacher, progress reports may be sent out at any time during the grading period. This report is to notify parents of misconduct or unsatisfactory academic progress as well as to communicate improved or exceptionally successful performance of students. Therefore, progress reports are used as a method to keep parents informed of a student’s progress (successful as well as areas of concern). It is hoped that parents will discuss the information conveyed in the report with their child and the teacher. Progress reports are only sent to those who request that they be sent (check appropriate line on first page of handbook).

Lockers

Each student will be assigned a locker with a lock. Students are required to use the lock provided by the school. There is a rental fee for the lock. Lockers are property of the school and are not to be regarded as personal property. Students are not permitted to share lockers.

Students are not permitted to have candy or pop in their lockers. Pictures, clippings, or drawings are not allowed on the outside surface of the locker and decals are not to be placed inside. Anything posted in or on lockers that graphically or symbolically promotes sex, drugs, or alcohol is unacceptable. The school is not responsible for any materials removed from a locker by another student. If a lock is lost, the loss should be reported to the office.

Students are responsible for all books, clothing, and other items stored in the locker. Locker Search Notice (Ohio Revised Code Sec. 3313.20 C)

AT ANY TIME. ALL LOCKERS ARE PROPERTY OF THE BOARD AND ARE SUBJECT TO SEARCH

Lost and Found

The school maintains a lost and found depository. Articles found should be turned in at once. Pupils may recover lost articles by identifying them. All items remaining in the lost and found at the end of the school year are donated to civic organizations.

Lunch

Students are not allowed to order out nor have lunches brought in without permission from the high school office.

Open Lunch Criteria

- No more than three absences in the previous quarter.
- No more than two tardies in the quarter.

- ❖ No disciplinary incidents.
- ❖ A minimum of 3.0 GPA
- ❖ The agreement between the administration and student can be terminated at any point during the quarter if the student does not maintain all parts of the criteria.
- ❖ The principal retains the right to cancel or change the dates of the open lunch
- ❖ The principal also retains the right to take every student situation case by case

National Honor Society Eligibility for Membership

Eligibility and selection are determined by the following criteria:

- ❖ A student must have completed his/her fourth semester of high school work.
- ❖ All junior and senior students' academic records are reviewed to determine scholastic eligibility. (3.35 cumulative grade point average or higher is required.)

- ❖ Students who are eligible scholastically are notified by the Chapter Advisor and informed with written notification that for further consideration for selection to the N.H.S. Chapter, they MUST complete the STUDENT ACTIVITY INFORMATION FORM.
- ❖ No student is selected for membership in the Therl Johnson Chapter of the National Honor Society solely based on high academic average. The qualities of character, service and leadership will be considered.
- ❖ A five (5) member Faculty Council is appointed by the Chapter Advisor. The Chapter Advisor and the Principal are both considered non-voting members of this Council.
- ❖ The high school faculty is given a list of the academically eligible students and is asked to rate from 1-4 the areas of character, leadership and service of only those students they have had in class during the previous two years. Those scores are compiled by the Chapter Advisor and given to the five (5) member Faculty Council for review.
- ❖ The five (5) voting members of the Faculty Council review the Activity Information Forms submitted by the eligible students and the scores are submitted from the faculty and vote to determine the final selection of members.

THIS SELECTION PROCEDURE CONFORMS TO GUIDELINES SPECIFIED IN THE NATIONAL CONSTITUTION OF THE NATIONAL HONOR SOCIETY.

Use of Prescription Medicine

Many students can attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in compliance with the following:

- ❖ The designated person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
- ❖ Written permission must be received from the parent or guardian of the student, requesting that the District comply with the physician's order.
- ❖ The designated person must receive and retain a statement which complies with State of Ohio law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
- ❖ The parent/guardian or other person having care and charge of the student must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the designated individual if any of the information originally provided by the physician or licensed individual changes.
- ❖ No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement will be liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
- ❖ No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects on the basis of religious convictions, to administering the drug.

