



# JEFFERSON TWP LOCAL SCHOOLS STUDENT HANDBOOK AND CODE OF CONDUCT

## *This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## **Non-negotiables:**

Create an environment that is clean, safe, and conducive to teaching and learning.

Standards-based instruction every day, in every class, from bell-to-bell!

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## **JEFFERSON TOWNSHIP LOCAL SCHOOL DISTRICT**

We have high expectations for all students and our primary mission is teaching and learning. To accomplish that, we must create a school environment that is clean, safe, and conducive to learning. Our Student Handbook and Code of Conduct will help ensure that education takes place in a safe and orderly environment.

Students have the right to a free public education, but they are responsible for complying with the rules and regulations of the school district and the instructions of all school district personnel. They must accept the authority of the faculty and school district officials on school property and at school-sponsored, off-campus events. Failure to meet those responsibilities will be cause for disciplinary action.

### **Jefferson Township Local Board of Education**

**Mr. C.V. Mitchell, President**

**Mr. Emmett Orr, Vice-President**

**Rev. Cuttino Dargan, Parliamentarian**

**Ms. Septemberlyn Daniel**

**Dr. Vilma Helms,**

#### **FOREWORD**

This student handbook and code of conduct is based on our Board of Education policies and was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This plan for discipline not only conforms to district policy, but to the state and federal statutes as well. This handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. The last page of this handbook is an acknowledgement page. We are asking students and parents to list their name, the date and provide their signature. This page is to be removed from the handbook and returned to the school.

#### **MISSION OF THE SCHOOL**

It is the aim and responsibility of Jefferson Township Local Schools to foster a positive learning environment that enables students to grow mentally, morally, socially and physically. The students shall be able to compete favorably with others by performing basic skills, which we believe are necessary to be productive in our complex and changing society.

#### **VISION STATEMENT**

Jefferson Township Local Schools seeks to offer each student an education that will assist him/her in developing their maximum potential to prepare for a place in society. We believe our students are our most valuable resource.

### **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person, who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin, has the right to file a complaint. Complaints and/or questions should be directed to the office of the Superintendent.

Complaints will be investigated and a response provided to the person filing the complaint in a timely manner. The Superintendent can provide additional information concerning equal access to educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

### **STUDENT RESPONSIBILITIES**

The school's rules and procedures are designed to allow students to be educated in a clean, safe, and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program.

- Adult students (age 18 or older) are expected to follow all school rules.
- If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and, whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The school however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, on file in the school office. Students with specific health care needs should alert the school regarding those needs, in writing and with proper documentation by a physician, to the school office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the school district in which they live, unless enrolling under the districts open enrollment policy. All enrollments are done at the Board of Education Office.

Students that are new to Jefferson Township Local Schools are required to enroll with their parents or legal guardian. When enrolling, parents must provide copies of the following:

social security card

a birth certificate or similar document,

court papers allocating parental rights and responsibilities, district of residence or custody (if appropriate),

proof of residency (current DPL bill, rent/lease agreement),

proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment regular.

Students enrolling from another state sponsored school must have an official transcript from the sending school in order to receive credit from that school. Central Office will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another school may be temporarily denied admission to the District's schools during the period of suspension or expulsion, even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled (or otherwise removed for disciplinary purposes) from a public school in another state, and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal, or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. All students leaving early must sign out in the office and will not be permitted to hang out on school grounds.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school without parental consent shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if he/she is under the age of eighteen (18).

If a student plans to transfer to another school, the parent must notify the principal. School records will be transferred within fourteen (14) days to the new school district.

### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent, in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school has made the form available to every parent at the time of enrollment.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the main office.
- D. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers.



Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

—If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- H. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

#### **Non-prescribed (Over-the-Counter) Medications**

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization.

Using the appropriate form available in the office, parents may authorize the school to administer a non-prescribed medication. The parent may also authorize on the form that their child:

may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is filled out and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the school psychologist.

## **STUDENT RECORDS**

Many student records are kept by the teachers, counselors, and administrative staff. Student Records include – directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the

release of such information. An annual notice will be sent out notifying parents and adult students what information will be considered directory information with instructions on how to prohibit its release.

## **STUDENT RECORDS**

## **POLICY 8330**

The educational interests of the student require the collection, retention, and use of information about individual students. At the same time, the student's right of privacy and other rights mandate careful custodianship and limitations on access to student records.

The Board of Education is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government are necessary and relevant to the function of the School District or specifically permitted by this Board may be compiled by District employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information or as otherwise permitted by law.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students (eighteen (18) and older), parents may be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" including, but not limited to those officials with legitimate educational interests.

### **The Board authorizes the administration to:**

- A. forward educational records upon request to a school in which a student of this District seeks or intends to enroll;
- B. provide "personal-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law.

## **TRANSCRIPT REQUESTS**

Student documents are to be legally protected. In order for Jefferson High School to ensure the security of student records, the subsequent procedures will be followed:

### **Student copy**

A student may receive a student copy of his or her transcript by filling out a counseling referral form (lobby of the main office), and putting it in the counselor's mailbox.

### **Parent copy**

Parents can receive a parent copy of a student's transcripts with identification, such as a driver's license. If one desires the transcript to be mailed, send a request in writing including the student's name, social security number, parents name, and receiving address.

### **Official transcripts for college:**

Most colleges provide a form designated for the counselor in the application package, or on-line. Fill in student name and address portion only, then turn the form into the counselor (personally or counselor's mailbox).

The name and address of the college or university must be listed on the form, otherwise be sure to include it. The counselor will send the official transcript and other requested documents directly to the institution within two days.

