

## JEFFERSON AREA LOCAL SCHOOL DISTRICT

Mr. John Montanaro, Superintendent  
Administrative Offices  
121 South Poplar Street  
Jefferson, Ohio 44047  
440-576-9180

### A Vision for the Future

The Jefferson Area Local Schools will be a school district capable of embracing innovative educational strategies that lead to improved results for students, long-term gains in school and school system capacity to meet the needs of our students and community, and increased productivity and effectiveness.



Mr. Christopher Edison, Principal  
Rock Creek Elementary School  
3134 N. Main Street  
Rock Creek, Ohio 44048  
440-563-3820



Mr. Todd Tulino, Principal  
Jefferson Elementary School  
204 West Mulberry Street  
Jefferson, Ohio 44047  
440-576-2646

Visit us on the Web  
<http://www.jalsd.org>

### FORWARD

The purpose of this handbook is to serve as a useful guide in providing you with the rules, regulations, policies, programs, and services of Jefferson Area Local Schools. Students and parents are urged to read the handbook so they will be knowledgeable, thus avoiding misunderstandings.

**Jefferson Elementary School and Rock Creek Elementary School** students, regardless of age, are bound by the regulations of this handbook. The Jefferson Area Local Board of Education has authorized the administration to construct a publication that comprises the official regulations and procedures for the operation of the **Elementary** buildings.

Jefferson Area Local Schools prides itself on being an equal opportunity school.

### Mission of the District

**The mission of the Jefferson Area Local School District is to provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students and help its students accomplish educational goals.**

# JEFFERSON AREA LOCAL SCHOOL DISTRICT 2016 - 2017 School Calendar

August 2016

15 Monday, All Staff In-service Day  
 16 Tuesday, Professional Day – No Classes  
 17 Wednesday, First Student Day

September 2016

5 Monday, Labor Day – No School  
 23 Friday, Professional Day – No Classes

October 2016

12 Wednesday, Evening/Parent-Teacher Conferences – All Schools  
 13 Thursday, Morning/Parent-Teacher Conferences – All Schools – No Classes  
 14 Friday, NEOEA Day – No School

November 2016

23 Wednesday, Last Day of Classes Before Thanksgiving Break  
**NOVEMBER 24<sup>th</sup> THROUGH NOVEMBER 28<sup>th</sup> - NO SCHOOL – THANKSGIVING BREAK**  
 29 Tuesday, Classes Resume

December 2016

21 Wednesday, Last Day of Classes Before Christmas Break  
**DECEMBER 22<sup>nd</sup> THROUGH JANUARY 2<sup>nd</sup> NO SCHOOL – CHRISTMAS BREAK**

January 2017

3 Tuesday, Records Day – No Classes  
 4 Wednesday, Classes Resume  
 16 Monday, Martin Luther King’s Birthday – No School

February 2017

16 Thursday, Evening/Parent-Teacher Conferences – All Schools  
 17 Friday, Morning/Parent-Teacher Conferences – All Schools – No Classes  
 20 Monday, Presidents’ Day – No School

March 2017

23 Thursday, Last Day of Classes Before Spring Break  
 24 Friday, Professional Day – No Classes  
**MARCH 25<sup>th</sup> THROUGH MARCH 31<sup>st</sup> NO SCHOOL – SPRING BREAK**

April 2017

3 Monday, Classes Resume  
 13 Thursday, Last Day of Classes Before Easter Break  
**APRIL 14<sup>th</sup> THROUGH APRIL 17<sup>th</sup> NO SCHOOL – EASTER BREAK**  
 18 Tuesday, Classes Resume

May 2017

19 Friday, GRADUATION P.M.  
 25 Thursday, Student Last Day  
 26 Friday, Teacher Last Day (Records Day)

SUMMARY – FIRST SEMESTER

First Nine Weeks 8/17/16 – 10/21/16 (44)  
 Second Nine Weeks 10/24/16 – 12/21/16 (40)  
 (84)

Total for year – 175 Student Instructional Days

Calamity Day Make-up: May 26, 30, 31, & June 1  
 Jr. / Sr. High: 7:50-2:35

SUMMARY – SECOND SEMESTER

Third Nine Weeks 1/4/17 – 3/10/17 (45)  
 Fourth Nine Weeks 3/13/17 – 5/25/17 (46)  
 (91)

Student Instructional Hours:  
 Elementary = 1,017.75 hours  
 Jr. / Sr. High = 1,106.25 hours

Elementary: 9:30-3:45

Board Approved 3/15/16

### **Mission Statement of Jefferson Elementary School**

The mission of Jefferson Elementary Schools is to educate all students in a safe, supportive and challenging environment so students develop skills and attitudes to become responsible, productive citizens.

### **Mission Statement of Rock Creek Elementary School**

The mission of Rock Creek Elementary School is to work together to create a safe, positive learning environment where all students can be successful.

### **GOALS**

- All students will achieve at or above grade level in all subjects as measured annually by Ohio's new state assessment tests and board adopted assessment tools.
- We will provide a safe, caring environment as determined by student, parent and teacher surveys.
- We will strive to become an Excellent school as measured by the Ohio State Standards.

### **EQUAL EDUCATION OPPORTUNITY**

This district provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against based on his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer through the Board of Education office at 576-9180.

Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **RESPECT AND RESPONSIBILITY**

It is essential that all people associated with the school make every effort to respect each other and be responsible for their actions.