Legal Refs: ORC 2305.23; 2305.231; 3313.712; 3313.713; OAC 3301-35-03; JHCD

Any non-prescription medicines such as aspirin, cough medicine, cough drops, etc. should be given at home by the parent if possible. If this is not possible, parents may also come to school to administer medications to their children. A written note must accompany any non-prescription

medicine brought to the school by the student DAILY. Medicines will not be allowed to be in the possession of the student but must be held at the high school office for safekeeping.
Non-prescription or over the counter drugs are NOT to be distributed by any student or the student may be subject to consequences per discretion of the principal.

List of Health Services
A school nurse will be provided at our district. A parent has the right to waive those services and provide alternative means of addressing health needs if you wish. Parents will also be notified if your child receives health services or is recommended to receive further health services. Life threatening emergency situations are excluded.

Health Services could include Nurse and/or Mental Health Counseling
Suicide and Crisis Lifeline
988 - The 988 Suicide and Crisis lifeline provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text "989" to reach a trained specialist for help and support.

Schedule Change Guidelines
Although a schedule change often is seen by students as the solution to a current problem, a further consideration of the problem itself may lead to the recognition that there are other and perhaps better solutions that may be chosen. Students and their parents are encouraged to discuss problems, goals, and objectives with the guidance counselor for help in finding useful alternatives and resources.

Schedule changes are made only through the guidance counselor and only with the approval of the principal. All schedule changes must occur before the second week of the semester. Parental approval is also required for all schedule changes.

Teachers' student assistants, office aides or other positions receiving no credit must be done during the student's periods that are free from credit courses such as study hall.

Vocational programs may not be dropped. These State-funded programs are staffed based on student enrollment; enrollment must remain firm to maintain eligibility for State funds. It is understood, therefore, that a student who applied for and has been accepted into a vocational program has made a commitment, confirmed by his or her parents, to remain in it for at least one year.

Scholarship & Awards
As an attempt to encourage students to strive for their highest possible level of achievement, our school has several honor awards that are awarded throughout the year. The awards and requirements are as follows:

Merit and Honor Roll will be published, and awards given at the completion of each grading period. A student must have a 4.0 in all subjects to earn the merit roll. The honor roll will recognize only those students with a grade point average of 3 to 3.9.

Glen R. Smith Outstanding Student Recognition plaques are presented to both a senior boy and girl who achieve the most points in the areas of leadership, behavior, contribution, academic effort and achievement, character in conducting himself or herself in a sportsmanlike manner while participating in the everyday life and extracurricular functions of Jackson Center High School, especially in his or her consideration of his fellow man. The students are rated yearly by the teaching staff. The total of these evaluations over the four-year period is used to determine the winners of this award. A scholarship is also awarded to the recipients.

Many local organizations annually award financial aid to deserving students. Application for these must be made directly to the Guidance Counselor for the proper application form.

Valedictorian Award is given to the senior student(s) who has the highest cumulative grade point average over four years at the end of the fourth nine weeks.

Salutatorian Award is given to the senior student(s) who has the second highest cumulative grade point average over four years at the end of the fourth nine weeks.

Senior Academic Awards are given in the areas listed below based upon the recommendations of the faculty members in that particular area.

- Art
- English
- Science
- Music
- Family & Consumer Science
- World Language
- Social Studies
- Technology
- Mathematics
- UVCC Vocational

School Closings or Starting Delays

Occasionally weather conditions may cause our school to have a delayed opening or a complete closedown. In these cases, notification of delays, closing or early dismissals will be made through the one-call system.

Closing: Dismiss school (closed) for the day. This will be used in extremely hazardous weather.

Delays: Delay of the opening of school could be 1, 2 or 3 hours. This plan is used if weather and road conditions may improve by waiting. This allows time to determine if it would be necessary to close for the day. If a delay is put into effect our school will open later than usual, and students who ride buses will be picked up later than usual. Dismissal times will be at the regularly scheduled time. The only exception will be if a 3-hour delay must be enacted.

WHENEVER SCHOOL IS CANCELLED OR DELAYED, ANY DETENTION AND/OR MEETING THAT WAS SCHEDULED FOR THAT MORNING WILL BE POSTPONED.

