

# Jackson-Milton Elementary School Student Handbook 2022 - 2023



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North Jackson, Ohio 44451  
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<http://www.jacksonmilton.k12.oh.us>

**JACKSON-MILTON ELEMENTARY SCHOOL**

Elementary School Office (330)538-2257  
School District Website and Staff Email Addresses: [www.jmlocal.com](http://www.jmlocal.com)

**ADMINISTRATIVE STAFF**

Thomas E. Sullivan, Jr., Principal	(330) 538-2257 ext. 1402	tom.sullivan@jmlocal.com
Cyndi Smith, Secretary	(330) 538-2257 ext. 1400	cyndi.smith@jmlocal.com
Christine Ginnis, Counselor	(330) 538-2257 ext. 1403	christine.ginnis@jmlocal.com
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**SPECIAL SERVICES STAFF**

Kim Fisk, Director	(330) 538-2257 ext. 1204	kim.fisk @jmlocal.com
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**TRANSPORTATION SERVICES**

Darlene Pellin, Supervisor	(330) 538-2257 ext. 1406	darlene.pellin@jmlocal.com
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**CAFETERIA SERVICES**

Michele Jones, Supervisor	(330) 538-2257 ext. 1303	michele.jones@jmlocal.com
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**Procedures for Parents with Questions and/or Concerns**

<u>First Contact</u>	The child's teacher	Teacher's email listed on the District Website
<u>Second Contact</u>	Thomas Sullivan Principal	(330) 538-2257 ext. 1402 tom.sullivan@jmlocal.com

The principal has the authority to make a decision on any unforeseen situations or incidents not covered by this handbook or code of conduct. The superintendent shall be informed and, if necessary, appropriate action to amend this handbook shall follow with Board of Education approval.

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## Academic Calendar 2022 - 2023

August 29	Teachers' In-Service Day
August 30	Teachers' In-Service Day
September 5	Labor Day
September 6	Waiver Day - No Classes
September 7	First Day of Classes
September 7, 8, 9	Individual Kindergarten State Assessments
September 12	First Day for Kindergarten
October 13	Parent/Teacher Conferences
October 14	NEOEA Day - No Classes
October 17	Classes Resume
November 4	Waiver Day - No Classes
November 23 - 25	Thanksgiving Break - No Classes
November 28	Classes Resume
December 21	Last Day of Classes - Early Dismissal 1:00 pm Middle/High School 2:00 pm Elementary School
December 22 - Jan. 2	Christmas Break
January 3	Classes Resume
January 16	Martin Luther King Day - No Classes
January 17	Classes Resume
February 16	Parent/Teacher Conferences
February 17	No Classes
February 20	President's Day - No Classes
February 21	Classes Resume
March 10	Waiver Day - No Classes
April 3 - 7	Easter Break - No Classes
April 10	Classes Resume
May 29	Memorial Day - No Classes
June 9	Graduation
June 9	Last Day Early Dismissal - 2:00 p.m. 1:00 pm Middle/High School 2:00 pm Elementary School
	Unless it needs to be used as a contingency day.
June 12 - 16	Contingency Days

**Graduation Date: June 9, 2023**

### Grading Periods

1 <sup>st</sup>	September 6, 2022 to November 11, 2022
2 <sup>nd</sup>	November 14, 2022 to January 27, 2023
3 <sup>rd</sup>	January 30, 2023 to March 31, 2023
4 <sup>th</sup>	April 3, 2023 to June 9, 2023

### **Parent/Teacher Conferences**

**Thursday, October 13, 2022    Thursday, February 16, 2023**

## OUR STUDENT HANDBOOK

Our student handbook provides parents and students with the information, procedures and policies of our Elementary School. We ask that our students and parents take time to review and discuss its contents at the start of the school year.

The Board of Education, administrative team, and our staff strive for high academic and behavioral expectations. A close home and school relationship, built on mutual trust and

respect, is necessary to promote the best interests of our students receiving a quality education. Communication between the school and home is a key component to the overall success of a child's learning experience. The preceding page lists, for your convenience, the school administrative staff and other personnel, departments and phone numbers.

## 2. SCHOOL PHILOSOPHY

In today's society, the function of the school bears a greater responsibility than ever before. The philosophy of our school becomes even more complex because of the many goals, objectives, and concepts that are an integral part of today's educational process.

In order to achieve any purpose as to what Jackson-Milton Elementary School reflects in its staff, students and community; certain basic goals and objectives must be developed.

Our foremost goal, kept constantly in mind, is to educate the students under our charge to the best of their abilities and potentialities. We begin this task with instruction in the basics because they lay the foundation for other basic learning. We realize, also, subject matter cannot/should not be the only thing taught, nor can social sciences, science, or appreciation of fine arts. All of these must be integrated into a total educational pattern for the individual student to relate. This pattern must also reflect the moral, social, and physical development of each individual student.

In essence, the entire concept of our goals reflects caring and concern for the total well-being of the individual student. The teacher should never lose sight of this responsibility to teach and of the student's responsibility to learn. Although interaction between teacher and pupil should be pleasant and happy, standards must be kept in sharp focus.