Sexual and/or physical harassment of any kind by adults or students is not acceptable. Reports of such incidents must be reported in accordance with the Board of Education policy 3362.

### **CODE OF CONDUCT**

***A VIOLATION OF ANY RULE MAY RESULT IN DISCIPLINARY ACTION, INCLUDING SUSPENSION AND EXPULSION.***

**Video cameras are used on school property and buses to enforce the code of conduct and to ensure student safety. School authorities may search the person or property, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules.**

**Rule 1: Disruption or obstruction to education:** Students are prohibited from using violence, force, coercion, or threat to cause disruption or obstruction to the educational process including all curricular and extracurricular activities. **This includes but is not limited to** fighting, threats, inciting panic, setting fires or pulling of fire alarms, strikes, walkouts, unusual dress or appearance, creation and distribution of unauthorized publications, and impeding of traffic to or within a school, and vocal disruptions are examples.

**Rule 2: Fighting:** Students are prohibited from fighting during on school property the school day or at any school sponsored activity.

**Rule 3: Assault:** Students are prohibited from threatening or causing physical injury with malicious intent to inflict harm during a fight or by an aggressive act such as pushing, shoving, tripping, throwing objects, or similar actions, such as spitting, while under the jurisdiction of the school or on school property.

**Rule 4: Damage to School or Private Property (Vandalism):** Students are prohibited from causing or attempting to cause damage to school property including buildings, grounds, equipment, buses and property including while on field trips or extracurricular activities.

**Rule 5: Tobacco, Narcotics, Alcoholic Beverages and Drugs:** Students are prohibited from being under the influence of or possessing, using, transmitting, selling or concealing tobacco and narcotics, alcoholic beverages and drugs at school or on school grounds, or at any school sponsored activity. In addition, no student shall possess or conceal any object or materials that are substance abuse, tobacco, or drug related.

**Rule 6: Substances thought to be drugs or illegal substances:** Students are prohibited from possessing, using,

transmitting, selling, or concealing substances which are thought to be, sold as, or inferred as such to be mind altering substances or illegal substances.

**Rule 7: Insubordination, Disrespectful Behavior, Classroom Disruption, and Repeated Violations:** Students are prohibited from being disrespectful or not complying with reasonable directions or commands of teachers, aides, substitute teachers, student teachers, or other authorized personnel during any period of the time when the student is under the authority of school personnel. Repeated violations of any minor rule, direction, classroom disruption or discipline procedure shall also constitute insubordination.

**Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.**

**Rule 8: Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, or conceal any object, weapon, or instrument capable of harming another person. Some examples, not to be intended to be an all-inclusive list include guns, knives, brass knuckles, clubs, firecrackers, explosives, paper wads, rubber bands, laser pointers, lighters, matches and other materials that may be dangerous.

**Rule 9: Profanity, Offensive Language, Gestures or Acts:** Students are prohibited from using profanity or offensive language, written or verbal while in the presence of others on school property or any school sponsored activity. Included in the prohibition shall be the use of obscene gestures, signs, pictures, publications, gang and drug graffiti, phone conversations or offensive and obscene acts within a 1,000 foot radius of the school or any school sponsored activity.

**Rule 10: Extortion:** While under the jurisdiction of the school or any school sponsored activity, students are prohibited from borrowing or attempting to borrow any money or object of value. Selling or trading of any kind of merchandise very often leads to conflicts between students with negative ramifications spilling over into other aspects of the school environment.

**Rule 11: Theft:** A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of any other student, teacher, employee of the district or any other person while under the jurisdiction of the school.

**Rule 12: Falsification:**

- A). Students, while under the jurisdiction of the school, are prohibited from issuing **false statements or**, transferring or causing to be issued or transferred to a school employee any school related document, form, pass, absence excuse, or early dismissal excuse while having knowledge that any of the following conditions apply to said item:
1. The item was procured by giving false information either written or verbal or by failing to give correct information.
  2. The item contains material that is false information.
  3. The item contains false authorization either in writing or by verbal response of school personnel or public officials.
- B). Students are prohibited from knowingly offering materially false statements during the course of an Ohio Revised Code 3313.66 suspension or expulsion hearing with the intent of affecting the outcome of such hearing

**Rule 13: Truancy and Tardiness:** Truancy is declared when a student is absent from school or any portion of the day thereof without school authorization and lawful parent consent. Excused tardiness or absence are provided for in Ohio law and confirmed by parents or legal guardian.

**Rule 14: Violations of Dress Guidelines:** Students are prohibited from appearing or dressing in a fashion that violates the board adopted Dress Guidelines.

**Rule 15: Public Display of Affection:** Students are prohibited from demonstrating a public display of affection at school or at school sponsored events. Included in the prohibition shall be any display of affection such as kissing, embracing, fondling, etc.

**Rule 16 A.: Harassment:** Students are prohibited from using verbal harassment (derogatory comments, provoking jokes, slurs, or remarks/questions of a demeaning nature); from causing physical harassment (pushing, tripping, kicking, pinching, grabbing, slapping); from using visual or written harassment (derogatory or offensive posters, cards, cartoons, written notes, graffiti, drawings, looks, gestures, emails, or websites). **This list is not intended to be all-inclusive.**

**Rule 16 B.: Sexual Harassment:** It is a violation of law and school rules for any student or staff member to sexually harass another student or staff member. Sexual harassment is prohibited in any form, including verbal, non-verbal or unwanted bodily contact.