Student Handbook/Planner

All students will be given a Student Handbook with a personal student planner incorporated in it. If the student loses their handbook, they will be required to buy a new one for $8. Students are always encouraged to have their Student Handbook/Planner with them. Students will be using their planners in a variety of ways. Classroom teachers will require students to use the planner in their classes

Student Insurance

The Ohio State Athletic Association provides catastrophic insurance for all student athletes participating in recognized sports.

Telephone Use

The office telephone is to be used by students only when there is an emergency, and the student is given permission by office staff.

Cell phones are permitted to be used by students in grades 9-12 upon teacher discretion. Students using their phone when not permitted will have their phone confiscated and turned into the High School Principal. The phone will then have to be picked up by a parent or guardian.

Textbooks

Textbooks are loaned to the students for their use during the school year. Charges will be made for textbook damage or wear beyond a reasonable amount. Textbooks lost or not accounted for at the end of the year will be charged at full book value.

BOOK COVERS ARE REQUIRED ON ALL SCHOOL-OWNED TEXTBOOKS. THIS COVER SHOULD NOT BE TAPED DIRECTLY TO THE BOOK.

Students should point out any damage of a textbook at the time of receipt so there will be no question at the end of the year concerning damage.
Students who lose books will be charged for the replacement cost of the book. Students will be assessed a fine for damages to textbooks beyond normal wear. The amount of the fine imposed should be in keeping with the cost of the book, the condition when issued, the condition when returned, and in some cases, the pupil's ability to pay. The suggested fine scale is as follows:

Condition at Issuance	Description of Condition	Fines for Loss of Book - % of Cost	Fines for Defacement
New	Unused	100%	New book, normal wear – No Charge
Excellent	No missing or torn pages	80%	Costs depend upon the extent of defacement
Good	No pages missing; solid bindings; some markings; no tears	60%	
Fair	Binding weak though all in one piece; torn pages mended; no pages loose or missing	40%	
Poor	In need of, but capable of repair; pronounced markings; seriously disfigured	20%	
Discard	Cover torn off or missing; cannot be restored to be usable		

Vending Machines

Students are prohibited from using the vending machines during the school day, unless authorized by staff personnel. Any items purchased will be confiscated and consequences may be administered.

Visitors

Persons wishing to visit Jackson Center High School must report to the main office for a Visitor's Pass (this includes former graduates of JCHS). Personal visitation is not encouraged. All visitors will be asked to sign in and to check out when they are leaving the building. Passes will be checked by the teaching staff when visitors are in the building. Visitations by students of other school districts is allowed only if permission has been obtained from the principal prior to the day of the visit, however, these types of visitations are generally discouraged.

Work Permits

Applications for work permits may be obtained in the high school office. A parent's signature is required to obtain a work permit.

- A part-time work permit is required for all students, age 14 through 17, who are employed on a part-time job except those jobs categorized as irregular employment i.e. mowing lawns, babysitting.
- A full-time work permit is required for any youth, ages 16 through 17, who is not attending regular school but is regularly employed.
- A new part-time work permit is required each time a student changes part-time job. A work permit is issued for a specific job and is not a blanket permit. A new full-time work permit must be obtained for each new, full-time job a youth gets until said youth is 18 years of age.

