

**JALSD**  
**JUNIOR/SENIOR HIGH SCHOOL HANDBOOK**  
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**\*2016-2017 School Calendar is available @**  
[www.jalsd.org](http://www.jalsd.org)

### BELL SCHEDULE

7:33a.m.	Breakfast bell
7:38a.m.	Entrance bell
7:46a.m.	Warning bell
7:48a.m.	Tardy bell
2:35p.m.	Final dismissal

**Note:** *Students riding the bus and not eating breakfast must stay on the bus until the 7:38 A.M. bell*

### IMPORTANT NUMBERS

**Senior High School Office: 576-4731**  
Mon. - Fri., 7:00 a.m. to 3:30 p.m.  
**Junior High School Office/Junior High Guidance: 576-1736**  
Mon. - Fri., 7:00 a.m. to 3:30 p.m.  
**School Nurse: 576-4731**  
**High School Guidance: 576-4731**  
Mon. - Fri., 7:30 a.m. to 3:00 p.m.  
**Athletic Dept.: 576-2782**  
Mon. - Fri., 12:30 p.m. to 2:35 p.m.

### JEFFERSON AREA JR./SR. HIGH SCHOOL MISSION STATEMENT/TARGET AREA GOALS

- **To foster productive and responsible citizens**
- **To educate all students in a safe, cooperative environment**
- **To model mutual respect and accountability among all**

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

### PURPOSE OF THE HANDBOOK

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 Junior/Senior High School. Students and parents are urged to read the handbook so they will be knowledgeable, thus avoiding misunderstandings. 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 this publication that comprises the official regulations and procedures for the operation of the Junior/Senior building. Jefferson Area Junior/Senior High School prides itself on being an equal opportunity school.

### Civil Rights Compliance Officer

Mr. Richard Hoyson, Jefferson Junior High principal  
Mrs. Ginger Blabolil, Special Education coordinator

### EQUAL EDUCATION OPPORTUNITY

This district provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of 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.

## CODE OF CONDUCT

*A VIOLATION OF ANY RULE MAY RESULT IN DISCIPLINARY ACTION, INCLUDING SUSPENSION, EXCLUSION, or COURT CITATION.* 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, including vehicles, 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, horseplay, or threat to cause disruption or obstruction to the educational process including all curricular and extra-curricular activities. This includes but is not limited to fighting, bomb threats, inciting a panic, setting of unauthorized fires or fire alarms, strikes, walkouts, unusual dress or appearance, creation and distribution of unauthorized publications (paper and electronic), impeding free traffic to or within a school, loitering in the hallways, school pranks, and vocal disruptions in the classroom.

**Rule 2: Fighting:** Students are prohibited from fighting during the school day (on school property) or at any school sponsored activity. **Students should report harassing situations to staff members.**

**Rule 3: Inappropriate Physical Contact:** Students are prohibited for engaging in any intentional physical contact or physical aggression directed at another student that is intended to be harassing, horseplay or disruptive in nature.

**Rule 4: 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 5: Threats:** Students are prohibited from issuing threats to do harm directed at the students, staff, or the school. This includes threats made in person or through electronic/social media.

**Rule 6 : 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. Any material posted on the hallway tack strips must be initialed by a teacher, advisor, or principal. School personnel have the right to live without fear of damage to their personal property during or after the school day on or off school grounds. 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 could be subject to expulsion from school.

**Rule 7: 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. This includes drug paraphernalia. In addition, no student shall possess, conceal any object or materials that are substance abuse, tobacco, or drug related. Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

**Rule 8: Substances thought to be drugs or illegal substances:** Students are prohibited from possessing, using, transmitting, selling, or concealing substances which are thought to be drugs, sold as drugs, or inferred by the seller, transmitter, or buyer to be mind altering substances or illegal drugs. This includes treated materials such as paper and etc.

**Rule 9: 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. Students are not permitted to be in the auditorium, junior high, or on an elevator without supervision or a note.

**Rule 10: Dangerous Weapons and Instruments:** 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. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, missile having an explosive or incendiary charge, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm or facsimile on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm or facsimile 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. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

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 sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents or community members, may be subject to expulsion. Laser pointers, lighters, matches and other materials that may be dangerous are also banned at school. Legal Refs.: ORC 3313.66, 3313.661; 20 USC 2701 et seq. - Title IX 9001-9005; 18 USC 921.

**Rule 11: Profanity, Inappropriate Comments, Offensive Language, Gestures or Acts:** Students are prohibited from using profanity or offensive language, written, electronic, 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 12: 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 from any person unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

**Rule 13: 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 14: 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 15: Truancy and Tardiness:** 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. Truancy is declared when a student is absent from school, classes, assigned area, 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. A student who is truant will not be allowed to make up missed work for the truancy date(s). In reference to hall passes, anytime a student is in the hallway for other than class changes, he/she is required to have a hall pass signed by the teacher. It is the student's responsibility that he/she obtains the pass before leaving an assigned area.

**Rule 16: Violations of Dress Guidelines:** Students are prohibited from appearing or dressing in a fashion that violates the board adopted Dress Guidelines.

**Rule 17: Public Display of Affection:** Students are prohibited from demonstrating a public display of affection at school or at school events. Included in the prohibition of PDA: kissing, embracing, fondling, etc.

**Rule 18: Harassment/Bullying:** 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 is not intended to be all inclusive. Students should report harassing/bullying situations to staff members.

Harassment, intimidation, or bullying" means either of the following:

(a) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

(i) Causes mental or physical harm to the other student;

(ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

(iii) Involves an imbalance of power between the students involved.