A student should report sexual harassment to a teacher, nurse or administrator. The reporting student should provide the name of the person/s that he/she believes to be responsible for the harassment and the nature of the harassing incident/s.

Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse, which will require that a report be made to proper authorities.

**Rule 17: Violation of Technology Rules:** Using computers and telecommunications at school is a privilege. Students are required to follow all rules as prescribed in the district network and Internet access agreement. Those failing to do so may be removed from class and/or have computer privileges revoked. Violations of other Code of Conduct rules while using school provided technology will be dealt with accordingly i.e. vandalism.

**Rule 18: Student Conduct on School Buses:** Riding on a school bus is a privilege and a convenience provided by the school. Failure of students to follow school bus regulations may result in forfeiting the privilege of bus transportation.

***All rules of conduct apply to all students of the school district during the regular school day, school sponsored activities, or while being transported to or from school activities.***

## **STUDENT NETWORK AND INTERNET USE GUIDELINES**

### **Educational Purpose**

The District Internet/network system has a limited educational purpose. The term "educational purpose" includes use of the system for classroom activities, continuing education, professional or career development, and high quality, educationally enriching personal research.

You may not use the district Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the district Internet system.

You may not use the district Internet system for political lobbying. However, you may use the system to communicate with elected representatives and to express your opinion on political issues.

### **Access to Materials**

You will only access the District Internet/network system while under the direct supervision of a classroom teacher or other staff members

The classroom teacher or other staff member who is supervising your Internet access will determine whether the material you access on the Internet is appropriate based on the guidelines specified in the *District Network and Internet Use Guidelines*.

If you inadvertently access material that is inappropriate, you should immediately disclose the inadvertent access to a teacher or staff member. This will protect you against an allegation that you have intentionally violated these guidelines.

The district has installed technology protection measures to protect against access to inappropriate material. The fact that the technology protection measures have not protected against access to certain material shall not create the presumption that such material is appropriate for you to access.

You will not make deliberate attempts to bypass the technology protection measures.

You may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the district

### **Privacy and Communication Safety Requirements**

You will not disclose your full name or any other \*personal contact information except to education institutions for educational purposes, companies or other entities for career development purposes, or with specific staff approval.

You will not disclose names, \*personal contact information, or any other private or personal information about other students under any circumstances.

You will not agree to meet with someone that you have met online without your parent's approval and participation.

You will promptly disclose to your teacher or other school staff any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

\*Personal contact information includes your name together with other information that would allow an individual to locate you, including, but not limited to, your parent's name, your home address or location, your work address or location, or your phone number.

## **Unlawful, Unauthorized, and Inappropriate Uses and Activities**

You will not attempt to gain unauthorized access to the District Internet/network system or to any other computer system through the District Internet/network system or go beyond your assigned authorized access. This includes attempting to login through another person's account or access another person's files.

You will not make deliberate attempts to disrupt the usability of the District Internet/network system. This includes, but is not limited to, the uploading or creation of computer viruses, worms, Trojans, etc.

You will abide by all of the rules defined in the Student Code of Conduct while accessing the District Internet/network system.

You will not plagiarize material that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

You will respect the rights of copyright owners in your use of materials found on the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. Copyright law can be very confusing. If you have questions ask a teacher.

## **SYSTEM SECURITY AND RESOURCE LIMITS**

### **Limitation of Liability**

You are responsible for your individual account on the District Internet/network system and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person or let them use your account for any reason.

You will use the District Internet/network system for educational activities only.

You will not install any software onto District computers nor will you run any software from an external storage device (e.g. flash drive) without prior written permission from the Technology Coordinator. To protect the security of the District Internet/network system any external storage device that you bring to school may be searched to verify that it is being used in accordance with these guidelines.

You will not use any non-District owned devices to access the District Internet/network system without prior written permission from the Technology Coordinator.

### **Your Rights and Expectations**

You should expect only limited privacy in the contents of your personal files on the District Internet/network system and records of your online activity. All student use of the Internet will be supervised and monitored. The district's monitoring of Internet usage can reveal all activities you engage in using the district Internet system.

Your parents have the right to request to see the contents of your personal computer files at any time.

The District will not guarantee that the functions or services provided through the District Internet/network system will be without error. The district will not be responsible for any damage you may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm that may result from your intentional misuse of the system. For comprehensive details regarding the District's Network and Internet Use Guidelines please refer to the District website located at [HTTP://WWW.JALSD.ORG](http://www.JALSD.ORG)

## **DISCIPLINARY PROCEDURES**

Referral of a student to the Assistant Principal or Principal is used as a last resort, after teachers have exhausted all other appropriate preventive and corrective measures. Once a student reaches the Assistant Principal's or Principal's office the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly and as fairly as possible. *Many programs at school are a privilege, not a right, and the administration reserves the authority to deny students attendance at events such as field trips, assemblies, awards or school programs and other such activities.* Students subject to suspension are given their due process rights. The student is given both written notice and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension as provided in board policy.

When a student is suspended all attempts will be made to contact the parents by the Assistant Principal or Principal. In any event, the parent will be informed in writing of the rule violation and suspension hearing results.