### **Important points to keep in mind:**

Be sure to turn in requests to the counselor no less than two weeks before the application is due.

Some applications request that all material be sent together. This is to ensure materials are received by the deadline. It is acceptable and professional practice, however, for official transcripts and counseling forms to be sent directly from the Counselor's office. Companies, or agencies must fax a release form signed by the student, or graduate in order to receive any student data.

## **Graduates**

Must provide a written request which includes:

- Social security number
- Address of the agency to whom transcript is to be sent
- Name of parent/guardian to release information to (if applicable); parent/guardian must show identification when picking up records

Parent/Guardian must show identification when picking up records. When the request is completed, a receipt will be given.

## **STUDENT FEES AND FINES**

Class fees for high school students are as follows:

- 9<sup>th</sup> grade - \$25.00 per student
- 10<sup>th</sup> grade - \$50.00 per student

- 11<sup>th</sup> grade - \$50.00 per student
- 12<sup>th</sup> grade - \$100.00 per student

These fees help to cover a wide range of school expenses, such as instructional supplies and school activities (i.e. homecoming, prom, graduation etc.).

Fees and charges are determined by the cost of materials, freight/handling fees, and-add on fees for loss or damage to school property.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fees and/or fines charges may result in the withholding of the students grade card, and/or diploma. Furthermore, students who have outstanding school debts (fees/fines, etc.) will not be permitted to participate in graduation exercises.

Fees may be waived in situations where there is financial hardship.

#### **STUDENT FUND RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.

#### **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 is not responsible for their safekeeping and will not be liable for any loss or damage to personal valuables.

#### **MEAL SERVICE**

We are pleased that we will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2020-2021. All enrolled students of the Jefferson Township Local School District are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2020-2021 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application. Jefferson Township Local School District has long strived to provide our

students with the solid nutritional foundation they need to give them the best chance possible to learn and thrive as students. Also, Ala Carte items may be available. However, no student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

#### **FIRE AND TORNADO DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State.

#### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WDTN/TV CH 2	WGTZ/FM 92.9
WHIO/TV CH 7	WHIO/AM 1290
WKEF/TV CH 22	WRNB/FM 92.1
WRGT/TV CH 45	WYSO/FM 91.3
WING/AM 1410	WDHT/FM 102.9
	WMUB/FM 88.5

#### **VISITORS**

Visitors, particularly parents, are welcome at the school. However, additional measures are in place to strengthen student and staff safety at all times. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building who has not signed in or does not have a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience.

**Students are not permitted to bring visitors to school.**

#### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of a teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

#### **LOST AND FOUND**

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

#### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use before and after school. Office personnel will initiate all calls in the main office on behalf of a student seeking permission to leave school.

#### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

- The School has a central bulletin board located in the main lobby, which may be used for posting notices after receiving permission from the principal.

### **SECTION II - ACADEMICS**

The major focus of our school district is on teaching and learning. We offer standards-based instruction, everyday, in every class, from bell-to-bell. Our administrators and teachers aggregate and use student performance data to make certain that everything we do in the classroom is relevant to enhance student performance.

#### **SCHEDULES**

Schedules are provided for each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. **Any changes in a student's schedule must be handled through the building principal and/or school counselor.** It is important to note that some courses, which are requested by the student, may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules.

#### **ADDING/DROPPING CLASSES**

STUDENTS MAY NOT DROP OR ADD SUBJECTS WITHOUT THE PERMISSION OF THE PRINCIPAL AND/OR SCHOOL COUNSELOR.

**A SCHEDULE CHANGE WILL NOT BE PERMITTED IF IT MEANS UNDUE DISTURBANCE OF THE CLASS SIZE BALANCE BETWEEN SECTIONS THAT ARE OFFERED AT THAT TIME.**

### **STUDENT GRADING GUIDELINES AND PROCEDURES**

#### **Grade Point Average**

Grade point average (GPA) and total credits are managed by the Counselor's office and automatically calculated at the end of each year through a student data system. These calculations are used to determine grade level, graduation, and meeting entrance requirements for various Colleges and universities.

#### **Grading Periods**

Students shall receive a report card at the end of each 4-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

The grading system to be used is as follows:

<b>Letter Grade</b>	<b>Class Grade</b>	<b>GPA Calculations</b>	<b>Interpretation</b>	<b>Points</b>
A	90 – 100	3.5 - 4.0	Superior	4
B	80 – 89	2.5 – 3.4	Above Average	3
C	70 – 79	1.5 – 2.4	Average	2
D	60 – 69	.5 – 1.4	Below Average	1
F	0 – 59	.0 - .4	Unsatisfactory	0

"Incompletes" (I) will be given when a student's work for the quarter or semester is not complete. An incomplete must be removed by the time set by the teacher in the subject if the student is to receive credit for the subject. "Incompletes" should not be given at the end of the second semester.

### **AWARDING OF HIGH SCHOOL CREDITS**

Credits are awarded on a year basis, unless it is a semester course. If the required course credits are not made up by the following school year, the student will need to retake the course they failed.

Students who are failing will receive several notices prior to their final semester grade. It is imperative that parents stay in touch with teachers and the counselor regarding what steps can be taken to assist a student in passing his or her courses.

#### **Honor Roll**

The school through ceremonies, as well as on student report cards will recognize honor roll designations. The honors criteria are as follows:

Honors	3.0 (no D's or F's)
High Honors	3.5 (no D's or F's)

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

#### **Valedictorian/Salutatorian Status**

Valedictorian = student with the highest-ranking GPA.

Salutatorian = student with the second highest-ranking GPA.