Specifically, the basic objectives of Jackson-Milton Elementary School's Philosophy are as follows:

1. To develop sound, well-rounded citizens and instill in them sound and logical concepts and ideas to help them make definite contributions to society.
2. To develop skills, habits, and attitudes that will promote good mental and physical well-being.
3. To develop opportunities for varying interests, capacities, abilities and aptitudes.
4. To develop each student's intellectual capacity and potential, offering encouragement, motivation and praise.
5. To develop a positive self-concept in every student.
6. To be aware of our limitations and to evaluate ourselves on a continual basis.
7. To acquaint the child with the knowledge, skills, and attitudes necessary for making a career decision and being qualified for a career choice.

It is our concern and ever present desire to achieve success in all of the aforementioned goals and objectives. With continued dedication and determination of staff, students, parents, and the community of Jackson-Milton Elementary School, it is inevitable that success will surely be met.

### 3. DAILY PROCEDURES

**Arrival:** The Jackson-Milton Elementary School hours are from 8:40 a.m. – 3:30 p.m.

**Breakfast:** Students are permitted to enter the building at **8:15 a.m.** who are having breakfast. If students are not attending breakfast they will be permitted to enter the building at **8:25**. The students who arrive by bus will enter door **D**. Students who are dropped off will enter door **E**.

**Dismissal at close of the day:** All students are expected to go directly home after school is dismissed. Dismissal will be through the back door (**D**) for car riders and through door (**E**) for bus riders. Parents are asked to stay in their car and the student(s) will be walked to the car. If they are staying for a school related activity they must have a note with your permission and the principal must approve it. If you are planning on picking your child up before dismissal, please send a note to school with your child. They are still doing school related activities until the first bell rings for car riders at **3:20**. If you make a habit of picking your child up frequently please go to the office to sign a form and obtain a permanent pass so you will not have to sign your child out. This will prevent class interruptions. If you are not here by **3:25**, your child will be put on a bus. No child will be released to anyone who is NOT on the emergency medical form.

**Early Release:** All children are released from the building through the office. If there is a need for your child to be released early, please notify the office by sending a note with your child or calling the school offices as far in advance as possible. Parents are requested to come into the building to pick-up their child. The office secretary will call down and release your child to you once you have arrived. **No child will be dismissed from the building to a waiting car.** Children are released from school only to their parents or guardians, unless designated, in writing by same, to another authorized person(s).

**Car Riders:** *A note/email must be received in the morning for your child to not ride the bus in the evening.*

*(Cyndi.smith@jmlocal.com)* **A LACK OF A NOTE/EMAIL OR PARENT SIGN OUT WILL RESULT IN THE CHILD BEING PUT ON THE BUS. DO NOT** wait until dismissal time to notify the school of changes in arrangements for student's transportation home. Any such changes must be reported to the office by **1:00p.m.** to ensure your child is instructed correctly.

### 4. ATTENDANCE CALL OFF

**Authorized** absences are obtained by a parent/ guardian calling **330-538-6264** by 9:00 a.m. of the first day a student is absent. An answering machine will answer this number 24 hours a day. The parent/guardian is to give the student's name, grade and reason why the student is absent.

### 5. ATTENDANCE POLICY

It is important for every student in Ohio to attend school every day. Missing too much school has long term, negative effects on students, such as lower achievement and graduation rates.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills, (Ohio Dept. of Education, HB410, July 26, 2019).

#### Strategies to reduce student absences:

1. Notification of student absence to parent or guardian.
2. Development of an absence intervention plan including supportive services for students and families.
3. Counseling
4. Parenting Education Programs.
5. Mediation
6. Intervention and involvement of juvenile authorities; and
7. Referral for truancy, if applicable. (After 61st day of failed implementation of an absence intervention plan; or unless a child has been absent without a legitimate excuse for 30 or more consecutive hours (4.25 days) or 42 or more hours (6 days) in a school month during the implementation of an absence intervention plan.

#### Truancy:

Absent 30 or more consecutive hours (4.25 days) without a legitimate excuse; Absent for 42 or more hours (6 days) in one school month without a legitimate excuse; or Absent for 72 or more hours (10.25 days) in one school year without a legitimate excuse.

#### Legitimate Excuse: Medical, Court, or Funeral

1. *Within seven days of the triggered absence, three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team will occur*
2. *Within 10 days of the triggering absence, the student will be assigned to the absence intervention team.*
3. *Within 14 days, the district will develop the student's absence intervention plan.*
4. *If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.*

#### Excessive Absences:

Absent 38 or more hours (5.5 days) in one month **with or without** a legitimate excuse; or Absent 65 or more hours (9.25 days) in one school year **with or without** a legitimate excuse.

#### Legitimate Excuse: Medical, Court, or Funeral

1. *Parents will be notified in writing within seven days of triggering absence.*
2. *Students will follow the district's plan for absence intervention AND the student and family may be referred to community resources.*

#### Chronic Absenteeism:

Absent for 10 percent-92 hours (13 days) or more of the school year for any reason (excused or unexcused)

**Tardy time will be accumulated and counted toward HB410 requirements.**

**Categories the office will be keeping track of:**

- **Excused or Unexcused Absence**
- **Excused or Unexcused Partial Absence**

## **6. REASONS TO KEEP YOUR CHILD AT HOME**

Out of consideration for your child's health and the health of the other students and staff in our school, your child should not attend if he/she has any of the following:

- Any time your child vomits in the morning or in the night before the school day
- If your child is coughing to the extent that they would be disruptive
- If your child has a fever of 100 degrees or above
- If your child is diagnosed with a strep infection, he/she cannot come to school until at least 24 hours of medication is completed
- If your child's eyes are crusted upon awakening and they appear red, they should be checked for pink eye before coming to school
- If your child has diarrhea in the night or in the morning of a school day.