(b) Violence within a dating relationship.

**Rule 19: 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 whom 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 20: 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. **Unauthorized photographs and/or video recording could result in suspension or other disciplinary action.**

**Rule 21: Gang Activity:** Gang activity of any type will not be permitted or tolerated and may result in suspension or expulsion.

**Rule 22: Plagiarism/Cheating:** Any student guilty of plagiarism/cheating may receive a grade of zero "0" for the submitted work. Using a cell phone during an assessment will result in zero credit. Cheating will result in disciplinary action ranging from lunch detentions to suspension from school.

**Rule 23: Electronic Devices:** Since the school is a place of instruction, personal electronic devices such as cell phones, head phones, ear buds, CD, iPod, DVD, cameras, MP3 players, etc. will not be permitted, **except with teacher permission.** Students needing to use recording devices for class must get prior approval. Prohibited items may be confiscated requiring parent retrieval. Repeated violations will be treated as insubordination. Unauthorized recording/photography could result in a suspension.

*All rules of conduct apply to all students of the school district during the regular school day, school sponsored activities, school dances, school club activities, or while being transported to or from school activities. These rules may be amended and enforced during the school year and shall be given reasonable notification should this occur.*

## STUDENT NETWORK AND INTERNET USE GUIDELINES

### For Parents/Guardians

Your child will receive an account on the District's computer network which includes the opportunity for your child to access the Internet. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. Your child is expected to abide by the Student Network and Internet Use Guidelines as presented below. Any inappropriate use of the computer networks may result in the loss of the privilege to use this educational tool and possible disciplinary actions as well.

The District utilizes technology that will protect against (e.g., filter or block) access to inappropriate materials as defined by the Children's Internet Protection Act. Nevertheless, you are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate.

### 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. But 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.

Students will not interact with Jefferson Area School employees in a personal, non professional, or inappropriate manner via social media such as Facebook, Twitter, etc...

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. You may only use the system if your parents have signed the Student Network and Internet Use Agreement.

For comprehensive details regarding the District's Network and Internet Use Guidelines please refer to the District website located at <http://www.jalsd.org>.

### **DISCIPLINARY PROCEDURES**

Referral of a student to the principal is used as a last resort, after teachers have exhausted all other appropriate preventive and corrective measures. In some circumstances a student may be removed and sent to the principal's office immediately. Once a student reaches the 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 opportunities 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, commencement, dances, driving privileges, or other 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, an attempt will be made to contact the parents by the 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.* Satisfactory completion of the work will result in half-credit. Make up of any quizzes or tests are the responsibility of the student to arrange with the teacher in five school days and also will be for half credit.

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

Students assigned a detention will be required to serve it at the close of a school day or during lunch. A student who has a detention from a teacher or the attendance monitor for tardiness to school will report to the assigned area. A student who has a detention from the office will serve it in the assigned area. In all cases where detentions are issued, the student must make his or her own arrangements to get home at the close of a detention period. Students who miss an after school detention or lunch detention without a valid excuse may face further

discipline. Students who refuse to serve a lunch detention may face suspension. Multiple lunch detentions throughout the school year may result in out of school suspensions.

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

- a. An out of school suspension is the removal of a student from school for a period not to exceed ten consecutive 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 school work and tests during the assigned suspension for half credit. All OSS work must be completed and returned to the classroom teacher on the first day the student returns from suspension. An exception may be made by the principal for final exams. 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 the Controlled Learning Center 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. A student who becomes unruly or uncooperative in the CLC will be removed and given out-of-school suspension.
- d. The expulsion of a student can only be given by the superintendent 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.
- e. Students on in school or out-of-school suspension during a calamity day must make up their suspension immediately upon on resumption of school.

#### **C) Assertive Discipline:**

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

### **DRESS CODE**

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. Also, attire or accessories which may endanger the wearer, others, or school property, will not be permitted. The administration has the right to decide what acceptable dress is.

#### **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 (including the seat of pants) or that advertise, glorify, or display alcoholic beverages, illegal drugs, tobacco, 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. *For the Junior High, this includes facial piercings.*
3. Clothing that can damage school property such as desks and/or chairs may not be worn to school. Ex. Studded belts, clothing with excessive buckling, or loose straps (This is not meant to be all inclusive).
4. Full length pants, Capri pants, skirts, skorts, and shorts (in season) are acceptable forms of dress (No item may be shorter than 3 inches above the middle of the knee.) **Tights or leggings may be worn beneath clothing (Dress code appropriate shirts, tops, skirts etc.) that are finger-tip length.** Shorts, capri pants, and skorts may be worn to school between April 1 And October 31. Examples of attire not to be worn (not meant to be all inclusive): spandex shorts, leggings /tights, tight-fitting Yoga-style pants, underwear exposed or visible to the public, pajama tops/bottoms, undershirts, 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 necklines, bare midriffs, bare shoulders, bare backs, tank tops, spaghetti straps, halter-tops.
6. All types of clothing should be clean and without holes, frayed edges, or frayed surfaces. 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, or bandanas are not to be worn in the building.
8. Shoes must be worn at all times. Bare feet or stocking feet are not permitted anywhere in the building. Bedroom slippers and bedroom slipper style shoes 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.

