



## STUDENT/PARENT HANDBOOK SIGNATURE-TEAR OUT PAGE

My signature below indicates that I have received, read, and agree to abide by the policies contained in the Jackson Center Elementary School Student Handbook, including the Acceptable Use Policy for Students, and Field Trip Rules.

My student will use the computer/internet while at school pursuant to the board policy and he/she agrees to abide by the rules of the policy. I understand that violations or misuse of the district's computer network and internet may result in student access privileges being revoked and school disciplinary action may be taken against my student, and this may affect class grade.

I understand that this access is being provided for educational purposes only. I agree that I will hold harmless and indemnify the school for any fees, expenses or damages incurred as a result of the student's purposeful use or misuse of the Network, access to the Internet or computer equipment.

Parent/Guardian's Name (please print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Student's Name (please print) \_\_\_\_\_

Grade \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this signed form page to school in the first week



**EDUCATIONAL GOALS OF  
JACKSON CENTER ELEMENTARY**  
**Kindergarten – Grade 3**

- ✓ To provide the best learning experiences for each student.
- ✓ To provide the best possible learning environment for all students.
- ✓ To assist each student in becoming a successful life-long learner.
- ✓ To utilize all possible resources wisely and to the best advantage for all students.
- ✓ To provide consistent, fair, yet firm discipline for all students.
- ✓ To assist all students in becoming productive citizens, effective consumers, and loyal Americans.
- ✓ To help all students learn to accept themselves, value other human beings, and appreciate the world in which we live.

**JACKSON CENTER  
ELEMENTARY SCHOOL**

**Phone: 937-596-6053**

**Fax: 937-596-6490**

**ADMINISTRATION:**

Ginger Heuker, Principal PreK – 3  
William Reichert, Superintendent  
Deborah Tussing, Admin. Coordinator

**BOARD OF EDUCATION MEMBERS**

Mr. Brad Wren, President  
Mr. Dana Ware, Vice-President  
Mrs. Kristen Davis  
Mr. Matt Kohler  
Mrs. Kristine Mullenhour

**Treasurer**

Mr. Tony Meyer



**Jackson Center Local Schools  
2019-2020 CALENDAR**

**FIRST NINE WEEKS**

**Thursday, August 15, 2019 - Thursday, October 17, 2019**

Tuesday, August 13 ..... Teacher Workday/Open House  
 Wednesday, August 14 ..... Teacher Workday  
 Thursday, August 15 ..... Students First Day  
 Thursday, August 22 ..... Student Pictures K-11, Senior Composite Pictures  
 Monday, September 2 ..... NO SCHOOL-Labor Day  
 Thursday, September 26 ..... Pictures Pre-School, Pre-K and Retakes K-11  
 Friday, October 4 ..... Yearbook Group Pictures  
 Thursday, October 10 ..... Early Dismissal @ 1:00 PM  
 Thursday, October 10 ..... Parent/Teacher Conferences 1:30-8 PM  
 Friday, October 11 ..... NO SCHOOL  
 Thursday, October 17 ..... End of First Nine Weeks-Early Dismissal at 1:00 PM  
 Thursday, October 17 ..... Parent/Teacher Conferences 1:30-8 PM  
 Friday, October 18 ..... NO SCHOOL

**SECOND NINE WEEKS**

**Monday, October 21, 2019 - Friday, December 20, 2019**

Monday, October 21 – Friday, November 1 ..... Grade 3 ELA Fall Testing  
 Wednesday-Friday, November 27-29 ..... NO SCHOOL-Thanksgiving Break  
 Monday, December 2 – Friday, January 10 ..... High School End-of-Course Tests  
 Wednesday, December 11 ..... NHS Blood Drive  
 Friday, December 20 ..... End of First Semester/Second Nine Weeks  
 Monday, December 23 - Friday, January 3 ..... NO SCHOOL-Christmas Break