If you arrive late to school, report to the office to get a pass to go to class. **PARENTS ARE NOT TO TAKE THE STUDENTS TO THE CLASSROOM.** Every time a student is tardy they miss valuable instruction. It is the student's responsibility to complete any make-up work.

## **7. HEALTH CONSIDERATIONS & MEDICATION**

Students may experience temporary or chronic health conditions that impact their school day. Students who are experiencing symptoms of communicable disease including fever above 100, severe colds, sore throat, vomiting, diarrhea, eye inflammation, undiagnosed skin rash, or head lice should not attend school. **Students must be free of fever and vomiting, without medication, for 24 hours before returning to school.** Students with symptoms of communicable disease will be sent home and in some cases the parent or guardian may need to contact the student's healthcare provider for further evaluation before the student can return to school.

It is important to notify the school if your child has a chronic health condition such as asthma, insect/food allergies, seizures, diabetes or any other condition that may affect them during the school day.

## **8. CLINIC**

The Jackson-Milton Elementary Clinic is located on the first floor in the K-2 wing. The school nurse is here at least 3 days per week, but is on call at all times in case of an emergency. When a pupil becomes ill at school he/she should report to the clinic/office. The school is not permitted to administer aspirin or other medication, but the student may lie down for a while to rest. If the student is not well enough to return to class, the nurse/office will call the parent to come get him/her. Parents must come to the office to sign-out the student.

Protection of all students from communicable disease is important. Therefore, students who are ill with vomiting, diarrhea and/or fever (100.0 or greater) will not be permitted to attend school. Students must be fever free for 24 hours without taking fever-reducing medicine before returning to school. Students with communicable disease may be excluded from school following guidelines provided by the Ohio Department of Health.

**Please send a change of clothes to school** to be kept in the student's locker in the event of spills, falls, or illness.

### **Change to Health Requirements:**

Ohio Law requires that students be fully immunized before attending school. Also, booster shots are required to attend grades 7 and 12. If you have questions about the requirements, please speak to your child's health care provider or the school nurse.

The school nurse collects student health information each school year. This information is necessary for the nurse to contact parents in the event of an emergency or illness. The information also helps so that we provide safe care to our students. Please complete and return the Emergency Care Information sheet as soon as possible beginning each school year. Please call the school nurse if you wish to discuss important health information about your child. For more forms and information please see the school nurse's web page at <https://sites.google.com/jmlocal.com/jackson-miltonclinic/home>

## **9. ADMINISTRATION OF MEDICATION**

When it is necessary for school personnel to administer prescribed or over the counter medication the following guidelines are to be followed:

1. The school's official medication form must be completed by a licensed health care provider and also must be signed by parent/guardian. Forms can be picked-up in the office or can be found online on the school website.
2. All medications are to be brought directly to the office by a parent or guardian. Students are **NOT** permitted to transport medication!

3. The medication must be in its original container and have an affixed label including the students name, doctors name and telephone number.
4. Medication will only be given in the health room. Teachers are not to administer any medication including cough drops, etc. in the classroom.
5. Any student who distributes medication of any kind to another student is in violation of the School's Code of Conduct and will be disciplined.

## 10. VACATIONS

The length of absence due to vacation should be made clear to the child's teacher and principal. **The days a student misses for vacation is counted toward the total number of days absent without a doctor's excuse.** Make up work will be given upon return or can be asked for by the student in advance if it is available.

## 11. LEAVING SCHOOL

Students are not permitted to leave school grounds at any time during the school day without a permit from the school office. If your child must leave the building because of illness or any other emergency, parents must sign out the student in the school office. Persons picking up students must report directly to the office for them

## 12. EMERGENCY CONDITIONS AND SCHOOL CLOSING

The dismissal of school in case of an emergency is a decision made by the superintendent. Should inclement weather or some other circumstances require the cancellation of school, notification will be broadcast over local radio stations as early as possible and through the Parent Broadcast telephone communication.

**Should it be necessary to dismiss during the school day for an emergency**, such as electrical or heating problems, every precaution will be made to provide for the safety of the students. **Children should be instructed to know what to do should parents be away from home if an emergency closing should occur during the day.** An alternative site should be established in case parents are not at home.

## 13. PARENT BROADCAST: SCHOOL TO PARENT NOTIFICATION SERVICES

School-to-family communication is a priority for Jackson-Milton Elementary School. We strive to keep families informed of all events and news that affect the safety and academic achievement of our students. To help us improve how we communicate with our families, I am pleased to announce we will be using a parent broadcast again this year.

With the convenience of a parent broadcast, we can quickly contact all families-in a matter of minutes-with urgent and non-urgent news. We expect to use the service for school closings, delayed openings and early dismissals due to bad

weather. We will also contact you in case of a crisis at school, cancellations, re-scheduled activities and to send general purpose reminders. Since we have unlimited use of the service, we can greatly improve how we share important school information with you. All announcements will be sent to each family's primary phone number on file at school.