It is understood that during an out of school suspension the student may not attend classes, participate in school activities, or visit the school grounds. ***Students are responsible for requesting all assigned work, which is to be completed and given to the teacher upon returning from suspension. Make up of any quizzes or tests are the responsibility of the student to arrange with the teacher.***

### **SCHOOL DISCIPLINE**

#### **A) Detentions:**

Students assigned a detention will be required to serve it at the before school, during lunch or at the close of a school

day. A student who has a detention from a teacher will report to the assigned area. Students who miss a detention without a valid excuse **may face further discipline.**

#### **B) Suspension:**

- a. An out of school suspension is the removal of a student from school for a period not to exceed ten school days. A student who has been suspended out of school is ***not permitted*** to attend school functions nor may he/she come onto school grounds during this suspension. The student will be afforded the opportunity to make up missed schoolwork and tests during the assigned suspension. When a student is confronted with his or her offense by the proper school official and given a chance to reply, the conditions of the hearing have been fulfilled.
- b. An in-school suspension means that a student is placed in an alternative setting and is not allowed to attend classes, or extracurricular activities. All assignments or tests will be given to the student while he/she is in the detention area.
- c. The superintendent can only give the expulsion of a student for a period of 80 days with the recommendation of the principal. However, in the cases involving a firearm or a knife, a student may be expelled for up to a year or possible permanent exclusion.
- d. Students on in-school or out-of-school suspension during a calamity day must make up their suspension immediately upon resumption of school.**

#### **C) Classroom Discipline:**

Each teacher will have classroom rules posted and available to all students and parents. The rules will be enforced to insure the proper learning environment.

### **DRESS GUIDELINES**

Personal Appearance guidelines are a concern of the staff and administration during the school day and during school sponsored functions. Certain school activities and events have requirements as to dress and appearance. These occasions will be permitted only with additional rules or guidelines prepared by the director of the activity with the permission of the administration.

Attire or appearance that attracts undue attention to the individual is not acceptable. In addition, attire or accessories, which may endanger the wearer, others, or school property, will not be permitted. **The administration has the right to decide what is acceptable.**

#### **Specific Guidelines:**

1. Hair must be clean, neatly groomed, and combed out of the eyes. Hair color must be of natural colors and not distracting or colored with unnatural hair colors. Proper discretion is encouraged by the student as to style and length of hair.
2. Any clothing, tattoos, jewelry, or patches that are offensive, contain sexually suggestive words, obscenities or in suggestive places or that advertise, glorify, or display alcoholic beverages, tobacco, illegal drugs, or satanic cults will not be permitted in school or at school functions. Items such as chains, wallet chains and spiked collars or wristbands are not to be worn in school.
3. Clothing that can damage school property such as desks and/or chairs may not be worn to school.
4. Full length pants, Capri pants, skirts, skorts, and shorts (No item may be shorter than 3 inches above the knee) are the acceptable forms of dress. Shorts and skorts may be worn to school between April 1 and October 31. Examples of attire not to be worn (not to be all inclusive): spandex shorts, leggings/tights, underwear exposed or visible to the public, pajama tops/bottoms, or long underwear (worn as outer wear), tear away pants, etc.
5. Shirts, tops, blouses must cover the back, the midriff, be tuckable and must have a sleeve. A sleeve is defined as that part of a garment, which covers all, or part of the arm. Items worn under see through material must also meet the dress code. Items worn under regular material need not meet the dress code, but must not be visible. Examples of attire not to be worn (not to be all-inclusive): low neckline, bare midriffs, bare shoulders, bare backs, tank tops, spaghetti straps, halter-tops.
6. All types of clothing should be clean and without holes. Extremely tight or extremely oversized clothing will not be permitted. Drooping and sagging pants are prohibited. Pants may not drag on the floor.
7. Sunglasses, hats, headbands, or bandannas are not to be worn in the building.
8. Shoes must be worn at all times, must be safe and have backs or straps. Bare feet are not permitted anywhere in the building. Heelys, bedroom style slippers, flip-flops or other strapless footwear are not to be worn.
9. No heavy coats, trench coats, or jackets intended to be an outside garment, will be permitted to be worn in the classroom, or building during the school day. Students are encouraged to keep a sweater or sweatshirt in their locker should the temperature become uncomfortable in any room during the day.

## **VANDALISM**

The Jefferson Area Local Board of Education recognizes the buildings and material contents constitute one of the greatest investments of the school district. It is in the best interest of the students and the taxpayers to provide protection of that investment.

Every citizen of the district, students and members of the sheriff or police department are urged by the board to cooperate in reporting any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district will report to the principal of the school every incident of vandalism known to him and, if known, the names of those responsible.

Parents and student(s) will be made aware of the legal implications involved. Ohio law provides that a parent is liable up to the amount of \$3,000 for the willful destruction of property by a minor in their custody or control. Any student involved in vandalizing school property will be subject to expulsion from school. LEGAL REFS: ORC 2902.05, 3109.09, 3313.173, and 3737.99.

## **SCHOOL DAY**

### ***BEFORE SCHOOL DAY STARTS***

WALKING STUDENTS - may arrive according to the scheduled start time.

BUS STUDENTS - Arrive according to bus arrival schedule.

ALL STUDENTS - Go straight to assigned classroom using assigned entrance. No loitering or playing on school playground, outside building, in corridors or restrooms. Leave classroom ONLY with permission of teacher.

### ***AT THE CLOSE OF SCHOOL DAY***

WALKING STUDENTS - Leave building at direction of teacher. Use assigned exit. No loitering in corridors or outside of building. Proceed to place of residence or alternative destination as directed by parent in writing, by most direct route. Do not stop to play or interfere with other student's in route. School playground is off limits on way home from school.

BUS STUDENTS - Teachers escort students from building and supervise loading.

### ***BICYCLE RIDERS***

Students riding bicycles will park them in the designated area.