**THIRD NINE WEEKS**

**Monday, January 6, 2020 - Thursday, March 12, 2020**

Monday, January 6 ..... School Resumes/Second Semester Begins  
 Monday, January 20 ..... NO SCHOOL-Martin Luther King Day  
 Monday, February 17 ..... NO SCHOOL-Presidents' Day  
 Thursday, March 12 ..... End of Third Nine Weeks  
 Friday, March 13 ..... NO SCHOOL

**FOURTH NINE WEEKS**

**Monday, March 16, 2020 - Friday, May 21, 2020**

TBD ..... Senior Class Blood Drive  
 Thursday, March 19 ..... Spring Pictures Grades PreK-5  
 Monday, March 23 – Friday, April 24 ..... ELA Spring Testing  
 Monday, March 30 - Friday, May 8 ..... Math, Science, Social Studies, Spring Testing  
 Friday, April 10 – Monday, April 13 ..... NO SCHOOL-Easter Break  
 Tuesday, April 14 ..... School Resumes  
 Tuesday, May 18 ..... Contingent Seniors Last Day/Graduation Practice  
 Thursday, May 21 ..... Students' Last Day  
 Sunday, May 24 ..... Graduation

## GENERAL INFORMATION

### ARRIVAL AND DISMISSAL TIME:

School begins at **7:55 a.m. for K-3** students. Students shall not arrive at school before **7:40 a.m.**

Any student arriving at school after 7:55 a.m. is tardy and must report to the office to sign in. A written note from the parent/guardian must be sent with child.

School is dismissed at **2:45 p.m.** Please note that **EARLY DISMISSAL** is discouraged.

### Truancy

Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student has 30 or more unexcused consecutive school hours; 42 or more unexcused hours in one school month; 72 or more unexcused hours in a school year.

If a student is habitually truant and the student's parent has failed to show cause for the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law. Habitual truancy can also result in:

- a) assign the student to a truancy intervention program
- b) provide counseling to the student
- c) request or require the student's parents to attend a parental involvement program
- d) request or require a parent to attend a truancy prevention mediation program
- e) take appropriate legal action

Unsatisfactory academic achievement often is a result of prolonged or frequent pupil absence. **If your child is going to be absent, for grades K-3 please call 596-6053 by 8:30 a.m.** If you have not called this number and your child does not report to school, we are obligated to call you to verify the absence; if unable to reach you by phone, you will be notified by email. Calling this number will help improve communications between home and school; it will help protect your child.

### Procedure for Absences and Return to School

Parents are to notify the school office the morning of the absence by a telephone call, email or written message to inform the school of the reason and probable duration of absence. This contact should occur within the first hour school is session.

If the school does not receive notification of the student's absence on the day of the absence, the school will attempt to call the parents either at home

or work. It is the responsibility of the parents to verify the school's telephone call. A return call or note will be appreciated.

Student absences may be excused, unexcused, or truant.

**Upon returning to school following an absence, the student is to report to the office with or without a note to have their planner signed for that date, which will be his/her admit to class.** If contact was not made by telephone or e-mail 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 presentation of an acceptable written excuse the next day. Three or more absences must have a note from a licensed physician and must be presented to the office on the student's return to school. The 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.

NOTE: If a student misses 10% or more of school or fails classes, retention in a grade level may be considered.

### EXCUSED ABSENCES:

- ❖ Personal illness
- ❖ Illness in the immediate family
- ❖ Death in the immediate family
- ❖ Observance of Religious Holiday
- ❖ Quarantine
- ❖ Court appearances or court orders
- ❖ Emergency or a set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence from school

### Attendance and Absences Defined

- ❖ Full Day Absence - any student absence during the school day for four (4) hours or more.
- ❖ Half-Day Absence - any student absence during the school day of two (2) hours to four (4) hours.
- ❖ Partial Absence - any student absence during the school day that is less than two (2) hours and not counted as a tardy.
- ❖ Tardy - any student arriving late to school in the morning up to two (2) hours for any unexcused reason.