### **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.

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 may result in suspension or expulsion or other disciplinary action. The Board considers the following factors to be reasonable excuses for time missed at school:

1. personal illness ( a written physician's statement verifying the illness may be required)
2. illness in the family necessitating the presence of the child
3. quarantine of the home
4. death in family (Limited to three (3) days)
5. necessary work at home due to absence or incapacity of parents(s)/guardians(s)
6. observation or celebration of a bona fide religious holiday
7. field trips, college visits (3 college visits for seniors/1 for juniors) or out of state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extra-curricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
8. such good cause as may be acceptable to the Superintendent or Principal.
9. medically necessary leave for a pregnant student in accordance with Policy 5751

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually or chronically truant, and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent or designee to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy. In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. Assign the student to a truancy intervention program
- B. Request counseling to the student
- C. Request or require the student's parent to attend a parental involvement program
- D. Request or require the parent to attend a truancy prevention mediation program
- E. Notify the Registrar of Motor Vehicles of the student's absences
- F. Take appropriate legal action
- G. Assignment to an alternative school (Note: if the district has established an alternative school, it must appear as an alternative intervention strategy).

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, s/he will be considered habitually absent. The Board authorizes the Superintendent or designee to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

High school students who have been absent need to report to the main office before attending any class on the day of their return to present a written excuse. Jr. High Students are to report to the Jr. High Office.

Students must have a written excuse, (parent/guardian/medical). A doctor's note must be received within one week of the date of absence. If a note is not returned, the student will be considered truant. If the student brings the note the next day, credit will be awarded for completed makeup work.

**Note:** When the student exceeds the maximum number of absences, (15 days) the result may be NO CREDIT status. The student will be expected to remain in the class with no additional absences and continue to do all work assigned. Upon request of the parent and/or student, the building administrator will conduct a review of the no credit status at the conclusion of the course. The parent may appeal, in writing, the result of the building review to the central administration if he/she feels the building decision does not reflect the intent of this policy



### Absence Procedures/Missing School

When your child is absent from school, you will be contacted by our automated phone system. You will be contacted twice each day of an unexcused absence.

You can call to report an absence and request class work if your child is absent for three days or more. Your child must return with a written note for your child's absence to be excused.

### Tardiness (All Schools)

Students will be counted tardy when they are not present at the designated beginning time of class or school. Tardiness will result in the progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the punishment. If the primary cause for tardiness to school is due to driving, the student's driving privilege will be revoked.

Students must be present in school all day in order to attend any after school function (games, dances, programs, practices, etc.) on that day. The only exception is a medical appointment with written verification from the doctor's office.

#### Tardy/absent times:

Students arriving between are considered AM Tardy	7:48 A.M. – 10:04 A.M.
Students arriving between are considered AM Absent ½ day	10:05 A.M. – 1:00 P.M.
Students arriving between are considered absent all day	1:01 P.M. – 2:35 P.M.
Students leaving between are considered absent all day.	7:50 A.M. – 9:20 A.M.
Students leaving between are considered P.M. ½ day.	9:21 A.M. – 12:44 P.M.
Students leaving between are considered P.M. Tardy.	12:45 P.M. – 2:35 P.M.

### 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 habitual or chronic truancy policy. In the event of an absence due to family vacation, hunting (1 day), 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 and or field trips/college visits (or as previously arranged with the classroom teacher).

### Field Trips

All students on field trips involving missed school days will meet the following guidelines:

1. Must be passing all subjects.
2. Must meet all co-curricular/extracurricular guidelines
3. Staff and administrators reserve the right to exclude any student with a history of poor behavior/attendance.

### Make-up Class Work (High School and Jr. High)

When a pupil has been absent, it is the pupil's responsibility to contact his/her teacher on the day he/she returns to school and make arrangements to make up his/her assignments and tests. 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 assignments known in advance such as special projects, term papers, etc. are 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. All OSS work must be completed and returned to the classroom teacher on the first day the student returns from suspension for 50% credit.

Student assignment sheets will not be provided for less than three days of absence. Parents are asked to call for assignments twenty-four (24) hours in advance.

### Expulsion and Credit

A pupil who is expelled will not receive credit for the subject(s) he/she was enrolled in at the time of expulsion. However, students can continue their education by purchasing online courses.

### Students—18 years and older

All students regardless of age will be required to follow and abide by all school rules, procedures, and policies.

### 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.

**Early sign-out procedure**

Occasionally, a student may have to leave school before 2:35 p.m. due to certain situations, i.e., medical appointments or family emergencies. The procedure to follow is:

1. Students must present a NOTE from home to the main office before homeroom period the day the student is to leave early.
2. Students are required to sign out in the main office before leaving the building.
3. When a student is not excused, the absence is considered a class cut and the student will receive a "0".
4. Only students over the age of 18, who are independent of their parents, will be permitted to sign themselves out for the above-mentioned reasons. However, proof of an appointment must be presented in the main office.
5. **Work Release**

Senior students and other qualifying students who are on pace to graduate have the option of leaving early from school for employment purposes. Documentation must be provided. Students must be enrolled in 5 credit courses and maintain 94% attendance. This privilege can be revoked and students will return to school for a full day. All decisions are made under the direction of the guidance department.

**JEFFERSON AREA SECONDARY SCHOOL STUDENT SERVICES**

**Guidance Services**

A guidance counselor will meet with students during the school year to assist them in planning their academic program. The guidance counselor helps students select the appropriate program of studies to ensure success in high school and to plan for the years after graduation. All students are invited to explore the various reference materials on occupational training, colleges, financial aid and scholarships in the guidance office. Students should see their counselor before school, after school, at lunch, or during a study hall or at any time in case of an emergency.