Loitering in this area is prohibited. Riding during school day is forbidden. School assumes no responsibility for the security of bicycles. Students must walk bikes to cross the street and on sidewalks once on school grounds. Bicycle riders should be careful not to crowd walkers off the sidewalks. Bicycles will not be permitted on the school driveways or in the school bus parking/loading areas. Passengers will not be permitted on bicycles.

## **ATTENDANCE POLICY**

### **I. Attendance**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

A student may be excused from school if, in the opinion of the Superintendent, his/her condition is such that he/she cannot benefit from instruction, or his/her bodily condition is such as to prevent attendance at school or that he/she is receiving instruction at home from a person qualified to teach the courses in which instruction is required.

In accordance with statute, the Superintendent shall require, from the parent of each student or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education or designee reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance will result in disciplinary action. Students may be excused from school for one or more of the following reasons as stated in the Ohio Administrative Code (ORC) and/or Jefferson Area Local Schools board policy (5200).

1. Illness with medical excuse
2. Recovery from accident
3. Required court attendance
4. Death in family
5. Observation or celebration of a bona fide religious holiday
6. Such good cause as may be acceptable to the Superintendent or Principal.

### **II. School and Class Absences (All Schools)**

The maximum number of days/ periods a student may be absent from school is twenty (20) days or periods per year.

Exceptions to this are:

- 1) Extended periods of extreme illness confirmed by a doctor, or hospitalization, or pre-planned medical treatment confirmed by a doctor. Medical excuse must have dates specific to days missed.

- 2) Field trips sponsored by the school and school related activities as authorized by building administration.

Students must have a written excuse, (parent/guardian/medical). A doctor's note must be received within one week of the date of absence.

When the student reaches twelve (12) days of absences, the parent/guardian or adult student will be mailed an Absence Notification Letter. When the student reaches twenty (20) days of absences the parent/guardian or adult student will be mailed a final Absence Notification Letter. The parent/guardian is required to sign and return the notification letter to the school office within three (3) days.

### III. ABSENCE POLICY - WHEN YOUR CHILD IS ABSENT FROM SCHOOL:

The Jefferson Area Local School District utilizes the SchoolConnects automated calling system to notify you by phone and email whenever your child is marked absent from school. **You no longer need to call the school to report an absence** – you will automatically receive a call unless we have received a note to mark your child as excused. You may still call the school if there are extenuating circumstances, if your child will be absent for an extended period of time or if you wish to request homework. **As always, your child will be marked unexcused until we receive a note from you.**

**IMPORTANT!! - \*\*Your child MUST have a written note/excuse when he/she returns to school following ANY and ALL absences: stating the reason and the dates for the absence.\*\***

**Our goal is to protect your child, and your cooperation with our Board adopted policy (in accordance with Ohio's Missing Children's Act (SB 321) is appreciated.**

### IV. Attendance Incentives

Building Principals may provide school-wide and/or grade specific incentives that encourage responsible student attendance. Incentives may include:

- Special recognition
- Lunch with the Principal
- Community donated products
- Special programs
- Incentive awards

### V. Tardiness (All Schools) and Early Sign-out

Students will be counted tardy when they are not present at the designated beginning time of school.

Students must be present in school all day in order to attend any after school function on that day. The only exception is a medical appointment with **written verification** from the doctor's office or at the administration's discretion.

**9:30-10:15- AM Tardy**  
**10:16-12:29- AM Absence**  
**Leaving before 12:30- All Day Absence**  
**12:31-2:44- PM Absence**  
**2:45-3:30- PM Tardy**

### VI. Early sign-out procedure

Occasionally, a student may have to leave school before the end of the scheduled school day due to certain situations, i.e., medical appointments or family emergencies. The procedure to follow is:

1. A **NOTE** from home **MUST** be sent to the **OFFICE** the day the student is to leave early.
2. All students are required to be signed out in the **OFFICE** before leaving the building.

In every instance of leaving early, the students are responsible for completing any missed class work, homework and/or tests. Leaving early due to illness does not excuse the student from making up missed work.

### VII. Planned absence (All Schools)

According to Ohio Law, days missed for family vacation, hunting, and educational activities sponsored by organizations other than the school are not legal absences. However, it is recognized that circumstances may cause a parent to request that a student be out of school for one of the above reasons and a planned absence policy has been adopted by the Board of Education. **It should be noted that a planned absence is not an exception to the 20 days maximum absence.**

In the event of an absence due to family vacation or higher institution visitations, **up to five (5) days** of make-up work will

be permitted providing:

1. The principal and teacher authorize the **"Request for Vacation Form"** one week in advance. The form must be completed prior to vacation OR schoolwork will not be available for make-up.
2. The trip is made as part of a family trip with parent or guardian.
3. There are no "F's" or excessive absences. Assignments are due on or before the first day back from vacation (or as previously arranged with the classroom teacher). Days missed due to vacation will be counted toward the twenty (20) day policy.

### **VIII. Truancy**

Truancy is defined as being out of school or class for a reason other than the reasons listed under the Ohio Revised Code (ORC) or Jefferson Area Local Schools Board policy. A student who is truant will not be allowed to make up missed work for the truancy date(s). Truancy from school may result in disciplinary action.