- ❖ Every three tardies count as a half-day unexcused absence from school.

The school administration may also request a parent conference to discuss the situation and seek avenues to resolve the problem.

**EARLY DISMISSAL:**

If it becomes necessary for your child to leave school before a regular dismissal time, **a note to the school stating the reason for dismissal, who will be picking the child up, and the time the child will be picked up is required in the morning of the early dismissal.** A note from the parent is required for any changes from the standard routine. Identification will be requested if school personnel does not know the adult picking up a student.

**CLOSING OF SCHOOL:**

Four alternative plans have been planned for the times during the winter when road conditions do not permit the buses to operate as regularly scheduled, and Alternate Plans will be used only when road conditions are thought to be extremely hazardous. The safety of the students is our first consideration.

In these cases notification of delays, closing or early dismissals will be made through the one-call system.

The written district Alternate Plans are as follows:

**ALTERNATE PLANS:**

**ONE HOUR DELAY**

The buses will operate scheduled runs on a one-(1) hour delay. This will allow road crews to clear the roads. Remember, when a one-(1) hour delay is announced, school does not begin until **8:55 a.m. for grades K-3** The school cannot be responsible for the supervision of children before 8:30.

**TWO HOUR DELAY**

The buses will operate scheduled runs on a two-(2) hour delay. This will allow road crews to clear the roads. Remember, when a two-(2) hour delay is announced, school does not begin until **9:55 a.m. for grades K-3** The school cannot be responsible for the supervision of children before 9:30.

**THREE HOUR DELAY**

We have added a 3 hour delay to our list of options. In the event that we need a 3 hour delay, school would start at 10:55 a.m. We would be extending the school day 1 hour to ensure we have sufficient instruction time and serve lunch. School will then dismiss at 3:45 p.m.

If there are any problems with child care or appointments that make this schedule a hardship for you, please come to the office and sign your son/daughter out at the office.

We will try to post on the media outlets that will accept a 3 hour delay. The radio will probably be the best source of information concerning delays at this time.

**SCHOOL CLOSING:**

School will be closed for the day for all students.

Alternate Plans will be used only when extremely bad road conditions exist or have been forecast. Your understanding and cooperation in this regard is appreciated.

**UNSAFE ROADS:**

Our bus drivers are instructed to use their best judgment concerning driving on winter roads. If the driver feels a particular road is unsafe, he or she will not travel on the road and will modify the route accordingly. If the school bus does not arrive at your child's designated pick up point or your residence and he/she does not attend school, the absence will not be counted, and your child will not be penalized in regard to perfect attendance awards, grades, or making up tests, etc.

**EARLY DISMISSAL DUE TO INCLEMENT WEATHER:**

In extreme situations school may be dismissed early whenever it becomes apparent that road conditions are becoming so severe that transportation of your child could be dangerous. To insure that no child will be left unsupervised at home because of early dismissal, please follow these steps and instruct your child in what to do in the event of early dismissal:

- ❖ **Provide an alternate place for your child to go if you are normally not at home during the day.**
- ❖ **On your child's emergency medical form, please state where your child should go and provide a telephone number where this person can be reached if necessary.**
- ❖ **Give instructions to your child explaining where he/she is to go or whom to call.**

**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
- ❖ bare shoulders, backs or midriffs
- ❖ shorts that are shorter than finger tips
- ❖ 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
- ❖ unnaturally colored hair or unnatural hairstyles that are distracting to the educational process are not permitted; examples of unnatural hair colors, could include, but not limited to, blue, green, red, purple, orange, etc.

- ❖ clothing, symbols, or other attire relating to gang or cult affiliation
- ❖ pajama pants
- ❖ bare feet at any time
- ❖ hats, caps, scarves, bandanas gloves and sweatbands during the instruction day
- ❖ coats in class
- ❖ visible tattoos, gauging or body piercings other than ears
- ❖ excessive make up or males wearing make up

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 2<sup>nd</sup> dress violation could result in the above in addition to further disciplinary action.