## 14. PARENT/TEACHER COMMUNICATION

Schools alone do not educate children. Education is a partnership between home and school. Parental involvement in the school's program often results in improved student achievement. Parental involvement indicated to children that education is important.

Some ways you can provide support are to:

- Indicate that school is important
- Encourage good attendance
- Visit with your children's teachers (by appointment)
- Call the school if you are concerned about a child's particular school experience
- Visit the teacher (by appointment) when children are not happy about school
- Find out why and work together to solve the problem
- Check homework for neatness and completeness (Do not do homework for children)
- Check with teachers for ways you can help your child
- Join the P.T.A.

## 15. PARENT CONFERENCES

We have scheduled conferences on the evenings of **October 13th and February 16th of the 2022-2023** school year. Please keep in mind that you do not have to wait until a scheduled conference day to meet with our child's teacher. You may call the secretary to schedule an appointment.

## 16. CHILD CUSTODY

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year.

It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of the complete court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school

environment. Concerns regarding custody and visitation should be directed to the school resource officer.

### 17. FEES AND FINES

A fee of \$25.00 is collected from each student at the beginning of the school year. If fees are not paid, after the first 9 weeks grading period, Progress Book will be blocked until the fees are paid.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. **However, a waiver must be signed and returned to the school. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.**

Fines occur when school property, equipment, or supplies are damaged, lost, or taken by individuals. **Free lunch eligibility does not exempt a student from paying fines.**

### 18. PROGRESS REPORTS/REPORT CARDS

Progress reports (progress reports) will be sent out the fifth week of every grade period. The teacher may send additional notices if deemed necessary. Report cards are issued once every nine weeks.

### 19. ELEMENTARY SCHOOL GRADING PROCEDURES

Report cards are issued to students at the conclusion of each grading period to reflect student progress during the period. Please sign the report card envelope and return to your child's teacher. Grades are as follows:

<b>A = 90 – 100</b>	<b>O = 90 - 100</b>
<b>B = 80 - 89</b>	<b>S = 70 - 89</b>
<b>C = 70 – 79</b>	<b>U = 60 - 69</b>
<b>D = 60 - 69</b>	<b>I = 0 - 59</b>
<b>F = 0 - 59</b>	

### 20. GRADING POLICY

Grades are averaged and determined by percentages each grading period. Yearly final averages are determined by using all 4 grading period percentages (add up all 4 grading percentages and divide by 4). A decline in any grading period can have a drastic impact on a student's final average. Final averages are used in determining if a child is promoted or retained.

### 21. HOMEWORK

Students at the Jackson-Milton Elementary School are expected to spend some time on their lessons at home. Every student should find a quiet spot and have a planned time for studying. Even if the teacher does not make a specific assignment, a student should be reviewing his/her lessons at home. Parents are encouraged to become involved and help their children.

### Each grade level has their own homework policy.

#### Guidelines for grading

1. A grade a week is expected to be recorded in the grade book for each subject for each student.
2. An academic report (progress) will be sent home to all students every grading period.
3. Academic Progress Reports will be sent home at the end of the 5<sup>th</sup> week.

### 22. PROMOTION AND RETENTION

The teachers and administration have the right to retain a student if deemed necessary. The team will utilize evidence and data as well as current legislation to determine if it is in the best interest of the child to be retained. **Any student who fails two or more academic core subjects may be retained.**

**Kindergarten- Grade 2** – Teachers and the Principal will decide grade placement.

**Grade 3** – As per current legislation – 3<sup>rd</sup> Grade Guarantee.

**Grade 3-5** – Final grade average of an “F” in any two major subjects: ELA, Math, Science or Social Studies.

### 23. HONOR ROLL

Students receiving all A's and B's in all subjects are on the Honor Roll. Children in grades 3-5 will be recognized at the end of the year awards assembly for honor roll status attained throughout the entire school year. Grades K-2 teachers have the option to give classroom Honor Roll awards if they so choose.

### 24. TECHNOLOGY ACCEPTABLE USE POLICY STUDENT VERSION

Jackson-Milton Local School District

#### RULES OF ACCEPTABLE USE

- 1) **Services** (computer use, Internet access, email accounts, student web pages) provided by Jackson-Milton Schools are to be used for **school work only**.
- 2) Your school computer accounts are your responsibility (i.e. **you are responsible for actions taken that are logged to these accounts**). If you believe your account (computer, Internet, email, webpage) is being used by someone other than yourself, inform your principal or the Technology Coordinator immediately. Any activity deemed to be in violation of the Student Handbook may result in disciplinary action (see below).
- 3) You are the **ONLY PERSON** that is to **know your account(s) password(s)**.
- 4) You **MAY NOT ACCESS** any networked computer without permission (i.e. **“hacking”/ “cracking”**). Students **MAY** use networked printers and assigned storage drives.



5) Your accounts and web pages will be **deleted** if you are no longer enrolled at Jackson-Milton Schools.

6) Your teachers reserve the right to assign **special privileges** that are subject to the approval of the building principal and Technology Coordinator.