### **IX. Make-up Class Work**

The time limit for make-up of daily work missed shall be one day for each day of excused absence, but may not exceed two (2) weeks after the re-entry to school unless an extension is granted in writing by the principal. *Any assignment known in advance such as special projects, etc is due as requested by the classroom teacher.* Where the absence is anticipated in advance, such as an operation, the student should arrange a procedure in advance for making up assignments and tests

### **Access to child in divorce case**

In the absence of legal restraint issued by a court of law being on file in the school office, school personnel will not become a party to disputes between parents over the right to see or talk to a child at the school or to remove the child from the school. **A COURT JOURNAL ENTRY STATING THE RIGHTS OF EACH PARENT WILL BE HONORED.**

### **Access to student records**

Student records and progress reports are by law open to both parents in those instances of divorce or separation **UNLESS RESTRICTIONS ARE PART OF THE DIVORCE SETTLEMENT.**

### **Guidelines for Grading:**

School-wide grading scales have been established. They are as follows:

#### **Grading Scale for the Elementary Schools**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 – 0	F

#### **Honor and Merit Roll Guidelines**

Nine week Honor Roll	3.5 based on core subject courses
Nine week Merit Roll	3.0 based on core subject courses

### **VISITORS**

State law requires that every visitor must report to the Principal's Office immediately upon entering the school building. If they are going to a classroom or anywhere else in the building, *they must sign-in and obtain a "Visitor" sticker.*

Students from other schools are not permitted to visit during the day.

1. Visitation will only be permitted when an educational purpose is served.
2. All visitors ***must*** report to the principal's office and are required to register.
3. All school personnel are required to report unauthorized visitors to the principal's office.

### **EARLY DISMISSAL / SCHOOL CLOSINGS/ 2 HOUR DELAY**

Elementary School will seldom be dismissed early due to inclement weather. Early dismissal may possibly result in small children being delivered to a residence with no adult to meet him or her. However, there may be extreme emergency conditions necessitating an early dismissal.

#### **Two-Hour Delayed Start to School Day**

In addition to our normal school closing procedure, this year a **two-hour delayed start** to the school day will be initiated for inclement weather or other emergencies.

Living in Northeast Ohio presents our school district with many challenges dealing with adverse weather. Often, severe conditions at 6:00 a.m. are much improved one or two hours later making it safe to continue school activities.

The need to close or delay the opening of our schools for the safety of students and staff is a decision we take very seriously. We understand students are better served both academically and socially by being in school, however, student and staff welfare is our top priority.

### **Two-Hour Delay Procedure**

- The Superintendent, in conjunction with other school officials, will strive to make a decision by **6:00 am** to either **close or delay** the opening of school and will announce it to the radio and television media as in the past.
- When a **two-hour delay** announcement is made, continue to listen to the radio and television for updated information. If conditions deteriorate, a decision will be made to close the schools for the day by **7:30 am**.
- During a delayed-start situation, morning bus transportation will be delayed two hours from normal pick-up times. This will apply to all students including vocational, non-public, and special education students. Students are required to be at their bus stop five (5) minutes early even though buses could be running slow due to weather conditions. Please be sure to dress your children appropriately.
- When school is delayed, it is important that you **DO NOT** send or drop off your children at school prior to the delayed start time. Building staff **will not** be available to supervise children before that time.
- **NO** breakfast will be served. The lunch programs will run as usual with some possible changes in the serving times and/or menus.
- School dismissal will remain at the normal time when school is delayed.

Closing school or delaying the school day is a difficult decision and we do our best to make the correct call. Your continued support and cooperation is appreciated.

Parents/Guardians are asked to listen to FM stations: WREO-STAR 97.1, WKKY 104.9, WZOO 102 or AM station WFUN 97.0, when weather conditions are bad. All official school closings and delays will be announced on local FM radio stations: WREO-STAR 97.1, WKKY 104.9, WZOO 102 and on AM 97 WFUN radio station. ABC, CBS, NBC and FOX TV stations will include us in their school closings report.

### **REPORT CARDS/STANDARDS BASED REPORT CARDS/INTERIM REPORTS**

1. Standards Based Report Cards for grades K-1-2 and Report Cards for grades 3-4-5-6 are issued every 9 weeks.
2. Report Cards and Standards Based Report Cards should be signed by the parent and returned within 3 days.
3. Parents will also be notified midway through each grading period if student progress is unsatisfactory.
4. The final reports will be sent home with your student(s) on the last day of the school year.
5. Reports will be held if fees are not paid. (Fees are due by October 1<sup>st</sup> each year.)

### **TESTING**

Students in grades K-6 will participate in AIMSweb benchmark assessments in Reading and Math.

Students in Kindergarten will participate in Ohio's new Kindergarten Readiness Assessment as per state guidelines

Students in 1-3 will participate in the State's Diagnostic as per state guidelines

Students in grade 4 will take the In View exam

Students in grade 3 will take the Terra Nova exam

Students will participate in Ohio's New State Assessments that are replacing the Ohio Achievement tests.

### **Other Student Issues**

#### **PHONE CALLS TO THE SCHOOL**

*PARENTS, WE NEED YOUR HELP!* Numerous telephone calls are received at the school requesting that a message be given to a student. This practice causes frequent interruptions of the classroom instructional program and clerical procedure. Calls, which concern matters that could not be anticipated, and are urgent are acceptable. However, we request that information that can be communicated at home between the child and parent be handled that way.

When parent permission is needed for students to go to a different destination after school other than his/her regular stop, or if the student is to leave with someone other than custodial parent/guardian after or during school, A NOTE OF WRITTEN PERMISSION IS REQUIRED, RATHER THAN A PHONE CALL. If a phone call is necessary due to an unforeseen circumstance, CALL BEFORE 11:00 a.m., if possible. The faculty checks their mailbox during their lunch.