BELL SCHEDULE

DAILY				2 HR DELAY		
1st period	7:55	8:40		1st period	9:55	10:24
2nd period	8:43	9:28		2nd period	10:27	10:56
3rd period	9:31	10:16		3rd period	10:59	11:28
4th period	10:19	11:04		5th period	11:31	12:00
5th period	11:07	11:52		6th period	12:03	1:03
6th period	11:55	1:08		4th period	1:06	1:35
7th period	1:11	1:56		7th period	1:38	2:07
8th period	1:59	2:45		8th period	2:10	2:45
Lunch Schedule				***Lunch Schedule***		
KG - 2nd	10:50	11:20		KG - 2nd	11:00	11:30
3rd - 5th	11:22	11:52		3rd - 5th	11:31	12:00
6th - 8th	11:55	12:25		6th - 8th	12:03	12:33
9th-12th	12:38	1:08		9th-12th	12:33	1:03
3 HR DELAY				**1 HR DELAY**		
1st period	10:55	11:24		1st period	8:55	9:34
2nd period	11:27	11:56		2nd period	9:37	10:16
5th period	11:59	12:28		3rd period	10:19	10:58
6th period	12:31	1:31		4th period	11:01	11:40
3rd period	1:34	2:03		5th period	11:43	12:22
4th period	2:06	2:35		6th period	12:25	1:25
7th period	2:38	3:07		7th period	1:28	2:07
8th period	3:10	3:45		8th period	2:10	2:45
Lunch Schedule				***Lunch Schedule***		
KG - 2nd	11:25	11:55		KG - 2nd	11:00	11:30
3rd - 5th	11:59	12:28		3rd - 5th	11:43	12:22
6th - 8th	12:31	1:01		6th - 8th	12:25	12:55
9th-12th	1:01	1:31		9th-12th	12:55	1:25
1:00 EARLY DISMISSAL						
1st period	7:55	8:25				
2nd period	8:28	8:58		***Lunch Schedule***		
3rd period	9:01	9:31		KG - 2nd	10:14	10:44
7th period	9:34	10:11		3rd - 5th	10:47	11:17
4th period	10:14	10:44		6th - 8th	11:20	11:50
5th period	10:47	11:17		9th-12th	11:53	12:23
6th period	11:20	12:23				
8th period	12:26	1:00				

SCHOOL YEAR CALENDAR 2026-2027

FIRST NINE WEEKS
Thursday, August 20, 2026 - Thursday, October 22, 2026

Tuesday, August 18 ..... Teacher Workday/Open House
Wednesday, August 19 ..... Teacher Workday
Thursday, August 20 ..... Students First Day
Thursday, August 27 ..... Student Pictures K-11, Senior Composite Pictures
Monday, September 7 ..... NO SCHOOL- Labor Day
Monday, October 19 – Friday, November 6 ..... Grade 3 ELA Fall Test Window
Wednesday, October 21 ..... Pictures Pre-School, Pre-K and Retakes K-11
Wednesday, October 21 ..... Yearbook Group Pictures
Thursday, October 22 ..... End of First Nine Weeks
Thursday, October 22 ..... Early Dismissal 1:00 PM
Thursday, October 22 ..... Parent/Teacher Conferences 1:30-8:30 PM
Friday, October 23 ..... NO SCHOOL

SECOND NINE WEEKS
Monday, October 26, 2026 - Friday, January 15, 2027

Thursday, October 29 ..... Early Dismissal 1:00 PM
Thursday, October 29 ..... Parent/Teacher Conferences 1:30-8:30 PM
Friday, October 30 ..... NO SCHOOL
Wednesday-Friday, November 25-27 ..... NO SCHOOL-Thanksgiving Break
Monday, Nov. 30 – Friday, Jan. 15 ..... High School End-of-Course Test Window
Monday, Dec. 21 – Friday, Jan. 1 ..... NO SCHOOL-Christmas Break
Monday, January 4 ..... School Resumes
Friday, January 15 ..... End of First Semester/Second Nine Weeks

THIRD NINE WEEKS
Monday, January 18, 2027 - Friday, March 19, 2027

Monday, January 18 ..... NO SCHOOL-Martin Luther King Day
Monday, February 15 ..... NO SCHOOL-Presidents' Day
Wednesday, March 17 ..... Spring Pictures Grades Pre-K-5
Friday, March 19 ..... End of Third Nine Weeks

FOURTH NINE WEEKS
Monday, March 22, 2027 - Wednesday, May 26, 2027

Friday, March 26 – Monday, March 29 ..... NO SCHOOL-Easter Break
Tuesday, March 30 ..... School Resumes
Monday, March 29 – Friday, April 30 ..... ELA Spring Test Window
Monday, April 5 – Friday, May 14 ..... Math, Sci, Soc Stud. Spring Test Window
Friday, April 23 ..... NO SCHOOL
Friday, May 21 ..... Senior Last Day/Graduation Practice
Sunday, May 23 ..... Class of 2027 Graduation
Wednesday, May 26 ..... Students' Last Day K-11
Monday, May 31 ..... Memorial Day