A student must have been enrolled at Jefferson High School for three consecutive semesters to be considered the school's valedictorian or salutatorian. The valedictorian or salutatorian is not automatically given the right to speak at graduation. Any graduating senior wishing to speak at graduation may submit a speech to the Principal by April 30<sup>th</sup>. The Principal will then give those speeches to the Faculty Council. The Faculty Council will choose to interview students and to hear their speeches. The Faculty Council will determine what, if any, speeches will be made at graduation and by whom.

The grades of students transferring to the high school from a state sponsored school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed three (3) semesters.

Students entering the high school from non-state sponsored or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed three (3) semesters.

<b>GPA Calculation Chart</b>	
A+, A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

**JEFFERSON TOWNSHIP LOCAL SCHOOLS  
STANDARDS FOR GRADUATION**

The Ohio CORE (Senate Bill 311) curriculum is the standard expectation for all students entering ninth grade for the first time at a public or chartered nonpublic high school on or after July 1, 2010. A student may satisfy this expectation through a variety of methods, including, but not limited to, integrated, applied, career-technical, and traditional coursework.

**The stated purpose of the Ohio CORE are:**

1. To establish the Ohio CORE as the standard expectation for all students graduating from high school.
2. To prepare Ohioans to apply increased knowledge and skills to meet the demand of the 21st century.
3. To prepare high school graduates to succeed in their post-secondary endeavors including entry-level jobs, apprenticeships, military service and college.
4. To create stronger coordination between high schools and institutions of higher education in order to prepare students to take more challenging curriculum.
5. To reduce remediation at the college level.

**Jefferson Township High School students are required to earn 21 credits to graduate. The Ohio CORE mandates a Financial Literacy credit and a Fine Arts credit be included in the 21 credits necessary to graduate.**

**Financial Literacy**

The Ohio Core Amended Substitute Bill HB 311 requires every school district in Ohio to integrate economics and financial literacy with social studies classes or another class. Students will meet this graduation requirement by taking U.S. Government during their junior or senior year. There are nine different instructional topics that will be covered:

- 1.) Economic Decision Making and Skills
- 2.) Fundamentals of Economics
- 3.) Government and the Economy
- 4.) Global Economy
- 5.) Working and Earning
- 6.) Financial Responsibility/Money Management
- 7.) Saving and Investing
- 8.) Credit and Debit
- 9.) Risk Management

***STATE OF OHIO AND JEFFERSON TOWNSHIP HIGH SCHOOL***  
**GRADUATION REQUIREMENTS CLASSES OF 2019, 2020**

English 9, 10, 11, and 1 additional credit of English

4 credits of Mathematics including one unit of algebra II or the equivalent of algebra II.

1 credit of a Physical Science

1 credit of Biology

1 additional credit of Science

1 credit of U. S. History

1 credit of Fine Arts

1/2 credit of U. S. Government

1 1/2 credits of Social Studies elective

1/2 credit of Health

2 units of Physical Education (PE Waiver is allowed)

21 total credits

Passage, exemption, or alternative assessment on all 5 parts of the Ohio Graduation Test (OGT) – The Class of 2017 will be the last class to take this test.

## **HONORS DIPLOMA**

### **Regular Curriculum - must meet at least 7 of the 8 following criteria:**

- 4 credits of English
- 4 credits of Mathematics including Algebra 1, Geometry, Algebra 2, and another higher level course
- 4 credits of Science including Biology, Physics, and Chemistry
- 4 credits of Social Studies
- 3 credits of one World Language or 2 credits each of 2 World Languages
- 1 credit of fine arts
- 3.5 GPA or better at the end of 7 semesters
- Composite score of 27 on the ACT or combined score of 1210 on the SAT (Critical Reading & Math)

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## ***STATE OF OHIO AND JEFFERSON TOWNSHIP HIGH SCHOOL***

### **GRADUATION REQUIREMENTS**

#### **CLASSES OF 2020, 2021**

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- 1 credit of Biology
- 1 additional credit of Science
- 1 credit of U. S. History
- 1 credit of Fine Arts
- 1/2 credit of U. S. Government
- 1 1/2 credits of Social Studies elective
- 1/2 credit of Health
- 2 units of Physical Education (PE Waiver is allowed)
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***STATE OF OHIO AND JEFFERSON TOWNSHIP HIGH SCHOOL***  
**GRADUATION REQUIREMENTS**

**CLASSES OF 2018, 2019**

House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. As a result, the Class of 2017 (10th-graders in the 2014-2015 school year) will be the last students to take the current Ohio Graduation Tests. The new requirements take effect with the class of 2018 (ninth graders in fall 2014). Additionally, every student will have the opportunity to take a nationally recognized college admission exam free of charge in the 11th grade. The honors diploma remains another option for students.

**Complete Ohio Course Requirements**

**State Minimum**

English language arts 4 units

Health ½ unit

Mathematics 4 units (\* 1)

Physical education ½ unit (\*2)

Science 3 units (\*3)

Social studies 3 units (\*4)

Electives 5 units (\*5)

Other Requirements:

Economics and financial literacy

Fine arts (\*6)

**All students take end of course exams:**

- Algebra I (\*7) and geometry or integrated math I and II

- Physical science for 2018

- Biology for 2019

- American history and American government

- English I and English II

Students studying Advanced Placement (AP), International Baccalaureate (IB) or taking dual enrollment courses in physical science, American history or American government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

**New**

And meet one of the following three:

**1** Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.

**2** Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students to take the exam free of charge.

**3** Earn a State Board of Education-approved, industry-recognized credential or a state issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

\*1 Mathematics units must include one unit of algebra II or the equivalent of algebra II. Students on a Student Success Plan may be exempted from taking algebra II.