***K-3 may only wear shorts during the months of August, September, April, and May. All other months are at the discretion of the building administrator.***

**LOST AND FOUND:**

**Articles found in and about the school will be kept in the Library of the Elementary Building. If an article is lost on the bus, check with the bus driver. Items not claimed by the end of each semester will be given to a charitable organization.**

**FEES:**

The Board of Education has established the following fees: Kindergarten through Grade 3 Fees for damage to school textbook are as follows (percentages are based on the original price of the text):



Book condition	Percentage
Excellent	100%
Good	25%
Fair	10%
Poor	0%

**\*\*Our policy states that a report card will not be issued if the fees are not paid.**

Any unpaid school fees, including instructional fees, lunch charges, and library fines will be accumulated in every student's school file if not paid during the school year. If a student transfers to another school, the fee record will be forwarded to the new school and should that student return to Jackson Center School District at any future time(s) the fees will still be owed with the same consequences in effect until all fees are paid in full.

**LUNCH PROGRAM:**

Hot lunches are served in our lunchroom for those who wish this type of lunch.

**Lunches must be prepaid. Lunch money must be brought to the school in a sealed envelope with the student's name and account information on the front.**

FREE and REDUCED lunch applications will be sent home with the students during the first week of school. An application listing each child in the family is to be completed and returned to the school for approval. Guidelines for qualification for this government program will accompany the application. Students qualifying for free or reduced lunches are provided free milk only if the entire lunch is purchased.

Parents wishing to visit the school and eat lunch with their child may do so by contacting the building administrator one day prior to the visit. Students and visitors will be expected to eat the school lunch provided by the cafeteria. No outside food will be permitted.

**TELEPHONE:**

Office telephones are for business calls only. Calling home for gym clothes, homework, etc. is discouraged. We hope all students will plan ahead so that this situation will not occur. Students will not be called from class to answer telephone calls except in cases of emergency. The office will not give out the home telephone numbers of any staff member.

**RECESS:**

When weather permits, all students are expected to go out to the playground with their class. Recess will be held outdoors when there is not substantial

precipitation or accumulation of ice or snow on the playing area, and when the temperature is not excessively cold. When the temperature falls below 30-degree F., the students will remain inside. The wind chill factor will be taken into consideration in determining whether students will go outdoors. During all recess play periods, school personnel will supervise students.

During fair weather, all children are expected to be outside for their recess. Therefore, it is important for parents to make sure that their child is properly dressed for the weather. In cases where the parents feel it is necessary that the child does not go outside for a day or so, a note requesting this must be sent each day.

**PLAYGROUND RULES: PLEASE OBEY THE FOLLOWING SAFETY RULES WHILE ON THE PLAYGROUND.**

1. No throwing of stones, sticks, or any other object.
2. No fighting or rough play, such as wrestling, tackling, etc.
3. No baseball allowed on the playground.
4. Only one person may go down the slide, in a sitting position, at a time.
5. Only one person on a swing. Do not interlock or twist swings together.
6. No climbing on swings or slide supports.
7. Use appropriate language and good manners.
8. No jumping from swings when they are moving.
9. Never walk near moving swings.
10. Be courteous at all times to other students and teachers.
11. Report all injuries to the teacher on duty.
12. After recess, line up quietly, and return to the building.
13. Anyone who chooses not to follow these rules will lose recess privileges or be subject to other disciplinary action.

**Acceptable Use Policy  
Computer Network and Internet**

The Jackson Center Local School District is please 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.

In order 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 literary, 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 is 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.

#### **SCHOOL ACCIDENT INSURANCE PLAN:**

Applications are available for student insurance, which if the parent wishes, may be purchased to be used in as an excess policy on the student. By excess we mean that after the parents' main medical insurance pays its share, this policy will pick up extra costs, up to designated amounts that would normally be paid by the parent. This insurance package is offered as a service and is a contract between any parent who purchases such insurance and the offering insurance agency.