**Procedure for determining GPA and graduation requirements:**

All courses are included in computing the number of credits earned. High school students schedule seven (7) classes and junior high students schedule five (5) classes. Students enrolled in CCP must schedule six (6) classes. Ohio High School Athletic Association rules require a student to be scheduled for five (5) classes. Each student is required to complete 21 approved credits for graduation. In accordance with state law, each student must comply with state mandated testing requirements in order to receive a diploma. Each student is personally responsible for verifying that he/she has the appropriate number of credits to graduate.

**Grades 9 – 12**

21 credits	
English	4 units
Math	4 units (Algebra II or equivalent)
U.S. History	1 unit
American Government	1 unit
World History/Civics	1 unit
Science	3 units (1Physical/1 Life)
Health	1/2 unit
P.E.	1/2 unit
Electives	6 units

Students will only be permitted to take subjects from teachers who have an established curriculum the current school year in that subject.

**Promotion**

**Promotion for grades 7-8:**

7th & 8th grade students may not be promoted if they fail more than one academic class (history, language arts, math, or science).

**Promotion for grades 9 - 12:**

Freshman	completed grade 8
Sophomore	completed 5 credits
Junior	completed 10 credits
Senior	completed 15 credits

**Honor and Merit Roll Guidelines**

1. Criteria:

Nine weeks honor roll	3.5 based on all courses
Nine weeks merit roll	3.0 based on all courses

Honor Award 3.5 based on final grades in all subjects (end of year/Junior High)

Merit Award 3.0 based on final grades in all subjects (end of year/Junior High). Awards for high school students are based on the student's end of year accumulative grade point average in grades 9, 10, 11, and 12.

3.75	G.P.A. at the end of grade 9
3.50	G.P.A. at the end of grade 10
3.30	G.P.A. at the end of grade 11
3.25	G.P.A. at the end of grade 12

### Repeated courses

If the course is repeated, the repeated grade will be credited to the G.P.A. A successfully completed course may be repeated only once. Credit for the course will be counted only once unless the course was failed twice. If repeating a sequence course, the student may repeat only the year just completed (i.e. completed Spanish III, may retake only Spanish III). Repeating a course means taking the exact same course over (For example: Algebra II for Algebra II -not Algebra II for Algebra II Honors).

### Audited courses

A course may be audited with permission of the classroom teacher, guidance counselor, parent and principal. To remain in the class, a student must meet the teacher's criteria. Auditing decisions must be made no later than the end of the first nine weeks for a full year course. One half year courses may not be audited.

### Partial credit

Partial credit for course work is only given in special circumstances with the recommendation of a guidance counselor and the approval of the building principal.

### Withdrawing/Adding a course

1. A student may withdraw from a course with teacher/administrator permission during the first week of school.
2. High School students must always be enrolled in seven classes except for PSEO students, work release students, and students with labs who may have six classes.
3. A student cannot add a class after the third week of class. (Special circumstances, may arise which will be under the advisement of a review committee consisting of a teacher, counselor, and principal.)

### Early Graduation

Early graduation is discouraged for the traditional student. Four years of academic preparation (minimum core) are recommended to assure success in college, trade school, or on a job site. Special circumstances will be considered by a committee of school staff.

### Correction of Transcripts

It is the student's responsibility to verify correction of transcripts. (i.e. retaking a course, summer school, evening school, PSEO, etc.)

### Vocational education

Any student in his/her sophomore or junior year may apply for vocational school placement. Vocational programs are one or two year programs for juniors and seniors.

#### Admission requirement

- a. Eight academic credits plus health and phys. ed.

These units include:

- English I and II
- 2 units of Social Studies
- 2 units of Math
- 2 units of Science
- 1 credit - Health and Physical Ed.

- b. Vocational requirements

Vocational students will be required to meet the same minimum requirements as those of the home school as established in SB 55. (See page # 16, Student Handbook).

### College course work - College Career Plus (Post Secondary Options, AP, and Dual Credit)

College course work may be taken if the student wishing to pursue this option has 3.00 GPA in the academic areas they wish to study at Kent State and proof of at least a score of 22 on the ACT test or if lower than 22 based on a college interview, or is involved in a special college level program i.e. Partnerships, credit-in-escrow. (This is a college requirement for acceptance). College course work will be included on the official transcript if a student chooses College Credit Plus. CCP guidelines are updated yearly by the state. A mandatory meeting, to be held before March 1st, will be scheduled for interested students and parents. CCP students must be available to take any required testing on site at Jefferson Area High School. American Government must be taken at Jefferson Area High School and not as a CCP. Physical education classes will not be permitted as CCP courses.

#### AP Courses

Students must take the AP assessment to have "AP" listed on a student's transcript. If students do not take the AP assessment, the course will be listed as Honors.

### Honors Diploma:

Students should consult with their guidance counselor for the state requirements for an honors diploma.

### Valedictorian and Salutatorian

1. Those awards are given based on the highest and second highest grade point averages of the students who meet the core curriculum requirements at the time of graduation. Students are responsible for making sure that they are taking the required core course minimums, if

they wish to achieve this honor. To qualify, the core courses must be CP, Honors, or CCP courses, if available. Students who re-take a course must use the lowest grade of the two courses for the determination of Valedictorian or Salutatorian.