7) Your computer use, network access, Internet access, web page and email account are the **property of JM local schools**. They may be **monitored at any time** and for any reason deemed appropriate by a school administrator. A school administrator will NOT monitor the pre-mentioned activities without a valid reason or suspicion of wrongdoing.

8) The use of email accounts, school assigned web pages or district owned computers to **threaten or menace** others is strictly prohibited as is the use of these facilities to **commit a crime** or to **violate any other school policy**.

9) **Specifically, Forbidden Computer Practices** include bypassing or attempting to bypass school security programs and/or internet content filtering and the **installing of ANY executable file** (video games, proxy programs, BAT/COM files for example) or malicious file (viruses, spyware, vandalism).

10) **STUDENT PRINTING (2020-2021)**: Students are restricted to **PRINTING SIX PAGES PER DAY** (30 pages per week). Further, the **PRINTING** of materials that are deemed, by the school principal, as **“not related to school work”** will result in the fee of \$.25 per page printed.

## 25. CELL PHONES

**Students are not permitted to bring a cell phone to school.**

## 26. STUDENT VALUABLES

Students are cautioned not to bring any money to school. If they wear glasses or watches, they are to keep track of them at all times. Students, not the school, are responsible for their personal property. Toys, radios, iPads, tablets, electronics, any type of cards (baseball, football, basketball, Pokémon and Magic), etc. are not permitted to be brought to school. If any of these items are brought to school, a parent must come to pick them up.

## 27. FIRE, TORNADO DRILLS, and LOCKDOWNS

State law requires fire and tornado drills as well as the new safety and security lock-down drills to be held on a regular basis. Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Students are not permitted to talk during a drill and are to remain at least 50 feet away from the building until the

signal is given to re-enter. In case of a tornado drill, students will go to their assigned areas.

## 28. TEXTBOOKS/WORKBOOKS

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks/workbooks will result in fines. Lost textbooks/workbooks must be paid for and replaced immediately. The fines for these books must be paid to the office at the time of the damage or loss. Texts should be numbered, identified, and covered by the owner with teacher assistance.

If the school property is lost, damaged and/or destroyed, the student's family must make restitution for this, whether the action is accidental or on purpose.

## 29. SCHOOL LOCKERS – SEARCH AND SEIZURE

**Lockers supplied by the school and used by the students are the property of the Board of Education.** Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches may include the assistance of dogs trained to detect the presence of drugs. Failure to comply with a reasonable search will be considered insubordination.

## 30. SCHOOL BUS HEALTH & SAFETY REGULATIONS

School bus transportation is a privilege. A safe and efficient school bus program calls for teamwork by students, parents, bus drivers, teachers and principals. Without teamwork, a school system must risk what it cannot afford to risk...**Injury.**

All students and parents/guardians are requested to read and to comply with the following rules and regulations for safe and efficient transportation.

1. All students must arrive at their designated bus stop 5 minutes prior to their scheduled pick up. If a student is not at their scheduled bus stop the school bus will not stop.
2. Students must stay off the road at all times while waiting for the bus. Students are expected to conduct themselves in a safe, proper manner while waiting for the school bus. No throwing of any objects at cars or buses.
3. Students must wait until the bus comes to a complete stop before attempting to enter or leave. Students that must cross in front of the bus shall walk 10 feet in front of the school bus. **Students must wait until the driver signals them to cross.**
4. Students entering the school bus must go directly to an available or assigned seat. Students must remain seated at all times. They are to remain seated until the bus comes to a complete stop.

5. In the event of an emergency situation, all students are to remain on the bus unless instructed otherwise by the driver.
6. Students are to keep all portions of their bodies in the school bus at all times. Students are to remain out of the aisle along with their book bags, coats, and all other objects that they have with them. Students may carry on the bus only objects that can be held in their laps. Absolutely no live animals, glass, heavy objects and/or flammable fluids are permitted on the school bus.
7. Pupils must board and/or depart at their designated school bus stop.
8. The bus driver is the responsible authority on the school bus. The school bus driver has the right to assign seats.
9. Changes in school bus stops will NOT be allowed via a note from a parent or student. Students will not be permitted to ride a school bus other than their own. Changes may be granted in emergency situations.
10. Students must face the front of the school bus at all times.
11. For safety and cleanliness, food and drink are prohibited.
12. Pre-school students must have an adult put them on the school bus and take them off the school bus.
13. Students will not damage or deface the school bus in any way.
14. Students will not engage in noisy or boisterous conduct, which might distract the driver.
15. Students will not use profane or indecent language or gestures.
16. Students will not tamper with emergency windows, doors and/or safety devices.
17. Students are NOT permitted to use any electronic communication devices. They are to be stored away at all times. If they are in sight they will be removed from the student and turned into the principal.
18. Smoking or the use of any type of tobacco products, alcohol, or any illegal substance is prohibited.
  1. No harassment of students, name calling, pushing, shoving, hitting or fighting.
  2. No throwing objects out of the bus windows or at another student or at the driver.
  3. Students should not talk to the driver while the bus is in operation unless it is an emergency. If they need to speak to the driver they need to wait until the bus is stopped at the school or their designated bus stop.
  4. Students must maintain silence when the bus is stopped at railroad crossings and during an emergency situation.