\*2 School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.

\*3 Science units must include one unit of physical sciences, one unit of life sciences and one unit advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Students on a Student Success Plan may be exempted from advanced study in science.

\*4 Social studies units must include ½ unit of American history and ½ unit of American government.

\*5 Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English/language arts, mathematics, science or social studies courses not otherwise required.

\*6 All students must receive instruction in economics and financial literacy during Grades 9-12 and must complete at least two semesters of fine arts taken any time in Grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

\*7 The State Board of Education may decide to include an algebra II end-of-course examination in place of the algebra I end of course exam beginning for students entering ninth grade on or after July 1, 2016.

### **Required Courses**

The new requirements did not change the current courses or number of course credits that students must complete to be eligible for graduation. See above course requirements.

### **Assessments**

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests.

The courses in which students take an end-of-course exam will be: English I and II, algebra I or integrated math I, geometry or integrated math II, physical science or biology, American history and American government. Beginning in 2015-16 districts may have the option to use the state end-of-course exams to replace their current course final exams and use the state's test as part of the class grade. This will help avoid double testing in future years.

Students can earn from 1-5 points for each exam, based on their performance.

5 – Advanced

4 – Accelerated

3 – Proficient

2 – Basic

1 – Limited

Students who take physical science, American history or American government as part of Advanced Placement, International Baccalaureate, college dual credit or Credit Flexibility programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score of three points per course exam toward the total points needed for graduation. Middle school students this year who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

### **Exam Retakes**

Students that score below proficient on an exam may retake it after they receive some extra help on the material. Students that score proficient or higher on an end of course exam can retake exams only if, once they take all the exams, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving some extra help on the material. The same rules apply to substitute exams, which may be used interchangeably with approved tests.

### **Graduation Points**

With few exceptions, students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma.

### **More Flexibility for Students and Families**

Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on a national college admission test. This assessment will be given to students free of charge in the fall of their junior year starting with the graduating class of 2018. Students also can qualify for graduation by earning an approved industry-recognized credential and achieving a workforce-readiness score on a related job skills assessment. The selection of those assessments is in progress.

### **Recognition of Student Achievement**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the Ohio Achievement/Graduation Tests.

### **Homebound Instruction**

Individual instruction will be provided for students who are unable to attend school because of an accident, illness, or disability. Such instruction shall be arranged when the required documentation is received from the student's doctor. For more information, contact the Counselor's office.

## **COMPUTER TECHNOLOGY AND NETWORKS**

The Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file

server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians 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, offensive, objectionable or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying - guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guideline as they apply to the use of the Network and the Internet for instructional purposes.

H.R 4577, P.L. 106554, children's Internet Protection Act of 2000 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended 18 U.S.C.2256 18 U.S.C. 1460 18 U.S.C. 2246

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

Students who violate school rules may lose the privilege to go on field trips.

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Jefferson High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the School District. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

#### **ATHLETICS**

Jefferson High School provides a variety of athletic activities in which students may participate providing they meet District and State eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Students must be in attendance at school the day they expect to participate in any extracurricular school activity at least ½ day.

#### **ACADEMIC ELIGIBILITY FOR ATHLETICS/EXTRA CURRICULAR ACTIVITIES**

High school students (grades 7 – 12) must be currently enrolled and must have been enrolled in a member school for the preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, which count toward graduation and have a 1.5 quarter grade point average.



A student not meeting the scholarship standards will not be eligible to participate in any extra-curricular activities until the required standards are obtained.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the individualized student's disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play and fair competition.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

#### **STUDENT EMPLOYMENT**

The School does not encourage students to take jobs outside of school that could interfere with their success in school.

#### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

### **SECTION IV - STUDENT CONDUCT**

#### **ATTENDANCE**

##### **School Attendance Policy**

Schools are responsible for teaching your child. But schools can't do their job if your child is absent. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities, which cannot be replaced by individual study.

- ❑ The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

**Students must be in attendance at school at least ½ day on the day they expect to participate in any extracurricular activities.**

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. 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. Furthermore, 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 fifteen (15) or more school days in one (1) school year. **After seven (7) days of absence for personal illness in a school year, the school shall require a physician's documentation (Board Approved: May 26, 2005).** Extenuating circumstances may be taken under consideration by the administration.

If a student is habitually or chronically truant and the student's parent has failed to improve the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual or chronic truancy can also result in:

- Ⓞ Providing a truancy intervention program for a habitual truant;
- Ⓞ Providing counseling for a habitual truant;
- Ⓞ Requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
- Ⓞ Notifying the Registrar of Motor Vehicles; or
- Ⓞ Taking appropriate legal action.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- Personal illness (a written physician's statement verifying the illness may be required)
- Illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- Quarantine of the home
- Death in the family
- Due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent

### **Notification of Absence**

If a student is going to be absent, the parents must contact the school by 8:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will notify the parents of the need for the child's attendance to improve.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Students who are absent/tardy with an excuse for more than 5 days in a grading period, regardless of the reasons, will be considered "frequently absent/tardy". If there is a pattern of frequent absence/tardy for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

During the next grading period, a "frequently-absent/tardy" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation will be made on his/her grading record concerning his/her frequent absence from school. Such a report may be provided to post-secondary institutions and/or possible employers.

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make-up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments.

- ⓪ Make-up work due to suspension must be completed
- ⓪ Students will be given the number of days of excused absence within which to make-up work.