#### **VISITS FROM PARENTS:**

Parents are welcome and encouraged to spend time in their child's classroom. **All visitors must first sign-in at the office and wear a visitor's badge while in the building.** It is hoped that you will always feel free to contact your child's teacher when you have questions or concerns. Voice Mail is available for you to leave a

personal message for any teacher. Only in extreme emergencies are teachers interrupted from their classroom activities for conferences.

It is also wise to call the school for an appointment to see any school personnel. This should eliminate long waits. All school personnel are available to parents, but they will honor scheduled appointments first.

#### **REPORTING TO PARENTS:**

Communication between school and home is the most important link in a child's education.

#### **Formal lines of communication have been established through the following methods:**

- A) INTERIM REPORTS are issued in the middle of each grading period for a total of four (4) times per year.
- B) REPORT CARDS are issued each nine weeks during the year, for four (4) per year.
- C) INFORMAL COMMUNICATION can take place by written note from parent or teacher requesting information or a conference time and place. Telephone communication can be established through teachers' voice mail or the office. We want to be available to you, so please contact us.

There is no request too large or small when it comes to a student's education.

#### **SUPPORTIVE PROGRAMS:**

- ❖ **COUNSELOR:** A full time counselor provides students and parents with support in personal and academic concerns.
- ❖ **GIFTED PROGRAM:** This is a program for the students with gifted ability. Qualifications are set by the State of Ohio for this program. In order to qualify, students must score at or above the 95% in total mathematics or 95% in language arts on the Stanford Achievement Test. Students must also score above 125 on a mental ability test. Parent and teacher recommendations are also a part of the criteria.
- ❖ **INTERVENTION ASSISTANCE TEAM:** Teachers consult this group of administrators and other teachers to solicit ideas, which may better help, meet an individual student's learning needs. Teachers and parents then receive a list of the recommendations made by the team. Parents are encouraged to attend this meeting.
- ❖ **LEARNING DISABILITIES:** Pupils qualify for this program when identified by a

psychologist as having a Specific Learning Disability not correctable without special education. Parents are involved throughout the IAT process then later by giving permission for the multi-factored evaluation performed by the school psychologist. If the student qualifies an Individualized Educational Program will be developed by the team with parental cooperation.

❖ **MEDIA CENTER:** Central media center facilities are available for all students. Students in grades kindergarten through five may check out books for one week.

❖ **SCHOOL NURSE:** An on call school nurse is available to Jackson Center Schools. The school nurse coordinates vision and hearing screenings as well as maintains health records.

❖ **PSYCHOLOGIST:** A psychologist is employed by the Shelby County Educational Service Center. These services are available upon referral by the school principal, whenever a child is not progressing, as we would expect.

❖ **SPEECH/LANGUAGE THERAPY:** Individual and small group help is given to elementary children qualifying for this program.

### **HOMEWORK:**

Homework for a student is a shared responsibility for teacher, parents, and each student.

### **TEACHER'S RESPONSIBILITIES FOR ASSIGNING HOMEWORK INCLUDES:**

1. To see that all assigned material for homework has been covered in class.
2. To provide meaningful assignments which extend regular classroom learning.
3. To assign homework keeping in mind the grade level of each student.
4. To provide students with corrected papers in a timely manner, so students will know when they have mastered a skill or have received appropriate feedback so as to be able to make corrections and demonstrate this mastery in some form as requested.

### **PARENT'S RESPONSIBILITIES FOR HOMEWORK INCLUDES:**

1. Provide suitable study conditions (quiet, good lighting, books and supplies) for study.
2. Plan with each student the best time for doing homework.

3. Agree on the time and amount of TV viewing and other activities.
4. Encourage your child to do her/his best, but avoid undue pressure.
5. Guide your child in the wise use of time on a daily basis and long-range assignments.
6. Help your child to anticipate a successful school day by arriving at school on time, with all necessary supplies, materials, lunch money, and completed assignments.