2. Required core course minimums
  - a. 4 math credits (beginning with Algebra I and continuing the math sequence)
  - b. 3 social studies credits
  - c. 3 science credits (minimum of two lab sciences)
  - d. 4 English credits
  - e. 3 credits in one foreign language minimum or two credits in two different languages
  - f. 26 credits (minimum)
  - g. For the determination of Valedictorian or Salutatorian status AP courses and or dual credit courses taken for college credit will be awarded higher status and will be designated by pluses (+) with GPA. (Each AP course = one +)
  - h. 4 English credits must all be Honors or AP classes. (Theatre Arts and Creative Writing English classes are not Honors).
  - i. Online classes are acceptable but must be approved by the principal or guidance counselor. These courses must be paid by the student.

In order to be named a valedictorian or salutatorian for Jefferson Area High School the student must have been enrolled in JAHS for at least three (3) consecutive semesters prior to the selection process in the senior year.

### GRADING POLICY

#### Grades 7-12

Grades are established through four, nine week grading periods and/or summative assessments throughout the school year.

Grading Scale for a Junior-Senior High School Courses

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

Final grades will be calculated on a percentage basis. The cumulative percentage for a semester class, and for the semester average of a full year class, will be calculated by averaging the cumulative percentage of each nine weeks grade.—The percentage for a full year class will be determined by taking the average of the four nine weeks.

### JUNIOR HIGH COURSE REQUIRMENTS/OPTIONS

Students in seventh or eighth grade may be retained if they fail more than one academic class (Language Arts, Science, Math, or History). If a junior high student takes a high school course, he/she will receive high school credit (Carnegie unit) that will be included in the student's high school grade point average (GPA).

### National Honor Society – NHS

(High School) The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of our school.

- A. The NHS is under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP).
- B. Membership in our local chapter is an honor bestowed upon students with outstanding scholarship (3.2 accumulated grade point average or better), character, leadership and service. Selection for membership is by our faculty council with recommendations from high school staff. revised: 04/24/89
- C. Any junior or senior with a GPA of 3.2 or better will be contacted by the NHS advisor. At this time it is up to each candidate to fill out the student activity sheet and return it to the advisor. Failure to fill out and return the activity sheets will result in that student becoming ineligible for NHS. Faculty, who have had the students, rank them from 1 - 5 on character, service and leadership using the activity sheet for additional information. Teacher ballots are submitted to the advisor for review by the Faculty Council of five who determine final selection for membership. The following guidelines will give further help in the definition of leadership, service, and character.

**Leadership** - The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively and is reliable and

dependable without prodding.  
Demonstrates leadership in the classroom, at work, and in school activities.

**Service** - The student who serves:

Is willing to uphold scholarship and maintain a loyal school attitude.  
Participates in some outside activity: Girl/Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.  
Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.  
Works well with others and is willing to take on difficult or inconspicuous responsibilities.  
Cheerfully and enthusiastically renders any requested service to the school.  
Does committee and staff work uncomplainingly.  
Shows courtesy by assisting visitors, teachers, and students.

**Character** - The student of character:

Takes criticism willingly and accepts recommendations graciously.  
Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).  
Upholds principles of morality and ethics.  
Cooperates by complying with school regulations concerning property, program, office, halls, etc.  
Demonstrates the highest standards of honesty and reliability.  
Shows courtesy, concern, and respect for others.  
Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.  
Has powers of concentration and sustained attention as shown by perseverance and application to studies.  
Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others. Actively helps to rid the school of bad influences or environment.

**National Junior Honor Society** – The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grades.

- A. The NJHS is under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP).
  - B. Membership in our local chapter is an honor bestowed upon students with outstanding scholarship (3.5 accumulated grade point average or better in seventh and eighth grade), character, leadership, service and citizenship.
  - C. During the month of March any student in seventh and eighth grade with a GPA of 3.5 or better will be contacted by the NJHS Advisor. At this time it is up to each candidate to fill out the student activity sheet and return it to the advisor. Failure to fill out and return the activity sheets by the requested date will result in that student becoming ineligible for NJHS. Faculty, who have had the students, rank them from 1-5 on character, service, leadership and citizenship using the activity sheet for additional information. Teacher ballots are submitted to the advisor for review by the Faculty Council of five who determine final selection for membership. The following guidelines will define leadership, service, character and citizenship.
  - D. Students inducted into NJHS during their 7<sup>th</sup> grade year will have the honor of serving in two full years (8<sup>th</sup> and 9<sup>th</sup> grade) and students inducted during their 8<sup>th</sup> grade year will serve one year, based on grades. The qualities of leadership, service, and character are the same as listed under the National Honor Society with the addition of the quality of citizenship.
- Citizenship** - Understands the importance of civic involvement, has a high regard for freedom, justice, and respect of the American form of government (representative democracy), demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs. Actively helps rid the school of bad influences or environment.

**General Building Issues**

**Visitors**

- 1. Visitation will only be permitted when an educational purpose is served.
- 2. Social visitation is not permitted without approval.
- 3. All visitors must report to the principal's office and are required to register.
- 4. All school personnel are required to report unauthorized visitors to the principal's office.

**Emergency School Closings/Early Release**

In case of bad weather or other emergency, the closing of school will be announced using the automated phone call system and/or over the radio station. Parents and students are responsible for knowing about emergency closings and delays. Please check with the school website for further details.

**Phone Calls**

All of the office telephones are reserved for business purposes. Unless in the case of an emergency, students will not be called out of class to the telephone. Students are prohibited from using telephones in the teacher's classroom and personal cell phones without permission. The office will deliver messages to students from parents when needed. **Students must notify/report to the office when ill and not make unauthorized cell phone calls home.**

**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.

### **Lockers**

Lockers for student use are the property of the Board of Education. Each student will be assigned a hall locker. *LOCKERS SHOULD ALWAYS BE LOCKED WHEN NOT IN USE. DO NOT GIVE YOUR COMBINATION TO ANYONE ELSE. DO NOT SHARE LOCKERS WITH OTHER STUDENTS.*

Administration may determine times when students can use their lockers. The Board of Education authorizes (BP 5771) that the administration may search any pupil's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation.