During a period of extended absence (3 or more days) students should contact the principal to obtain assignments. If a student misses a teacher's test due to an excused absence, he/she may make arrangements with the teacher to take the test.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. **(Please refer also to "Truancy" on page 26 of this handbook.)**

No credit shall be given for any schoolwork not completed as a result of truancy.

## **TARDINESS**

### **Tardiness from Home**

Students who arrive at school after the starting time must report to the office for a tardy admission slip. The policy on tardiness permits students to be considered excused if their lateness in arriving is a result of important appointments, illness, or certain categories of emergencies, providing the school receives parental verification by telephone or note. All other tardiness is considered to be unexcused. Two common categories of tardiness, which are not excused, regardless of parental verification, are oversleeping and automobile trouble.

### **Penalties for Tardiness to School and/or Class**

The following penalties will be imposed for tardiness to school and/or class:

1 <sup>st</sup> Tardy	Warning
2 <sup>nd</sup> Tardy	Teacher assigned penalty
3 <sup>rd</sup> Tardy	After school detention
4 <sup>th</sup> Tardy	Office referral, After School Detention
5 <sup>th</sup> Tardy	Office referral, parent contact, Friday School assignment
6 <sup>th</sup> Tardy	Office referral, parent contact, possible out of school suspension

### **Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **CODE OF CONDUCT**

A major component of the educational program in Jefferson Township Local Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

Abide by national, state, and local laws as well as the rules of the school;

Respect the rights of others;

Act courteously to adults and fellow students;

Be prompt to school and attentive in class;

- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is clean, safe, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

### **STUDENT DRESS AND GROOMING CODE**

Students shall dress in such a manner that their clothing or appearance is not a source of distraction and that it does not endanger their safety, their health, or their physical well-being. Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress and grooming. To be proper for school, dress and grooming should be clean, neat and conducive to learning. Examples of appropriate and inappropriate dress and/or grooming are listed herein; this is not intended to be an all-inclusive list. It must be understood that final interpretations of appropriate dress and grooming will reside with the building principal and/or designees.

Students should consider the following questions when dressing for school:

- o Does my clothing expose too much? (No)
- o Does my clothing advertise something that is prohibited to minors? (No)
- o Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- o Is my midriff exposed? (No)  
Is my chest exposed? (No)
- o Am I dressed appropriately for the weather? (Yes)
- o Do I feel comfortable with my appearance? (Yes)

The appropriateness of the students dress and appearance is a matter of reasonable and mature judgment. Dress and appearance must not pose a threat to the health, welfare, or safety of the individual, or to other students. Clothes are to be worn appropriately. Pants and trousers are to be secured above the hips and in a neat fashion.

**Note: BOOK BAGS (PREFERABLY CLEAR)** will be allowed on campus. The following conditions or items of wearing apparel & book carrying apparatus will be considered as unacceptable within the building or on school grounds during school hours.

#### **No Student Shall Wear:**

1. Sunglasses (Any place on the body).
2. Sweatpants (no elastic bottoms or draw strings), athletic shorts and tops, (Those considered inappropriate by the building principal).

3. Hats, head coverings, headgear, scarves, headbands, bandanas, gloves or mittens, and/or sunglasses (unless directed by a doctor) are not to be worn. Heavy chains, studded bracelets, dog collars, and other articles which may be judged to be potentially harmful to the students and/or could be used as a weapon will not be permitted.
4. Halters tube-tops, bare midriffs, tank tops, Spaghetti Stringed, muscle shirts or mesh shirts.
5. Mini-skirts (Fronts & Backs of Skirts)
  - \* 2 1/2 inches from the top of the knee (front and back).
6. Shorts (unless below the knees)
  - \* 3 inches from the top of the knee (front and back)
7. Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd, or vulgar. Clothing that bears statements, slogans, images, or insignia that harass, threaten, intimidate, demean, or suggests violence, and that creates a reasonable risk of substantial interference of the educational process. Clothing that bears statements, slogans, images, or insignia advertising, promoting or depicting alcoholic beverages, tobacco products, or illegal drugs, and that creates a reasonable risk of substantial interference of the educational process.
8. Tattoos, slogans, insignia, buttons and other paraphernalia may not be worn or displayed if the message may reasonably be anticipated to create a disruption of the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
9. No visible body, facial, or tongue piercing will be permitted with the exception of ears. Extreme make-up and/or hair color will not be permitted. Make-up and hair color must be of a natural color or tone.
10. Inappropriate shoes, i.e., flip-flops, house slippers, rubber thongs, sandals etc. Students must wear shoes to school that are safe and appropriate for school environment.
11. Heavy winter coats, topcoats, starter jacket while in the building. Students are provided with lockers for coats and books.
12. Inappropriate clothing, i.e., skin-tight clothing (bicycle shorts or leggings without a proper length top.)
  1. Pants and shorts will be worn at waist level at all times. Sagging is not permitted.
  2. Toothpicks, straws, etc. are not to be displayed in the mouth.

15. Other wearing apparel considered unacceptable by the principal.

**Jefferson Junior High Uniform Policy**

The Board of Education approved the adoption of a uniform dress code at the start of 2002/03 school year. This policy is in effect for grades K - 8. Students are to wear the uniform the first day of school.

The Board of Education recognizes that some families might not be able to afford the proper uniforms. If a family needs assistance, The Board of Education will help purchase new or used uniforms. The parent/guardian will be required to fill out financial-assistance paperwork. The paperwork will be reviewed by the Board of Education, and a decision will be made on whether or not assistance will be given. The parent will be notified via mail about the decision.