### **STUDENT'S HOMEWORK**

#### **RESPONSIBILITIES INCLUDE:**

1. Learning is your business. It is your main job at this time in your life.
2. Homework extends learning activities beyond the classroom. It reinforces learning by giving you additional practice in using new knowledge.
3. At home, you can finish class work, make up missed assignments, explore new ideas, or simply think about what you learned at your own pace.

**We encourage all students to turn in all homework on the day it is due. A late assignment is considered a missing assignment. Therefore, consequences for missing work may be given by the classroom teacher in accordance with their approved classroom management plan.**

### **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.

### **PROGRESSBOOK:**

It is our goal to encourage parents to communicate with students about homework and other activities from school. For parents with computer access, we also have ProgressBook which allows you to go online and monitor your child's progress. 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 ProgressBook is found on the school website www.jctigers.org.

**GRADING SCALE:**

*Students in grades K-3<sup>rd</sup> will receive standardized grade cards.*

P-Proficient-Meets criteria and expectations consistently
Dev-Developing-Demonstrates with support
N-Novice-Needs improvement/does not meet expectations

(A blank means the skill has not been assessed)

**STUDENT RECOGNITION**

Attendance-Students with perfect attendance will be recognized at the end of each nine weeks. To have perfect attendance a student cannot have an absence or tardy for the current grading period.

There will be a yearly recognition assembly in May for those students who repeatedly demonstrate their ability to maintain high standards of performance.

**STUDENT RECORDS**

**Confidentiality:** Information concerning individual students is considered and is shared with only those personnel who have reasonable need to know of it. No information will be shared with outside agencies without the parent’s written consent.

**DIRECTORY INFORMATION:**

The District proposes to designate the following personally identifiable information contained in a student’s education records as “directory information.” Such information includes:

1. student’s name
2. student’s address
3. student’s telephone number
4. student’s date of birth
5. student’s extra-curricular participation
6. student’s achievement awards or honors
7. student’s weight and height, if a member of an athletic team

The above student information may be disclosed upon request except for profit-making plan or activity. The above information may be disclosed unless there is written notification by the parent/guardian to the school within the first two weeks of receiving the student/parent handbook.

**PARENT’S ACCESS TO RECORDS:**

Jackson Center Elementary School complies with state and federal laws regarding maintenance of student records. Both custodial and non-custodial parents have the right to inspect and review their child’s official records and related information upon request to the principal. In addition, there are procedures for challenging material found in the record if it is deemed inaccurate and damaging to the student.

**Parental Access to records and Child Custody:**

All natural/adoptive parents or legal guardian(s) have the rights to review student records and communicate with school personnel concerning their child’s progress. Any natural/adoptive parent or legal guardian will also be allowed to review records, visit the child’s classroom or pick the child up from school unless we have a copy of the latest court order restricting visitation rights. State law requires parents to provide the school a copy of the most recent custody papers issued by the courts. There are procedures for challenging material found in the records if it is found to be inaccurate and damaging to the student. Stepparents may review records or conference with school personnel only with the permission and in the presence of the natural parent.

**TRANSPORTATION:**

Bus transportation is provided for many students. Buses normally operate on a prompt and well-planned time schedule.

Kindergarten and 1<sup>st</sup> Grade students are required to be met by a parent, guardian, day care provider or older sibling at drop off locations.

All transportation changes must go through the district office only and not communicated directly with the classroom teacher. All emergency transportation changes must be made by 1:00 pm.

Students who miss their bus in the afternoon usually do so as a result of their own lack of attention or carelessness. Students may call their parents to make arrangements for their transportation. If someone other than the parent is providing transportation, verbal permission must be given to school personnel. Students will remain with their teacher until picked up.

**STUDENT CONDUCT ON SCHOOL BUSES:**

The District furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Students should arrive at pick-up points no more than

10 minutes before the scheduled time of the arrival of the school bus.