### **Lost and found**

The main office is the area designated for lost and found articles. 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 main office. If lost and found articles are not claimed within a reasonable amount of time they will be discarded. Clothing will be donated to local charities.

### **Guests at Dances**

No guests are permitted to attend High School dances who are 21 years of age or older. All guests are subject to the rules and procedures of the Jefferson Area Local Schools. Junior High students are not permitted to bring guests who are not enrolled in Jefferson Area Junior High School. High school students are not permitted to attend junior high dances and junior high students are not permitted to attend high school dances.

### **Cafeteria/Food & Drink in the Building Student Expectations**

1. Pay for their lunch (No credit after a certain date).
2. Eat/drink in the cafeteria. Food or drink *is not* permitted in any place other than the cafeteria unless a doctor's note is provided.
3. Keep the table areas clean; throw trash in trash cans.
4. Use good table and eating manners.
5. Students are not to leave the school grounds during lunch.
6. Vending machines are available after school.

## **TRANSPORTATION**

### **School Bus Regulations:**

It shall be considered the responsibility of students using transportation provided by the Board of Education to observe the rules listed below as identified by Ohio Revised Code 3301-83-08. 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. Failure to comply may result in denial of bus service to the student or other disciplinary action. The decision in matters relating to these items is to be made by the principal of the school involved.

1. Pupils should arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils must carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance by preschool and special needs children.
16. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.
17. Dangerous materials or objects are prohibited on school buses as are animals with the exception of those for special needs assistance.

### **USE OF MOTOR VEHICLES GUIDELINES**

Permission to drive to school is a privilege that may be revoked for violations of school rules and regulations, attendance, inadequate grades, and unsafe driving practice. Should there be a limited number of parking spaces available for student use during a school year, parking spaces will be prioritized beginning with the senior class until all spaces have been utilized. All vehicles must be registered with proof of insurance and a parking fee is required. A valid parking tag must be displayed. Vehicles are to be parked in designated places only and cannot be moved during the school day without the principal's permission in a visibly prominent place. Students may not park in any of the spaces along the sidewalks located at the front and side of the building during the school day. Students are not permitted in or around any vehicle except at

arrival or dismissal. The superintendent may revoke or suspend a student's drivers license in accordance with Ohio Revised Code.

### **FIRE DRILLS**

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. For fire drills the information is posted on the bulletin board in each room.

General Rules for Fire Drills:

1. Close windows
2. Students will follow designated exit instructions, keep in single file, walk not run, refrain from talking, and proceed a distance approximately 100 feet from point to exit.
3. The teacher should be the last one out of the room, should take the grade book and keys, should close the door and turn out the lights, and remain with his/her group.
4. The teacher will take attendance once the group has reached its proper distance from the building. Upon return to the building, the teacher will submit in writing a list of students not present.
5. When the all clear is given all will return to their classrooms in the same orderly fashion.

### **TORNADO DRILLS**

General Rules for Tornado Drills:

1. The building principal or the Fire Chief will activate the warning alarm whenever a tornado warning involves the school.
2. All staff and administrative personnel will assist in assuring safe and orderly evacuation from their respective areas, and will post a look-out, if this can be done safely.
3. All personnel and students will retreat to designated shelter areas and remain until the "ALL CLEAR."
4. DO NOT SEEK shelter near DOORWAYS.
5. Tornadoes hug the terrain very closely, crossing ridges, and sweeping down into valleys with little loss of power. MOST tornadoes come from the SOUTHWEST.
6. The safest place in a school with no basement usually will be on the ground floor; in interior corridors that open only to the east and north.
7. The important thing is to get under a heavy piece of furniture to protect yourself from falling objects.
8. Stay clear of windows. South and west sides push in, not out; while north sides push out or are often intact. Stay clear of roofs of gymnasiums, cafeterias, and auditoriums, or corridors with lots of glass.
9. Students and staff should lay flat and cover heads.

Good Safety Features for a Tornado Shelter

1. lowest floor of building
2. under a short-span ceiling
3. in the interior of the building
4. in a room with frame construction rather than load-bearing walls

Post Emergency

1. The building principal, or designees, will issue any necessary calls for assistance in tending to injured persons.
2. As quickly as possible, teachers will undertake inspection of major points of possible structural or occupancy danger to students and report conditions to building principals or their designee.

### **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. The 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. We will only accept medication prescribed by the physician. The child's name should be on the prescription bottle along with a note of permission from the parent and physician is also required. We must have a prescription bottle with a current date, name of student, type of medication, (along with dosage and times), and the name and address of the physician. Items such as vitamins, Tylenol, or cough drops, known as "over the counter" medicine, will not be given at school unless prescribed by a physician.

**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. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given.

**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 will be excluded from attending classes. This is for the student's protection.

**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), 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.

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITY CODE

### I. Rights and Responsibilities

- A. Students who attend Jefferson Area Junior/Senior High School have a variety of extracurricular organizations, clubs, and athletic activities to which they may become active participants. Students are expected to obey all school rules and regulations that may apply to that particular program. The high school Student-Parent Handbook and this activity code specifies the schools' expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable and responsible behavior from those students participating in co-curricular and extracurricular activities.
- B. Participating in junior-senior high school co-curricular and extracurricular activities is a privilege afforded any student willing to make the necessary sacrifices and abide by the rules contained herein and those rules of each individual team.
- C. Student participants are a highly visible group and represent not only themselves but also the whole school community, a great deal is expected of them. They must maintain proper character, appearance, and conduct in order to bring credit upon themselves, their team, their school and their community. Participants are expected to show maturity and pride in themselves and their school while participating.

