Jackson-Milton Elementary School
(JMES)
Parent/Student Handbook
2025 - 2026

14110 Mahoning Avenue
North Jackson, Ohio 44451
Office Phone: 330-538-2257, ext: 1400
Office Fax: 330-538-2259
Student Call Off Number: 330-538-6264
District Website: http://www.jacksonmilton.k12.oh.us
District Facebook: www.facebook.com/jacksonmiltonk12

JACKSON-MILTON ELEMENTARY SCHOOL

MAIN OFFICE STAFF

Dr. Holly Welch, Principal/Asst. Super	(330) 538-2257 ext. 1400	holly.welch@jmlocal.com
Michelle (Shelly) Dennison, Secretary	(330) 538-2257 ext. 1400	michelle.dennison@jmlocal.com
Christine Ginnis, School Counselor	(330) 538-2257 ext. 1403	christine.ginnis@jmlocal.com
Char Baker, School Nurse	(330) 538-2257 ext. 1405	char.baker@jmlocal.com

SPECIAL SERVICES STAFF

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

TRANSPORTATION SERVICES

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

CAFETERIA SERVICES

Michele Jones, Supervisor	(330) 538-2257 ext. 1303	michele.jones@jmlocal.com

Procedures for Parents with Questions and/or Concerns

First Contact Your child's teacher, via the teacher's email found on our district's website or ClassDojo.

Second Contact Dr. Holly Welch, Principal (330) 538-2257 ext. 1400 holly.welch@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 2025 - 2026

August 25	Teachers' In-Service Day
August 26	Teachers' In-Service Day
September 1	Labor Day
September 2	Staff Prof. Development Day - No Classes
September 3	First Day of Classes
September 3, 4, 5	Individual Kindergarten State Assessments
September 8	First Day for Kindergarten
October 9	Parent/Teacher Conferences
October 10	NEOEA Day - No Classes
October 13	Classes Resume
November 3	Staff Prof. Development Day - No Classes
November 26 - 28	Thanksgiving Break - No Classes
December 1	Classes Resume
Dec. 22 - Jan. 2	Christmas Break
January 5	Classes Resume
January 19	Martin Luther King Jr. Day - No Classes
January 20	Classes Resume
February 12	Parent/Teacher Conferences
February 13	No Classes
February 16	President's Day - No Classes
February 17	Classes Resume
March 13	Staff Prof. Development Day - No Classes
April 3- 10	Easter Break - No Classes
April 13	Classes Resume
May 25	Memorial Day - No Classes
May 26	Classes Resume
June 5	Graduation Night
June 10	Last Day of School for Students
June 11 - 17	Contingency Days

Grading Periods 2025 - 2026

1st	**September 3, 2025 to November 7, 2025 (48 days)**
2nd	**November 10, 2025 to January 23, 2026 (41 days)**
3rd	**January 26, 2026 to March 27, 2026 (43 days)**
4th	**March 30, 2026 to June 10, 2026 (46 days)**

1. OUR STUDENT HANDBOOK

Our student handbook provides parents/guardians 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 so that they may receive a quality education. Communication between the school and home is a key component to the overall success of a child's learning experience. JMES invites the community to participate in school functions. The following pages list, for your convenience, important information that will help foster our school-home partnership.

2. DISTRICT GOALS & OBJECTIVES/EDUCATIONAL PHILOSOPHY/MISSION

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

Mission Statement: Our commitment is to partner with our families and community to empower Jackson-Milton students to be lifelong learners by promoting and maintaining high standards and expectations.

1. Education contributes to the continuous improvement of our democratic society and the cultures it encompasses through the development of concerned, contributing, and patriotic citizens.

2. The dignity and worth of the individual is respected. Each individual is given the opportunity to participate in our society to the best of his/her ability.

3. The educational program is conducive to the optimum intellectual, physical, social and emotional development of all youth.

4. Basic knowledge, skills, understanding, and appreciation, are necessary for full-life functioning.

5. All youth are introduced to the sciences, humanities, and the arts, and are provided the opportunity to pursue further studies in these areas. The District provides students with information necessary to function in a rapidly changing workplace.

6. The immediate and projected personal and societal needs of our youth receive continuous appraisal.

7. The development of self-appraisal skills, decision-making techniques and self-discipline by our youth helps them in assuming the responsibility for setting realistic immediate and long-range personal, academic and career goals.

8. The development of moral and ethical values on the part of youth is an important aspect of personal maturity for which the parents assume the primary responsibility. However, the schools strive to reinforce their efforts.

9. Continuous physical, mental and emotional growth and development is promoted through the maintenance of appropriate educational programs for youth.

10. Self-realization and self-expression are encouraged.

11. The educational program meets or exceeds the State Board of Education standards.

12. The development and implementation of a program of continuous evaluation based upon stated goals and objectives are necessary for effective program revision and improvement.