Once a student boards the bus, he/she becomes the responsibility of the school authorities. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student, once proper due process procedures have been followed.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

**Students will:**

1. be careful in approaching bus stops; walk on the left, facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
2. be on time at the bus stop in order to permit the bus to follow the time schedule;
3. sit in assigned seats; bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom;
4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help to ensure safety;
6. keep the bus clean and sanitary; refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. not engage in loud talking or laughing; unnecessary confusion diverts the driver's attention and might result in a serious accident;
8. keep head, arms and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden. Parents will be responsible for damages)

11. students must remain seated until the bus stops, wait for the signal from the bus driver, and cross in front of the bus.
12. be subject to regulations and disciplinary actions listed in the Student Code of Conduct adopted by the Board.
13. students are to ride their assigned bus to and from school. Any changes must be approved in advance by the bus driver and the principal.

**Riding to school is a privilege and convenience. Failure of a student to follow these regulations may result in his/her forfeiting the privilege of transportation by school bus.**

**MISCONDUCT ON THE BUS:**

The bus driver's primary responsibility is to safely transport students to and from school. Strict discipline must be maintained by the driver in order to accomplish this. Students are assigned seats and are notified of the rules during the first few days of school.

When discipline problems with individual students arise, the following steps will be taken:

1. When possible, the driver will solve the problem.
2. When the driver is unable to solve the problem, he/she should report it to the principal. The disciplinary disposition of the case will be decided by the principal.

When a student insists on regularly disregarding the rules established for the bus, the bus driver, after several verbal warnings, may refer the child to the Principal's office. Upon the child's first referral, parents will be notified of the misconduct. Should other instances of misbehavior occur, the bus driver may again refer the child to the Principal's Office. At that point the student and his/her parents will be notified that a future bus referral may result in suspension from bus transportation. If the misconduct continues to occur by the same student, longer bus suspension or expulsion from the bus could result.

Although the vast majority of our students cooperate with their drivers, it can take only one instance of misconduct to cause an accident. Bus transportation is a privilege reserved for those students displaying appropriate and safe behavior. All rules of the school must be obeyed on the bus.

**DISCIPLINE**

**DISCIPLINE EXPECTATIONS BASIC**

**PREMISES:** We assume that children coming to Jackson Center Elementary School have learned basic manners and appropriate behaviors at home. It

is our intent to provide a cheerful and positive environment for learning, but realize that this can only occur when our students make an effort to work and play within established guidelines for behavior. No student will be allowed to keep a teacher from teaching or keep other students from learning. All of the rules of conduct for students at Jackson Center Elementary are reasonable and are intended to promote a positive learning environment. When these rules are followed, students are recognized for their cooperation. Students sometimes make mistakes, however, and when this occurs, certain consequences may result. Consequences are designed to help change behavior and guide the student in making more appropriate decisions.

Of course, the parent's role in disciplinary matters is vital. We appreciate and need the insight and support of parents when working to develop good citizenship in our students and to prepare them for a lifetime of cooperatively working with others.

#### **DISCIPLINARY ACTION**

##### **AN OFFICE REFERRAL BY THE TEACHER:**

All teachers at Jackson Center Elementary are required to have a discipline plan. Plans generally involve specific rules, positive reinforcement for good behavior, and a hierarchy of consequences when rules are violated.

Except in instances of gross insubordination or violence, an office referral is usually initiated after the classroom teacher has used various approaches to change behavior, but the student has not responded. This also involves the teacher and parent discussing a child's problem via personal or telephone conference(s).

#### **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.**

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. In order 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 other 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, in light of 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 governs student activities at all times, on or off school property, when such student conduct would reasonably 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 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 a 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, e-cigarettes, cigars, 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. Students shall not use beepers, pagers, cell telephones or any other related electronic communication devices during the school day.
- 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.

### **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 in school suspension, 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.

### **BULLYING/CYBER BULLYING:**

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

### **DANGEROUS WEAPONS IN THE SCHOOL:**

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

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a 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 activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this 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 the one-year expulsion on a case-by-case basis.