### 31. VOLUNTEER/VISITATION POLICY

No person(s) other than Jackson-Milton Elementary students, teachers and employees of the Jackson-Milton Board of Education are permitted in the school building without first

reporting to the office and checking in. All volunteers/visitors must follow this procedure. Each volunteer/visitor must report to the office upon entering the building and sign in with your driver's license, and receive a visitor's badge.

### 32. PTA

The motto of our PTA is: Children First. The PTA consists of many parents, teachers, and administrators, whose main goal is our children. We have had various activities over the years to fund many purchases that will improve our children's education. We have sponsored many events that help to bring parents into the school building to see what your child does on a regular basis. We have brought many guests into our building, which have new and exciting things to tell and teach our children. It is an organization that has many rewards. Smiling faces on our children are our biggest rewards of all. Volunteers are always needed. If you would like to become a member of our team, please stop in the office for more information. You do not need to have a student in our building to belong to the PTA.

### 33. LUNCH PROCEDURES

The Jackson-Milton Elementary school cafeteria serves nutritious lunches. Students who desire to carry their lunches may purchase milk. Breakfast can also be purchased each day before school. Students are expected to keep their tables and the cafeteria floor clean and to empty their trays in the correct containers. Free or reduced price breakfast/lunches are provided to those students who qualify. Special forms and arrangements for this service are handled by the Principal and are kept confidential.

### 34. CAFETERIA RULES

All students will enter quietly. Students carrying lunches have the option to purchase milk then be seated.

#### Guidelines for lunch include:

- a. Walk to the lunchroom
- b. No overcrowding at tables—basically 10 per table—and they will be assigned a seat.
- c. Students must show respect to everyone
- d. Students must be seated while eating and drinking
- e. Each student is responsible for throwing away his/her trash.
- f. Students must sit at the same table all period and must be dismissed by a monitor at the end of the period
- g. Students will conduct themselves in the proper manner by speaking in a low tone, not throwing food, and remaining seated. Students needing assistance will raise their hand for teacher attention.
- h. No food is to be removed from the cafeteria.
- i. Students will leave the cafeteria early with permission.
- j. Students **will not be permitted to charge a snack.**
- k. Students are **NOT permitted to share food due to safety concerns for our students. Many students have food allergies and intolerances.**

### 35. PLAYGROUND

Students may be able to use the playground during regular school hours and during fair periods of weather. Students will not be permitted on the playground when raining or when the cold weather occurs (temperature/wind chill is below 20 degrees). Rules and regulations for playground use are to be followed at all times by the students:

- Students will enter and exit in an orderly manner under the supervision of the teachers.
- Students will properly use the equipment.
- Students are to remain seated on the swings.
- No roughhousing is permitted. Football is forbidden.
- Students are not permitted to chew gum or eat candy on the playground.
- Students must remain in the playground area and not leave without permission from the teacher on duty.
- Students are to be polite, courteous and take turns using the equipment.

Any child who cannot follow the rules of the playground may have the following consequences: Verbal warning, Time out (5 minutes), or Write-Up on a discipline form. A child breaking a rule will start fresh each day.

### 36. PLAYGROUND SAFETY

The following rules are to be followed by children to insure their safety on the playground.

#### FOR SLIDES:

- Go up the steps of the slide. Don't climb up the sliding surface.
- Hold on with both hands going up the steps of the slide. Take one step at a time.
- Keep at least one arm's length between children.
- Slide down feet first, always sitting up, one at a time.
- Be sure no one is in front of the slide before sliding down.
- Be patient; wait for a turn without pushing or shoving
- Leave the front of the slide after completing your turn.

#### FOR SWINGS:

- Sit in the center of the swing. Never stand or kneel.
- Hold on with both hands.
- Stop the swing before getting off
- Walk around a moving swing—not too close to the front or back.
- Have only one person on a swing at a time.
- Never swing empty swings or twist swing chains.

#### FOR CLIMBING EQUIPMENT:

- Use the "lock grip" for climbing and holding. Grasp bars tightly with finger and thumb.
- Never use the equipment when it is wet.

### 37. DRESS CODE

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.** Students must follow the **dress code** guidelines listed below or any Board of Education revisions adopted during the school year, please keep in mind that the principal will have the final decisions on what is appropriate:

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- While attending school or participating in any school sponsored activities, a student's dress and/or grooming will not disrupt the setting or constitute a health threat to the individual or other students.
- Students may wear shorts to school **until October 31<sup>st</sup>** and may **resume on April 1<sup>st</sup>**. Students may not wear spandex, cycling or swim suits. Shorts must be appropriate in length (fingertip rule) with no uneven or frayed hemlines. The principal will make the final decision.
- Students' upper body articles of clothing must cover the body from the shoulder to the waist: Sleeveless blouses and shirts are not permitted unless layered as outerwear. Shirts or blouses exposing midriff, backs, shoulders, undergarments, or with plunging/low-cut necklines are not permitted. **Midriffs must be covered when sitting, standing, or walking.** This applies to both boys and girls.
- Students may wear skirts and dresses they must be appropriate in length (**fingertip rule**). The Principal will make the final decision.
- Clothing may not contain inappropriate language or symbols (profanity, suggestive phrases, double meanings, whiskey, wine, beer, weapons, or drug advertisements, satanic symbols or language) are not to be worn.
- Students shall not wear pants that, when fastened, sag or hang (fit) below the waist. All pants must fit around the waist and be properly fastened.
- **Hoodies are permitted but the hood itself may not be covering the head during school hours.**
- All students are expected to wear shoes— **No high heels, sandals, flip flops or any type of water shoes are permitted.** Socks must be worn at all times. When a child wears winter boots during the cold weather months, please send a pair of school shoes with them to be worn during the day.
- **BODY PIERCING** – No earrings may be worn anywhere except the ear.
- **Students' hair must be of natural color.** Students are **not permitted to have a mohawk.** Hair styles should not distract from the learning process or cause any disruption.