### II. Code:

- A violation of any of the following rules may result in denial of participation from the athletic sport or extracurricular or co-curricular activity for the duration of the season or semester.
1. All school rules apply as stated in the Student/Parent Handbook.
  2. Suspension or expulsion from school includes same from athletic or extracurricular activities.
  3. All participants must have a G.P.A. of 1.8 to be eligible and meet the standards of the OHSA. The student must have received passing grades in a minimum of 5 one credit courses or the equivalent which count toward graduation. The G.P.A. will be computed each nine weeks and not based on cumulative average.
  4. Students must be present in school ALL day in order to participate in any activity unless prior permission has been granted by the athletic director or principal. \*Students who are considered tardy to school must get permission from the Athletic Director to practice or play in an athletic contest. Students will be permitted 2 tardies each season. When a student/athlete reaches 3 or more tardies, he/she will not be permitted to participate in practices and/or events. Saturday constitutes a new day and participation in activities on that day is at the discretion of the coach/advisor.
  5. Students must maintain good standing in their organization (such as fulfilling office, member and monetary obligations).
  6. Students must conduct themselves so as not to disrupt meetings and practices. Students must show respect for others and their coach or advisor.
  7. Participants in extracurricular activities are expected to follow prescribed rules and regulations which are in effect 24 hours a day, 7 days a week, from one week prior to the Ohio High School Athletic Association official fall starting date and until June 30.
  8. Students are to attend required meetings and practices unless prior permission is given to be excused by the coach or advisor.
  9. Students must meet the academic eligibility requirements of the sport or organization to which they belong.
  10. Ohio High School Athletic Association rules apply and will be given to each athlete at the parent/player meeting for each sports season. Attendance at this meeting is mandatory by both parent and player before player may begin to participate.
  11. An athletic team member who quits one sport may not participate in another interscholastic sport until the current season of the sport which he/she quit comes to the end. Coaches may agree that it's best for an athlete to switch sports and this would be permissible.
  12. Denial of participation from a sport shall cause a student to be ineligible for participation in other sport activities during that season.

### III. Procedures for Implementing Extracurricular and Co-curricular Activity Code:

1. All head coaches and activity advisors are to publish specific rules and regulations which are unique to their programs and that are not covered by these general rules. This published set of rules is to be filed with the athletic director and building principal. A copy of all rules must be given to each participant at the parent/participant meeting prior to the program or season and signed by the participant and the parent or guardian. These papers are to be kept on file with the appropriate coach or advisor.
2. Head coaches or advisors must follow due process procedures when denying participation from the sport or organization.  
**The following are to be observed:**
  - A. All participants have been given previous notice of the rules and regulations under which they are operating.
  - B. The coach or advisor will (if it is deemed possible) hold a conference with a student who violates the rules.
  - C. When it becomes necessary to deny a student participation in an activity, a student is to be given written notice that the activity will not be open to him/her with notification of the reason(s) thereof. This notice shall include the "rights of appeal" information. A copy must be given to the Principal/Athletic Director within 24 hours.
  - D. The student or parent has the right to appeal the decision of the coach or advisor. All appeals must be made within 24 hours of time of parent notification. All appeals will be heard by the principal.
  - E. A student will not be permitted to participate during the appeal process.
  - F. The final authority to deny participation from any school activity rests with the principal.



#### IV. Athletic Council

Purpose: The function of this council is to provide direction, coordination, and guidance for the athletic program in the Jefferson Area Local School District. The Athletic Council shall not make policy concerning the athletic program, but may recommend changes to the principals, superintendent of schools, and the board of education for their consideration.

#### Membership:

Member representatives  
High School Principal  
Athletic Director  
All Head Varsity Sports Coaches  
Ex-officio Board member (non-voting).  
Ex-officio Superintendent of Schools (non-voting).  
President or representative of the Jefferson Area Athletic Boosters,(non-voting).

#### Officers:

Chairman - High School Principal  
Vice Chairman - Junior High Principal  
Secretary - Athletic Director

#### Meetings:

Meetings shall be held throughout the year as deemed necessary, with summer meetings being optional.

### EXTRACURRICULAR/CO-CURRICULAR RULES AND PROCEDURES

#### Rules Concerning Chemical Abuse

The use of any mood altering chemicals is a significant health problem for any adolescent. The use of tobacco, non-prescription drugs, or alcohol can result in negative effects on behavior, learning, and the total development of the student participant. The misuse and abuse of mood altering chemicals by participants affect performance and development. Because Jefferson Area Local Schools want and expect their students to be in the best possible physical/mental condition, chemical abuse rules have been established. A student shall not use a beverage containing alcohol, use tobacco, or use or consume, have in possession, buy, sell or give away mood altering substances defined by law as an illegal drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This medicine should be labeled with the student's name and kept in the nurse's office. The use or distribution of any substance considered a counterfeit drug is also considered a violation of this regulation.

Specific rules are as follows:

1. Do not possess or use tobacco.
2. Do not possess or use illegal or non-prescription drugs.
3. Do not possess or use alcoholic beverages.
4. Do not use steroids; they are a violation of school rules and the law and could cause permanent health damage or death.