#### **Student valuables**

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

#### **Electronic equipment**

During school hours or school events, **NO** cell phones, handheld game systems, iPods, MP3 players, cameras, or other such devices will be permitted. Students needing to use Reading/Recording devices for class are to get prior approval

from the teacher and the building administrator. If any of these items are confiscated, a student must wait until the end of the school day before collecting his/her items. **After a second violation a parent must come to the school to pick up the device. Repeated violations will be treated as insubordination and may result in suspension.**

### **Lockers/Cubbies**

Lockers/cubbies for student use are the property of the Board of Education. Each student will be assigned a locker/cubby. The Board of Education authorizes (BP 5771) that the administration may search any pupil's locker/cubby and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation.

### **Lost and found**

An area designated for lost and found articles will be available. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check in the assigned area. If lost and found articles are not claimed within a reasonable amount of time they will be donated or discarded.

## **TRANSPORTATION**

All questions regarding busses, bus routes, or bus discipline should be directed to the Transportation Supervisor at the Bus Garage: 576-5732.

The bus will stop at the designated pickup spot, but will not wait for children unless the child is visibly on the way to the bus stop. The same applies to students picked up at collection points.

Students requesting to ride busses other than their own must bring a written request/permission note from the parent to the homeroom teacher that morning. The student will be given a "Bus Notification" slip to give to the driver. Only emergencies should alter this procedure. Students who regularly ride buses must have a written note to go home by a different procedure than normal. Notes must also be written if student is riding his regular bus, but getting off at a different stop.

### **NON-ROUTINE PICK-UP OR DROP-OFF REQUEST**

Should an occasion arise that your child needs to be picked up or dropped off at a non-routine bus stop, you must include the following information in your **REQUEST NOTE TO THE TEACHER** (not the bus driver):

1. Student's Name (First & Last name please - sometimes different from parents')
2. Teacher's Name
3. Date/s Requested (If more than 1 day, a blanket permit can be written)
4. Routine Bus Number and Non-Routine Bus Number Requested (If you do not know this information, call Bus Garage 576-5732)
5. Pick-Up or Drop-Off Residence Name and Address
6. Reason (Visit-Sitter-Scouts-Lessons-Relative-Etc.)
7. Custodial Parent/Guardian Signature and daytime phone number.

*Phone calls are discouraged unless it is a last minute emergency. If a phone call is absolutely necessary, it should be made before 11:00 a.m. when possible. Your cooperation will help the teacher and the bus driver to administer your request in a safe and orderly manner.*

**DOES YOUR CHILD KNOW WHAT TO DO IF YOU ARE NOT THERE?** *Occasions arise where you may not be there when the bus drops off your child. Please plan with your child what he/she should do in this case. Our drivers try to be observant of the child's residence, but do have a schedule to follow and your cooperation in having a plan that your child knows is appreciated.*

***SPECIAL NOTE:*** *If you are dropping your child off at an Elementary or picking your child up from school PLEASE do so in the designated area.*

## **FIELD TRIPS**

Visitation by teachers and their students to local institutions to supplement the curriculum is encouraged. Transportation is not required in these instances. Educational field trips requiring transportation are taken on school buses. Parent consent for a child to participate in all field trips is required.

## **SAFETY PLANS**

Student safety is a paramount concern for all involved in the education students. Each building has their unique safety routes and procedures that include but not limited to: Fire Evacuation, Tornado shelter areas, Lockdown protocol as well as Emergency Evacuation of the building and its surrounding area. These plans are available upon request in the school office.

## **CAFETERIA**

**Students are expected to:**

1. Pay for their lunch
2. Eat in the cafeteria

3. Keep the table areas clean
4. Throw away all trash in the appropriate receptacles
5. Use good table and eating manners

### **Student Behavior in the Cafeteria**

1. Good table manners are expected.
2. Students should line up quickly and courteously.
3. Follow all School and Cafeteria rules.
4. No food is to be taken out of the cafeteria.
5. Students are not to touch food on another student's tray, nor are students permitted to trade food.
6. The lunchroom monitors are to be respected at all times.
7. Floors and tables are to be clear of litter by the end of each lunch period.

### **BREAKFAST PROGRAM**

Breakfast is available at Rock Creek Elementary and Jefferson Elementary for all students. The same guidelines used for our Free and Reduced Lunch Program are used for the Breakfast Program. Those students eligible may receive breakfast free or for a reduced price, as they do for lunch. Other students may purchase breakfast for full price, as they do for lunch.

### **TWO HOUR DELAY**

- **NO BREAKFAST WILL BE SERVED. The lunch programs will run as usual with some possible changes in the serving times and/or menus.**

### **LUNCH PROGRAM**

1. Hot, nutritionally balanced lunches are prepared in the school cafeteria kitchen.
2. Packers - beverages may be purchased to drink with the packed lunch.
3. Snacks may be purchased in the cafeteria to go along with a child's lunch
4. **NO CHILD IS PERMITTED TO GO WITHOUT A LUNCH.** However, the child is expected to inform his/her parents and bring payment in the next school day. Please question your child regularly to determine if he/she has any cafeteria debts.
5. **FREE & REDUCED PRICED LUNCHES** - Those children eligible under Federal Guidelines may receive free or reduced priced lunches. Information may be obtained by contacting the Supervisor of the School Lunch Program in the Board of Education Office (576-9180)

### **CAFETERIA VISITORS**

1. Only TWO visitors per student (due to space availability and seating limitations)
2. Only immediate family may visit (this is to help protect the safety of the other students in our building)
3. Keep socialization to the student(s) with whom you are visiting.
4. Please be respectful of the staff who are working for the Jefferson Area Local Schools
5. Please be courteous of those around you
6. Please be aware that some of our students may have certain food allergies or other special needs.