### 38. CODE OF CONDUCT

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. **This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.** In addition, this Code of Conduct includes:

- 1) **Misconduct by a student that occurs off school district property but is connected to activities that have occurred on school district property; and**
- 2) **Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.**

The previous stated standard is general in nature and should be used as a guide by all students. The Code of Student Conduct includes, but is not limited to, the following areas of misconduct that will lead to disciplinary action; the final decision of any disciplinary action will be that of the principal or superintendent:

1. A student's behavior shall not cause or contribute to the **disruption** of any class, study hall, activity, function, or service provided or sponsored by the Jackson-Milton Local Schools Board of Education and **ALL employees**.
2. A student shall not violate the school district **Dress Code**.
3. A student must follow **reasonable requests** made by employees of the school district who shall have responsibility for instruction, supervision, or administration of any school sponsored course, program, event, or activity. This also includes those people who provide special services such as the nurse, bus drivers, custodians, secretaries, aides, club advisors, and coaches (when in performance of their duties).
4. A student shall show **respect** to other students, teachers, employees, or any other person while on the property or at an event regulated or co-sponsored by the Jackson-Milton Schools Board of Education.
5. A student may not possess and/or use any **electronic devices**. **All confiscated materials will be held in the office until the end of the day. After repeated offenses, items will be held for pick up by a parent/guardian.**
6. A student must show reasonable care in the use of **textbooks, equipment, supplies, and facilities**.
7. Students are expected to be **on time to class, shall not be truant from class, or depart a class**. Students must have a valid pass to be in the halls during class time.
8. Students must meet or attempt to meet the standards or requirements of their specific classes. Students are to attend and actively **participate in class**.
9. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be **cheating**. This includes, but is not limited to, copying others' assignments, quiz or test answers, and blatant **plagiarism**. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in disciplinary actions.
10. Students must **dispose of trash** and clean up any mess they create in the building or on school grounds.
11. Book bags, backpacks, and gym bags are to be used to bring books/clothing to and from school only. **They are not to be used during the school day from class to class** without special permission from the administration.
12. A student shall not engage in **over amorous** behavior.
14. **Continued repetition of minor offenses.**
15. **Failure to follow a reasonable request of an administrator.**
16. A student may not **vandalize** or cause damage to public or private property. Parents are liable for up to \$10,000 in damages to school property. (ORC 3109.09)
17. Students may not **fight** or deliberately **provoke** another student to fight. It takes two to fight. (Provoking is considered to be the student(s) texting comments or using other forms of social media to encourage the fighters or verbally going back and forth antagonizing the potential conflict.)
18. A student shall not **initiate or participate in a student prank** towards another student or district employee or participate in any activity which has the potential of **creating an unsafe condition**.
19. A student shall not incite or participate in any **action, activity, or unauthorized assembly** which by design or result disrupts the normal operation or atmosphere of the school and its program.
20. A student may not **remove or take** without permission, public or private **property**.
21. A student may not possess, use, conceal, distribute or sell any **tobacco product, lighter, matches, pipes, rolling papers, or e-cigarettes**.
22. A student shall not **bully, cyber-bully, harass, verbally or physically assault, threaten, or use abrasive and/or obscene language and/or gestures**. This shall include harassment of a sexual, ethnic, racial, religious, etc., nature and all forms of bullying and/or cyber-bullying that occurs during school hours on school property (including the school bus), at a school sponsored event, or disrupts the educational atmosphere of another student during school hours, regardless of the time and location the reported bullying/harassing occurs.
23. A student shall not **use abrasive and/or obscene language** in addressing a **staff member**.
24. A student shall not **use abrasive and/or obscene language** in addressing a fellow student.
25. A student **shall not leave the school building** without authorization and shall not be truant from school.
26. A student's conduct shall not violate **federal, state, or local laws**. A student who violates certain school rules should, therefore, understand that charges might be filed at any time during the disciplinary process.
27. A student may not possess, sell, or distribute **firearms, knives, chemical explosives, and other dangerous weapons** or any instrument that may be used for illegal activities. Report this immediately to a principal.
28. A student may not possess, use, conceal, be under the influence of, distribute, or sell **alcoholic beverages**,

**controlled substances, counterfeits**, or any items that may be used to consume illegal substances. Any alcohol or drug paraphernalia is also prohibited on school property.

29. A student shall not **threaten verbally or physically assault (actions that create fear, distress, or injury), a staff member or student.**
30. A student shall not **participate in any activities that may incite panic**, such as activating the fire alarms, false 911 calls, bomb threats, etc. This may include severe violations of the student internet agreement.