**JEFFERSON JUNIOR HIGH UNIFORM WORKSHEET**

**SHIRT/BLOUSE/ TURTLENECK/POLO**

STYLE Long or short; w/collar; no emblem; nothing sheer  
COLOR White, powder blue, gold

**PANTS**

STYLE Uniform pant: No jeans, bellbottoms, cargo, zippered, sweats, baggies, stretch, capris, spandex, hip-huggers, form fitting  
COLOR Navy

**SWEATER/VEST (OPTIONAL)**

STYLE No emblem; solid color  
COLOR Navy

**BELT**

STYLE N/A  
COLOR Black, brown, navy (plain, no decorations)

**SHORTS**

STYLE Uniform shorts: mid-thigh length or longer  
COLOR Navy

**SKIRT/SKORT**

STYLE N/A (no more than 2" above knee)  
COLOR Navy

**JUMPER (OPTIONAL)**

STYLE N/A (no more than 2" above knee)  
COLOR Navy

**SHOES**

STYLE Any, except no sandals, open toe, open back, spikes or cleats  
COLOR Any

**SOCKS**

STYLE	Any
COLOR	White, blue, beige/khaki, brown

**TIES (OPTIONAL)**

STYLE	N/A
COLOR	Any appropriate

**NOTE:** Special areas may have other guidelines due to their situation.

***Students wearing/carrying items on the list above may either be sent home or disciplined by other appropriate procedures set forth in Board of Education policy.***

Students who are representing Jefferson High School at an official function or public event may be required to follow specific dress requirements. This applies to athletic teams, cheerleaders, bands, and other such groups.

**Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

**ZERO TOLERANCE**

The Jefferson Township Local School District will not tolerate any form of violent, disruptive, or inappropriate behavior, including excessive truancy.

**STUDENT DISCIPLINE CODE**

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, Friday or Saturday school assignment, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

**1. Use of drugs and/or alcohol**



A student will not possess, use, transmit or conceal, or be under the influence of, any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia.

If the principal has a reasonable individualized suspicion, he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

If a student refuses to take the test, she/he will be advised that such denial leaves the observed evidence of drug/alcohol use un-refuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

## **2. Use of tobacco**

The use of tobacco products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to purchase, any tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

## **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline set forth in Board Policy.

- Firearm is defined as 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 the federal Gun-Free Schools Act of 1994).

## **4. Use and/or possession of a weapon or dangerous instrument**

A weapon is any device, which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle.

## **5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on.

**6. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**7. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a serious crime and is considered a felony.

**8. Physically assaulting a staff member/student/person associated with the District.**

Physical assault of a staff member, student, or other person associated with the District, which may or may not cause injury will not be tolerated. Assault of a staff member may result in charges being filed and subject the student to expulsion.

**9. Verbally threatening a staff member/student/person associated with the District.**

Any statement or non-contact action that a staff member, student, or other person associated with the District believes to be a threat will be considered a verbal assault as well as profanity directed toward a staff member in a threatening tone.

**10. Misconduct against a school official or employee or the property of such a person, regardless of where it occurs.**

Examples of misconduct include but are not limited to harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

**11. Misconduct off school grounds**

**Misconduct is defined as any violation of the Student Discipline Code.**

Misconduct by a student that occurs off of school property but is connected to activities or incidents that occurred on property owned or controlled by the District.

**12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

**13. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

**14. Falsification of schoolwork, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action.

**15. False alarms and false reports**

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

**16. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

**17. Trespassing**

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the principal.

**18. Theft**

When a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the Principal. The school is not responsible for personal property, this includes, but is not limited to items such as pagers, cellular phones, CD players, walkman's, etc.

**19. Insubordination**

If given a reasonable directive by a staff member, the student is expected to comply. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

**20. Damaging property**

Vandalism and disregard for school property will not be tolerated.

**21. Persistent absences or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Penalties can range from detention to a referral to court and/or revocation of the student's driver's license.

**22. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

**23. Refusing to accept discipline**

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

**24. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior

**25. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**26. Use of electronic communications equipment by students**

Students may not be in personal possession of a paging device or electronic communication equipment (i.e., cell phones) during the instructional school day. However; students are permitted such communication devices (except pagers) during after school events. School employees shall confiscate any such communication device in violation of this policy. Students will be subject to the following consequences under the direction of the school principal.

- **First offense:** The parent is required to pick up the communication device.
- **Second offense:** The device is confiscated until the end of the current semester.
- **Third offense:** The device is confiscated until the end of the school year and disciplinary action is issued

**27. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

**28. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

**29. Disruption of the educational process**

Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

**30. Harassment**

The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

**Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

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

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

**NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the

characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District, or by third parties should make contact with the Superintendent or a staff member with whom you would be comfortable in discussing a matter of this kind.

School staff members will be available during regular school hours to discuss a student's concerns related to harassment, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may make contact the Superintendent either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If an investigation reveals that any harassment complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

### **31. Hazing**

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

### **32. Violent Conduct**

Committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property and the act would be a criminal offense if committed by an adult and results in serious physical harm to person(s) may result in expulsion for a period of up to one (1) school year.

### **33. Bomb Threats**

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

### **34. Pornography**

No student shall have in his/her possession or display to another person, any pornographic material.

### **35. Leaving School Premises**

No student (including adult students 18 years of older) shall leave the school premises during the school day or be absent from a scheduled class or period without permission from his/her teacher or from other school personnel with authority to excuse, or without another justifiable reason.

### **35. Truancy**

No student under eighteen (18) years of age shall be absent from school or from an assigned class or period without written authorization for such absence from a parent or guardian which is to be delivered to his/her homeroom teacher on the first day the student returns to school. If the student is over 18 years of age, he/she must provide in writing the reasons for the absence. Students missing individual periods without written authorization will be considered truant.