### **STUDENT HEALTH SERVICES**

The administration and faculty at our school consider this one of the most important sections of your student handbook. Good health is a prerequisite to learning; as a matter of fact, good health is essential to most successful activities. Following are a few simple regulations that are required of students in order that we may help to maintain safety and health for all of the students.

**Prescription Drugs:** Students who become ill are to report to the nurse or main office immediately. Only prescription medication, with parent/guardian written permission, may be dispensed at school. All prescription medications taken at school must be dispensed by the nurse or other authorized personnel. Aspirin, non-aspirin, over the counter medication, etc. will **NOT** be given to students by school personnel.

**Accidents and Insurance:** The Board of Education does not pay any medical or hospital bill incurred as a result of accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. We urge you to avail yourself of the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week of school. In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

**Medical Transportation:** It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property.

**Emergency Procedure Forms:** In order that we conform to the wishes of parents, emergency procedure forms

must be filled out for each student and returned to the Nurse's Office for use in emergency situations. Any student who has not completed and turned in an emergency medical form by the end of the third week of school may be excluded from attending classes. This is for the student's protection.

### **Sickness and Accidents**

1. The school should be immediately informed of any change of home address and/or phone numbers and parent's work phone numbers.
2. Every effort will be made to reach a parent when a student becomes ill or has an accident.
3. In the event we cannot reach either parent at home or at work, every student must have at least **TWO** alternate phone numbers on his/her emergency form so that we have a reasonable chance of reaching someone to pick up the student.

**Communicable Disease:** Students returning to school after recovering from a communicable disease must be readmitted through the school Nurse's Office. Communicable diseases include: German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), and mononucleosis.

*Immunizations: Students must be **CURRENT** with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the school nurse.*

### **RECESS**

1. Students are expected to dress appropriately for the weather.
2. Students are expected to respect the rights of others and observe safety rules at all times. Playground rules are posted in each classroom.
3. Students are not to be on the playground on their way to or on their way home from school.

### **EXEMPTION FROM PARTICIPATION IN PARTIES AND PROGRAMS**

Any parent that does not wish to permit their student to participate in any activity (parties, programs, field trips, etc.) must have on file in the office a written objection signed by parent for such exemption.

### **FEES AND FINES**

1. All fees and fines must be paid promptly.
2. All students are held responsible for the books issued to them. Replacement costs will be charged for damaged or lost books.
3. Fines and charges not paid by the end of the year for lost and damaged textbooks or library books, supplies fees, and lunch charges will result in the holding of the child's report card.
4. Parents on public assistance may have fees waived if they notify the school in writing and provide a case number.

### **HOMEWORK POLICY**

The following guidelines have been developed to assist in working to establish appropriate homework assignments:

- A. All homework assignments should have a specific purpose related to the learning objectives of a program or course.
- B. Homework assignments should be appropriate to the grade level and the abilities of the students involved.
- C. Assignments should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
- D. Homework should never be used as punishment.
- E. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.
- F. As part of the process of using homework as a learning tool, students should be involved in learning how to critique their own and each other's' work based on clearly-defined criteria related to the particular program or course of study.
- G. The time limits for the completion of homework should be as follows:

**Grades K-3** twenty (20) - thirty (30) minutes, no more than three (3) times a week

**Grades 4-6** thirty (30) - sixty (60) minutes, no more than four (4) times a week

The student is to be provided make up time for homework assignments missed due to absence equal to the period of absence.

H. Parents should be made aware of the District's homework guidelines as well as the way each of their child's teachers will be using homework as a learning activity.

Teachers should use homework to help determine the degree to which students are acquiring skills and knowledge.

#### **HOMEWORK REQUESTS WHEN STUDENT IS ABSENT**

Homework assignments will be given upon request if your child is absent for **more** than 1 day. You must call the office before 11:00 am for same day service. If you call after 11:00 you will not be able to get the homework until the next day.

Homework may be picked up from the office at the end of the school day, or sent home with another student, when requested before 11:00 am. (Please do not call for assignments if absence is just one day.)

#### **VOLUNTEER INSTRUCTIONAL PARENTS**

VIPs - For many years our students have benefited greatly through the generosity of adults in our school community who have volunteered their services to assist children and teachers. Volunteers work at the direction and under the supervision of the teacher(s). If you wish to render a valuable service and enjoy a rewarding experience, we would like to hear from you.

Applications for VIP are available in each elementary building.

#### **WAYS PARENTS CAN HELP TEACHERS**

Teach your child:

1. His/her full name, address, and home phone number, parent's work number as well as cell phone numbers
2. Their bus number
3. To button and unbutton clothes, zip zippers, and tie shoes
4. To find a safe way to and from school
5. To share at work and play, and be considerate of others
6. Label all personal items including but not limited to: boots, gloves, caps, coats, and other clothing.
7. Learn cafeteria identification number

If you have a message for the teacher, please write a note instead of sending word orally or calling the office. Written messages are less subject to misunderstanding and do not cause interruptions to the educational program.