It is our concern and ever present desire to achieve success in all of the aforementioned goals and objectives. With the continued dedication and determination of staff, students, parents/guardians, and the community of JMES, 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, who are having breakfast, are permitted to enter the building at **8:15 a.m.** If students are not attending breakfast they will be permitted to enter the building at **8:25 a.m.** Students who arrive by bus will enter door **D**. Students who are dropped off via car, will enter door **E**.
Dismissal: All students are expected to go directly home after school is dismissed. Dismissal will be through the back door (**E**) for car riders and through door (**D**) 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 **3:15 p.m.** If you are not here by **3:30 p.m.**, <u>your child will be put on a bus</u>. 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/guardians 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: If your child is an everyday car rider, you will complete a form to receive "Daily Car Rider" paper. This pass is to be visible in the car when picking up your child. ***A note/email must be received in the morning for your child to not ride the bus in the evening. (michelle.dennison@jmlocal.com)*** **A LACK OF A NOTE/EMAIL OR PARENT/GUARDIAN SIGN OUT WILL RESULT IN THE CHILD BEING PUT ON THE BUS.** Please **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 **<u>2:30 p.m.</u>** 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.

Excused Absences:
These can be "medical" or "non-medical." In this case, the secretary was notified the day of the absence and the student brought in a signed and dated note from a physician. A court appearance is also acceptable. (with documentation) If notification the day of the absence is not feasible, within 48 hours of the student's return to school is acceptable. The only other way that an absence may be accepted, is if the emergency or other circumstances are deemed so by administration. All excused absences will not count toward the "Excessive Absence Policy."

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. Supportive services for students and families, such as school counseling, parent education programs, intervention and involvement of juvenile authorities; etc.
3. Referral for truancy, if applicable.

Ohio's Attendance Laws:

Please use the following website to find out more https://www.escneo.org/Downloads/ODE%20HB410%20Requirements2.pdf

If your child arrives late to school, please report to the office to get a pass to go to class. Each time a student is tardy, they miss make-up valuable instruction. It is the student's responsibility to complete any make-up work. **Tardy time will accumulate and be counted toward HB410 requirements.**

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.

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

JMES' Clinic is located on the first floor in the K-1 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 student 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 or guardian to come get him/her. Parents/guardians 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 classroom/locker in the event of spills, falls, or illness.

Health Requirements:
Ohio Law requires that students be fully immunized before attending school. Students new to the district and students entering kindergarten are required to provide immunization records upon entrance. The nurse will review the records and notify parents of any missing shots. Students are expected to obtain any missing shots in a timely manner or risk exclusion from attending school. Immunization Exemption requests will be referred to the school nurse. If you have questions about the requirements, please speak to your child's health care provider or the school nurse.

Please complete and return the Emergency Care Information Sheet, as soon as possible, beginning each school year. The school nurse uses the information on this form to ensure the safety of your child and to provide effective communication during times of illness or injury. 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

Elevator Pass - Students requiring use of the elevator due to physical restrictions/injury must provide a note from a health care provider requesting elevator use. A student helper is permitted to ride the elevator with the injured student.

9. ADMINISTRATION OF MEDICATION

Ideally, medications should be given at home by the student's parent. However, 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 or 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 student's name, doctor's 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 teachers and principal. A completed "Vacation Form" is required prior to the vacation. This form can be found on our district's website, and is used only to inform JMES of the absences. **These absences will be unexcused.** 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 or guardians must sign out the student in the school office. Persons picking up students must report directly to the office for them. **Time will be accumulated and counted toward HB410 requirements.**

12. EMERGENCY CONDITIONS AND SCHOOL CLOSINGS

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 or guardians be away from home if an emergency closing should occur during the day.** An alternative site should be established in case parents/guardians are not at home.

13. PARENT BROADCAST: SCHOOL TO PARENT NOTIFICATION SERVICES

School-to-family communication is a priority for JMES. We strive to keep families informed of all events and news that affect the safety and academic achievement of our students. We will continue using the Parent Broadcast telephone communication this school 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, canceled/rescheduled activities and to send general purpose reminders. 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 shows 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/school counselor for ways you can help your child
- Join the P.T.A.

15. PARENT/TEACHER CONFERENCES

We have scheduled conferences on the evenings of **October 10th and February 13th for the 2024-2025** 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, ProgressBook will be blocked until the fees are paid. Report cards are also held if fees are not 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 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. 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:

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

Explanation of Marks
M = Meets the standards
P = Progressing towards the standard
N = Needs improvement to meet the standard

Kindergarten & 1st Grade
We will be using a standards based report card:

3 Met the standard
2 Progressing toward the standard
1 Limited progress toward the standard

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, advanced or retained.

21. HOMEWORK

Students at JMES 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 and reading. Parents/guardians are encouraged to become involved and help their children with their schoolwork.

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 5th week.

22. PLACEMENT: PROMOTION, ADVANCEMENT & RETENTION

The teachers and administration have the right to retain a student if deemed necessary. The team will utilize data, as well as current legislation, to determine if it is in the best interest of the child to be retained, promoted, or advanced.