### **35. Computers, Software/On-line Services in Schools**

Students must follow all regulations for acceptable use of computers, software, local area networks and on-line services in the Board Policy Manual, students handbooks, as well as individual teacher instructions for use. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to interfere with other users' mail. Misuse will result in loss of users' privileges. Failure to do so may result in any or all of the following sanctions:

- Loss of access
- Additional disciplinary action determined

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible: informal and formal.



### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- Phone calls to parent/guardian
- Lunch time and/or after school detention
- In-school discipline
- Friday school
- Saturday school

### **In-School Discipline**

In School Suspension (ISS) takes place in school during the school. Any student who gets put out of ISS is subject to out of school suspension. The Friday school will be in session from 2:30 to 4:30 p.m. The Saturday school will be in session from 8:00 to 12:00 p.m.

Assigned students will attend a continuous four (4) hour period during which time they will permit one 10-minute break at 10:00 a.m. Each student shall arrive with sufficient educational materials to be busy during this four (4) hour study period.

A student missing any portion of his/her assigned time in In-School Discipline, Friday or Saturday School may be given an additional time to serve. Failure to timely serve may lead to suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to In-School Discipline, Friday School:

- o Students are required to have class assignments with them, and to work during the time period.
- o Students are not to communicate with each other unless given special permission to do so.
- o Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- o Students shall not be allowed to put their heads down or sleep.
- o No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- o No food or beverages shall be consumed.
- o Any student who has not passed all of the State Mandated Tests will be required to work on a study packet for one or more of the un-passed tests.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system.

### **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

#### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal [or assistant principal or other administrator] will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the Principal. The request for an appeal must be in writing.

During the appeal process,

- the student shall not be allowed to remain in school.

If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up schoolwork lost due to suspension. The student must complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the main office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

It is the student's responsibility to obtain the work, to do the work, and to give completed work directly to the teacher.

### **Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student and the parents. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), or no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent or the Superintendent's designee shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will receive written notice within one (1) school day of the imposed expulsion.

Within ten (10) days after the Superintendent's office notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will also be formal in nature with sworn testimony. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

### **Permanent Exclusion**

When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location;

This process is formal and will usually follow an expulsion with the proper notification to the parents.

### **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal [or assistant principal or other administrator] will make a decision whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

### **Search and Seizure**

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, knapsacks, gym bags, etc.) 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. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District, and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.

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

## **STUDENT RIGHTS OF EXPRESSION**

The District recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
  - 1. Is obscene to minors, libelous, indecent or vulgar
  - 2. Advertises any product or service not permitted to minors by law
  - 3. Intends to be insulting or harassing
  - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

## SECTION V - TRANSPORTATION

### **Bus Transportation to School**

The school provides bus transportation for students. The bus schedules and routes are available by contacting the transportation coordinator. Students will ride only assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change, and the principal approves.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and will assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

#### Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 10 minutes prior to scheduled stop; students who are late to loading zone must provide their own transportation
- stay off the road at all times while walking to and waiting for the bus
- line up single file off the roadway to enter
- wait until the bus is completely stopped before moving forward to enter
- refrain from crossing a highway until the bus driver signals it is safe
- go immediately to your assigned seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not board the bus. The bus will not wait.

#### During the trip

Each student shall:

- o Remain seated in your assigned seat while the bus is in motion
- o Keep head, hands, arms, and legs inside the bus at all times
- o Not litter in the bus or throw anything from the bus
- o Keep books, packages, coats, and all other objects out of the aisle
- o Be courteous to the driver and to other bus riders
- o Not eat or play games, cards, etc
- o Not tamper with the bus or any of its equipment.

#### Exiting the bus

Each student shall:

- o Remain seated in your assigned seat until the bus has stopped;
- o Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- o Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **Video Cameras on School Buses/In Building**

The Board of Education has authorized the installation of video cameras on school buses and in general common areas of school buildings for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

### **Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined informally or formally in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

### **Self-Transportation to School**

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- o Students under age eighteen (18) are to have a note from their parents granting permission to drive to school.
- o Students shall complete the Student Vehicle Form 5515 F1 and provide:
  - driver's license;
  - insurance certificate;
  - registration.

The student must obtain a permit from the main office and pay a non-refundable fee of \$5.00 for the entire school year.

If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

When the school provides transportation, students shall not drive to school-sponsored activities.

Unless written permission is granted by their parents and approved by the principal.

No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of the passenger students granting permission and approval by the principal.

Students who use cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body.

1. There is to be no “hot rodding”.
2. Cars are to be parked in designated areas and under no circumstances are to be driven at noon recess without special permission of the principal or superintendent. Any student violating the above rule may not be allowed to drive his/her on school grounds.
3. Students are not to go to the parking area or cars unless special permission is granted.
4. Students are not to loiter in parked cars before or after school.
5. Students are not to use cars for errands during school time unless given special permission by the principal or superintendent.
6. Students taking part in activities after school are not to move cars until the activity is over and they leave school.
7. All cars must be registered with the office.
8. The Board reserves the right to revoke the above policy or refuse any Student permission to drive.

## Jefferson Township Local School District

### Student Code of Conduct Violations:

**A. Category I: Minor Violations** (Category I violations are those actions that interfere with the normal operations of the school day for both students and school personnel.)