Matters that might lead to a reduction of the expulsion period include: An incident involving a disabled 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, or a school vehicle, or to any school-sponsored activity, the Superintendent shall expel the student from school subject to the same conditions stated 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 responsibility, the school administration is to make every effort 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 student's school lockers or articles carried upon their persons 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 the 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. This policy will be posted in every building.

Interrogations of students by law enforcement agencies and other authorities outside the District are extremely disruptive to a student's educational process; additionally, such interrogations may impact student and/or parental rights. A determination whether to allow such interrogation will be made by school administrators on a case-by-case basis.

#### **Searches of School Property Assigned to a Student:**

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession:

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted where there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others, may be seized by school authorities at any time.

#### **Searches of a Student's Person or Personal Property by School Personnel:**

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

The following rules apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. A member of the same sex as the student will conduct searches.
3. Searches will be conducted in the presence of another administrator or staff member.
4. Parent(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

#### **Searches of Student Property by Police:**

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises; however, when the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or

other storage space, searches may be conducted without a previously issued warrant.

### **Interrogations by Police:**

The school has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps will be taken:

1. If a request is made to the principal by law enforcement to question a student, all attempts will be made to notify parents before the law official will be permitted to question a student. If the parents cannot be reached, the determination will be made by administration.
2. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
3. The school principal must be notified:
  - a. before a student may be questioned.
  - b. a student is taken from school or taken from a classroom.
4. To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.
5. When the police feel it is necessary to remove a child from school, the police should first obtain parental consent or produce a warrant, court order or legal document which would give them authority to remove the child without parental consent. If the circumstances make it impossible for the police to make this notification to the parents, the principal or his/her designee should do so.
6. The school principal should always notify the police department whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters, which are properly in the realm of the police department.

### **SEXUAL HARASSMENT:**

The Board supports the principle of equal opportunity employment and equal educational opportunities. All persons associated with this school system, including, but not limited to the Board, the administration, staff

and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. The Board has developed complaint procedures, which will be available to victims. The Board has also identified disciplinary penalties, which could be imposed for the offenders.

### **DEFINITION FOR SEXUAL HARASSMENT:**

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- ❖ submission of such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
- ❖ submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
- ❖ such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

### **THE GRIEVANCE OFFICER**

Annually the Board will appoint sexual harassment grievance officers who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out. All individuals should be aware that the privacy of the charging party and privacy of the person accused of sexual harassment would be strictly protected.

In compliance with the Department of Health, Education and Welfare, employees and students of the Jackson Center Local Schools may utilize the following grievance procedure (regarding nondiscrimination on the basis of sex).

- ❖ The party submitting the grievance must do so in writing and present it to the administrator (principal) in charge of the building in which the party is employed or attends school.
- ❖ Within three days a hearing will be held between the party and the building administrator, as well as with the party accused.
- ❖ Within three days of the hearing the building administrator will submit a written finding to the involved parties.
- ❖ Either party may make an appeal to the District Grievance Officer within three days after the written findings by the building administrator.

- ❖ The appealing party and the building administrator who rendered the decision will then appear before the District Grievance Officer to present their cases. The District Grievance Officer will then render a decision within three days of the hearing. The decision of the District Grievance Officer is final for the District.
- ❖ Should the decision of the District Grievance Officer not be in the favor of the grievant, the grievant (or the other party) then may submit the grievance to the appropriate Federal agency.
- ❖ The decision made by the District Grievance Officer may be appealed to the appropriate Federal agency.

### **ADMINISTERING MEDICINES TO STUDENTS**

Many students are able to 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:

1. The school nurse or an appropriate person authorized 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 the prescribing physician or others licensed to prescribe medication dispensed it.
2. Written permission must be received from the parent or guardian of the student, requesting that the District comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a

statement that complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.

4. 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 nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. 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."
6. 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 any student if the employee objects on the basis of religious convictions.