*A violation of one of the above rules during grade 7 - 12 will result in the following:*

**1st offense:** The athlete will not participate in 20% of the scheduled season and must complete an assessment with a certified drug or alcohol counseling service (alternative assessment for tobacco). The parents are responsible for all the expenses of the counseling. Written documentation that the assessment has been completed must be given to the Athletic Director before the athlete may continue. If the agency recommends further intervention, the athlete must abide by recommendation in order to be eligible to return to the team. If the athlete does not meet the 20% suspension during the current season, the remainder of the suspension will be calculated on the next scheduled season that the athlete participates in. During the assessment period and suspension period, the athlete is required to attend all practices and scheduled events.

**2nd Offense:** Rules from 1st offense apply but penalty will be 50% of scheduled season.

**3rd Offense:** Student is immediately released from team. Student is not permitted to participate in any sports at Jefferson Area Junior/Senior High School. If the athlete, parent or guardian refuses an assessment, the athlete cannot continue in any sport at Jefferson Area High School until the assessment has been completed. Student participants are strongly encouraged to follow school rules in and out of their activity or sport season.

#### Other Rules and Procedures:

Many other rules and procedures must be included for the smooth and uniform operation of the entire activity or athletic program. These rules and procedures are as follows:

1. Fees and Equipment  
Payment of any extracurricular items or supplies bought by the student must be made prior to receipt of any item. No coach or advisor can issue supplies without prior payment. Each student is individually responsible for all equipment issued. The student will pay for any lost equipment and may not participate in the next sports season until all equipment is turned in or paid for.
2. Travel  
All students will travel to and return from scheduled events via school arranged transportation. In special cases, it becomes necessary for a student to travel with their own parent. This may be done only if a direct request has been made by a parent to the coach/advisor and the coach/advisor has given permission. A written note must accompany this request and the appropriate form filled out and presented to the head coach before or after the athletic event.
3. Physical and Emergency Medical Treatment
  - a. Students participating in athletic extracurricular programs must obtain a physical examination prior to the start of any program. No student can condition or practice in any event without a physical. Only one physical is required each year. Physical cards may be obtained from the athletic director's office or the high school office.

- b. Students participating in any extracurricular or co-curricular activity must have a signed emergency hospitalization form on file in the office prior to the start of any season or activity.
- 4. Awards  
Awards are determined by the head coach.
- 5. Insurance  
Any student participating in a sport must be covered under an insurance plan. If the family does not have a plan, the athletic director can recommend an insurance carrier.

**PARENT/STAFF COMMUNICATION**

Involvement requires commitment for students, parents, coaches, advisors. To be successful, communication must happen.

**Communication You Should Expect From Your Student's Coach**

- 1. When and where are practice and contests?
- 2. What is the coach's philosophy?
- 3. What are the expectations the coach has for all the players on the squad as well as your student?
- 4. What is required to be a part of the team, i.e.-fees, special equipment, off-season conditioning?
- 5. When your child is injured during participation?
- 6. Any discipline action of your child that results in removal from participation.

**What Are Appropriate Concerns To Discuss With Coaches?**

- 1. The treatment of your child, mentally and physically.
- 2. Skill improvement and development.
- 3. Concerns about your student's behavior.

**What Things Are Not Appropriate To Discuss With Coaches?**

- 1. Playing time
- 2. Team strategy
- 3. Play calling
- 4. Other student/athletes

**Communication Coaches Expect From Parents**

- 1. Concerns expressed directly to the coach.
- 2. Notification of any schedule conflicts well in advance.
- 3. Support towards the commitment of the program.
- 4. Be sure your student is at practice on time.

**If You Have A Concern To Discuss With A Coach, What Procedure Should Be Followed?**

- 1. Make an appointment with the coach.
- 2. If the coach cannot be reached, call the Athletic Director to set up a meeting.
- 3. Please do not attempt to confront a coach before, during, or following a contest or practice.
- 4. These are emotional times for both the parent and the coach and this period does not promote objective analysis of the situation.

**What Can A Parent Do If The Meeting With The Coach Did Not Provide A Satisfactory Resolution?**

- 1. Call and setup an appointment with the Athletic Director to discuss the situation.
- 2. At this meeting the appropriate next step can be determined. We are continually attempting to improve communication with the students and parents. For our programs to be truly successful it is necessary that everyone involved understand the direction the program is headed. \*\*\*\*\*

The 2016-2017 Jefferson Area Junior/Senior High School Calendar is available online. This calendar is subject to change. Please check the school's web page at [www.jalsd.org](http://www.jalsd.org) and click on the Calendars & Events link for the All District Calendar Online for up to the minute school events.

## **School Evacuation Student Pick up Information**

The Jefferson Police and Safety Forces have identified the locations below should there be an emergency situation which requires that students be evacuated from all the school buildings to off campus sites.

- Jefferson Elementary- Nazarene Church
- Jefferson Junior High- Jefferson Police Department
- Jefferson Senior High- Methodist Church

In the event of an evacuation situation to these sites, please do not come to the school. Parents will be notified by robo-call, posting to the school website, and by school email should they need to pick up their students.

## Jefferson Area Junior/Senior High School Handbook

Parent and Student,

This is to certify that we have reviewed the handbook and that we understand that each student will follow its rules. The rules are needed to provide a safe and rewarding learning experience for our students during this school year. Please return this form with your signatures to your first period teacher by Friday, August 19, 2016. If you would like a paper copy, please contact the high school office.

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Parent Signature

Date

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Student Signature

Date