1. General classroom misconduct (sleeping included)
2. Tardiness to class or school (School site policy will be followed)
3. Continually unprepared for class; Refusal and/or failure to do work or participate in class
4. Eating/drinking in class (gum included)
5. Loitering in an unauthorized area
6. Cell phones, electronic devices, games, etc.
7. Name calling
8. No hall pass
9. Running, playing, or horseplay (hall or grounds) that may endanger self or others
10. Improper show of affection
11. Unauthorized sale of items (candy, etc.)
12. Other minor offenses (to include dress code violations)

Possible sanctions for Category I violations may include, but are not limited to, one or more of the following actions:

NOTE: All teachers are generally expected to deal with Category I violations in an appropriate manner prior to referring a student to an administrator (including parental contact and referral to guidance

counselor). The consequences listed below come into effect once the student has been referred to an administrator.

Referral 1 and 2: Warning and/or contact with the parent/guardian and ½ to 2 hour detention.

Referral 3 and 4: 1 day In-school Suspension or 1 to 3 day(s) Out-of-school Suspension.

**For Referral 5** and each additional referral, students may be assigned 1 to 3 day(s) Out-of-School Suspension. Once a student has accumulated a minimum of 5 days out-of-school suspension, he or she may be referred to a pre-expulsion hearing prior to being reinstated.

**B. Category II: Intermediate Violations** (Category II violations are those actions that are directed against other persons or their property. These actions may also endanger the health and safety of oneself or others.)

13. Minor theft and/ or vandalism (\$25 or less; restitution required)
14. Cheating (giving or accepting assistance; zero on work)
15. Abusive, profane, or obscene language, gestures, or material (student to student)
16. Forging or falsifying information (written or verbal)
17. Failure to report to an assigned area (cutting classes, leaving class without authorization, etc.)
18. Violation of the Jefferson Local School District Technology User Agreement Policy
19. Unlawful assembly
20. Disrupting a lawful assembly
21. Contributing to conflict or unacceptable behavior (instigating a fight, passing a derogatory note, etc.)
22. Minor disrespect (talking back, rolling eyes, etc.)
23. Gambling
24. Any activity that endangers self or others while at school

Possible sanctions for Category II violations may include, but are not limited to, one or more of the following actions:

Referral 1 and 2: 1 day In-school Suspension or 1 to 3 day(s) Out-of-school Suspension.

Referral 3: 3 days Out-of-school Suspension.

Referral 4: 5 days Out-of-school Suspension.

Referral 5: 10 days Out-of-school Suspension and referred for expulsion.

**C. Category III: Serious Violations** (Category III violations are those actions that display a lack of regard for school or district policies, as well as the rights of other students and school personnel.)

25. Possession or use of tobacco products or related paraphernalia (lighters, matches, rolling paper, etc.) while at school or school sanctioned events
26. Deliberate disobedience/refusal to obey school personnel (Insubordination, disruptive behavior, etc.)
27. Profanity used directly towards a staff member
28. Defacing school property
29. Trespassing by a suspended student
30. Major disrespect to school personnel
31. Theft (\$25 to \$99; restitution required)
32. Theft of a staff member's personal belongings or school property
33. Vandalism (\$25 to \$99; restitution required)
34. Threatening, bullying, intimidating, taunting, or harassing another student (verbally, physically, or written)
35. Leaving school grounds without administrative permission (also includes failure to sign out)
36. Early dismissal students transporting minor students from school without administrative and parental permission
37. Major inappropriate physical contact or inappropriate sexual gestures or references
38. Fighting at school, on the bus\*, or at any school sanctioned event (**First offense automatically starts at referral 2**)

Possible sanctions for Category III violations may include, but are not limited to, one or more of the following actions:

Referral 1: 3 to 5 day(s) Out-of-school Suspension.



Referral 2: 5 to 10 day(s) Out-of-school Suspension. (Recommendation for expulsion is an option)

Referral 3: Students will be assigned 10 days Out-of School Suspension and recommendation for expulsion. Law enforcement may be notified by school officials.

\* Note: Any student fighting on the bus will be suspended from riding the bus for a period of time ranging from two weeks until the end of the school year.

**D. Category IV: Severe Violations** (Category IV violations are those actions that violate state or local laws. In most of these situations the sheriff must be called.)

39. Use, transfer, or possession of dangerous weapons (including fake guns) or other items able to cause bodily harm
40. Sexual contact between students
41. Indecent exposure
42. Arson
43. Threatening, bullying, intimidating, or act of physical or verbal abuse to school personnel
44. Setting off false fire alarm
45. Use, possession, distribution, or sale of drugs, alcohol, non- alcoholic beer, or other controlled substances
46. Use of obscene or profane language, gestures, or material to students or school personnel
47. Invasion of privacy (includes molestation, areas off limits to that sex/gender, and any applicable violations)
48. Major theft and/ or vandalism (\$100 or more; restitution required)
49. Unprovoked physical abuse (student or students attack another student without provocation)
50. Gang attack (two or more students attack, threaten, or intimidate another student)
51. Possession, manufacture, or discharge of any type of bomb or facsimile/fireworks. Also includes the making of bomb threats.
52. Any violation which results in the sheriff being called.

Category IV violations will automatically result in a minimum of 5 days out- of-school suspension and a maximum of 10 days out-of-school suspension, a recommendation for expulsion, and, if necessary, notification of law enforcement.

**STUDENT HANDBOOK AND  
CODE OF CONDUCT  
ACKNOWLEDGMENT**

**JEFFERSON TOWNSHIP LOCAL SCHOOLS**

I have received a copy of the Jefferson Township Local School District Student Handbook and Code of Conduct. I have read and I understand all of the information contained in the document.

**STUDENT NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT/GUARDIAN NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**STUDENT'S**  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT'S**  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_