#### 39. DETENTION

Detention is provided as a penalty for minor discipline or infractions. Students will be assigned to a detention room by the teacher or principal.

Recess Detention is assigned as a consequence for minor infractions. The teachers will handle the Recess Detentions.

#### 40. BEFORE SCHOOL DETENTIONS

Before school detentions are given for infractions that are too serious for recess/lunch detention or because of an accumulation of other infractions but not serious enough for a suspension. Before school detentions are at 8:00 a.m. on Tuesday and Thursday morning. Once a student receives three before school detentions he/she will be given an in school suspension. If a student misses 2 detentions, the student will then be issued an in school suspension, or an alternative consequence.

Students serving detentions are there because of misconduct. Detention time is disciplinary in nature. All rules must be followed to avoid more serious disciplinary action.

1. **Students must report on time to be admitted.**
2. **Students will fill out a form about the behavior that caused them to have detentions.**
3. **No sleeping, talking, eating or other activities are permitted.**
4. **Students must follow directions of the supervisor and stay until dismissed to get credit for time served.**

#### 41. SUSPENSION

When a student has committed a serious infraction of school policy, or continues to disrupt the academic process, a suspension from school, or an in school suspension is in the best interest of the student and the school. In compliance with the law, a student will be granted an informal hearing. When suspended, the student will be advised of his/her right to appeal the decision and to be represented. During the suspension, the student is not to be on the school premises at any time and the student will receive a zero in all classes.

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#### 42. ASSERTIVE DISCIPLINE POLICY

The Jackson-Milton Elementary School has a building wide discipline policy for all grades.

#### 43. DUE PROCESS AND SPECIAL EDUCATION STUDENTS

Due process as prescribed by Public Law 94-142 will be granted to said students in the Jackson-Milton Local School District.

#### 44. BAND

Band is introduced on a volunteer basis to 5<sup>th</sup> grade. Band is a yearlong course. Once a family signs the band permission slip, given at the beginning of each school year, the child is enrolled in band for the entire school year.

#### 45. MUSIC

The Jackson-Milton Elementary School has a music education program for all grades from kindergarten to 5<sup>th</sup> grade. Students are introduced to vocal music and music theory throughout the year.

#### 46. PHYSICAL EDUCATION

Physical Education classes are required of all students of all grades. In order to be excused for medical or health reasons, A NOTE FROM A PHYSICIAN GIVING REASONS MUST BE ON FILE IN THE OFFICE. In case of a slight physical problem, the students should attend regular classes, but restrict his/her activities to their limitations which should be stated in a note from his/her parents.

#### 47. GUIDANCE SERVICE

All students in grades K-5 have a Student Guidance Program. The Principal, Teacher, or Parent can refer students for counseling.

#### 48. BIRTHDAY TREATS

**Children may bring a birthday treat as long as it is not food.** Pencils, erasers, and things of that nature are permitted. If a child's birthday falls during vacation, he or she may make arrangements with the teacher to bring a treat during the school year. Parents will not be allowed to deliver to the classroom. **Invitation to parties may not be distributed at schools.** Balloons and flowers are not permitted.

#### 49. PARTIES

There are three classroom parties during the school year sponsored by the PTA. These are held around Halloween, Christmas, and Valentine's Day. All games and refreshments are under the directions of the PTA room parents.

#### 50. OUTSIDE BEVERAGES

Students are NOT permitted to bring in Starbucks/DD/McDonald's beverages. The only drink permitted in the classroom is their water in a bottle.

#### 51. SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be to your regular teacher.

#### 52. Mahoning County Educational Service Center-Early Care & Education

Families interested in Preschool for their 3 and/or 4 year olds are encouraged to visit the MCESC Preschool Classroom in the Jackson-Milton Elementary School.

MCESC Early Care & Education Programs Include:

##### Disability Services:

Preschool is available and specialized for children with disabilities. Assessment, instruction and special services such as speech therapy, occupational and physical therapy are available at no charge.

##### Preschool and Extended Care:

Centers throughout Mahoning County-Private Pay and Subsidized Child Care Accepted – 20% Sibling Discount

Morning and Afternoon Classes are offered at JM Elementary. Classes operate Monday – Thursday.

##### Help Me Grow:

Home-based, developmental and supportive services for pregnant women and children birth to age three. Services include: FREE developmental screenings/evaluations, developmental information, play groups and more.

**Call MCESC at 330-533-8755 for additional information!**

#### BLUE JAY PLEDGE

I'm a Blue jay tried and true,  
I'll do my best in all I do,  
I'll listen and learn and play by the rule,  
So I'll be safe and sound at school

#### BLUE JAY MOTTO

Our Jackson-Milton Community will do our best to learn and get along with others.

#### FIGHT SONG

Jackson-Milton,  
Jackson-Milton  
We will win this game,  
And we'll fight for  
Blue and white  
And live up to our name,  
RAH! RAH! RAH!  
Jackson-Milton,  
Jackson-Milton  
Fight on for your fame.  
Fight fellows,  
Fight, fight, fight,  
To win this game

#### ALMA MATER

Dear Jackson-Milton High School  
We sing our praise to thee  
With joyful hearts our song rings out for loyal sons are we.  
We cherish all you stand for and strive to keep it so  
We'll fight to bring you victory wherever we may go.