Kindergarten- Grade 2 – Teachers, Support Staff, School Counselor, and the Principal, will decide grade placement.
Grade 3 – As per current legislation – 3rd Grade Guarantee is applied.
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.

24. TECHNOLOGY ACCEPTABLE USE POLICY

STUDENT VERSION
Jackson-Milton Local School District

Rules of Acceptable Use:

Parents, please explain the following rules to younger students (though some rules will not apply to them).
1) Services (computer use, Internet access, email accounts) 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 any of your accounts are 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 knows your account(s) password(s). Keep it that way. Passwords are not to be changed unless expressly permitted by district administration.
4) You may not access any networked computer without permission (i.e. "hacking"/"cracking").
5) Your accounts and saved files 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. Such as the devices held by the district. These devices must be cared for. Subsequently, the devices must be used away from food or drink.
8) These devices and your email account(s) are monitored by software designed to keep students safe. This includes sites visited, searches, and keystrokes.
9) 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.
10) 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).
11) Theft and/or Vandalism will be prosecuted to the fullest extent of the law (in addition to regular school discipline).
12) Engaging in activities that cause disruption of regular school functions (i.e., using forums, personal email accounts and/or social networking sites including, but not limited to 'Twitter' 'Tik-Tok' 'Snapchat' 'Facebook' etc. to cause disruption of classes) is strictly prohibited even if the actions were taken off of school property and on a computer not owned by the district.
12) You are responsible for your own data. Though there are many layers of data preservation employed by the district to secure your data, you are ultimately responsible for your own backups (the saving of important files to a USB drive owned by the student is recommended).
13) Jackson-Milton is a Bring Your Own Device (BYOD) friendly school district. You MUST complete and return a "District BYOD Permission Form" in order to enjoy this privilege (on your own laptop/tablet/reader). Cellular phones and MP3 players may NEVER be used in the classroom or allowed to access the wireless network in our district.

25. CELL PHONES/SMARTWATCHES

Students are permitted to bring a cellphone to school. They must keep the cellphone in their book bag until after school hours. (including the bus) Students are permitted to wear a Smartwatch to school. The Smartwatch may not be used like a cellphone. If any of these items are confiscated, due to use during the school day, a parent/guardian must come to pick them up. More than one offense will result in a consequence too. The district is not responsible for lost or stolen electronic devices. (cubbies and lockers do not have locks on them)

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, electronics of any kind (tablets, Chromebooks, etc) and any types of cards (baseball, football, etc.), are not permitted to be brought to school. If any of these items are brought to school, a parent/guardian must come to pick them up.

27. FIRE, TORNADO DRILLS, and LOCKDOWNS

State law requires that fire and tornado drills, as well as safety drills, such as lockdowns, be held on a regular basis. It is essential that when a drill takes place, students follow the instructions of those leading the drill. Drills will be practiced monthly.

28. TEXTBOOKS/WORKBOOKS

The school furnishes textbooks/workbooks to 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. Students 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/guardian 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.
19. No harassment of students, name calling, pushing, shoving, hitting or fighting.
20. No throwing objects out of the bus windows or at another student or at the driver.
21. 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.
22. Students must maintain silence when the bus is stopped at railroad crossings and during an emergency situation.

*All Transportation concerns should be directed to Mrs. Pellin.

31. VOLUNTEER/VISITATION POLICY

No person(s) other than JMES 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/guardians, 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/guardians 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 JMES 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 that is temperature controlled, such as milk. Unopened items, that are not temperature controlled, may be removed from the cafeteria to take home or for snack time (in designated grade levels).
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 no less than 32 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, or a write-up on a discipline form. A child breaking a rule will start fresh each day.

*3rd-5th grade students will be allowed outside for recess when the temperature/wind chill is no less than 25 degrees.

36. PLAYGROUND SAFETY

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

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 31st** and may **resume on March 1st**. Students may not wear spandex, cycling or swim suits. Shorts must be appropriate in length. 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: Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use, cigarettes, or violence; or that are otherwise contrary to the school's educational mission.
- 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, flip flops or any type of water shoes are permitted.** Socks must be worn at all times with tennis shoes. 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 Piercings/Nails** – No earrings may be worn anywhere except the ear. Fake nails should not be worn.
- **Hats** – No hats of any type, visors, or bandanas shall be worn inside the school building except for medical or religious purposes.
- **Hai**r – Hair color, including highlights, must be within the spectrum of color that hair grows naturally. Hair must not be worn covering the eyes/obstructs the natural vision from student or staff members. Mohawks and other extreme hair styles, which are disruptive/distracting to the educational process or pose a safety hazard, are not permitted.

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 possess (in bookbag) but not use any **electronic devices. All confiscated materials will be held in the office 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, purses, 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/guardians 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. RECESS DETENTION

Recess detention is assigned as a consequence for minor infractions by the JMES staff.

40. BEFORE SCHOOL DETENTIONS/ISS

Before school detentions are given for infractions that are too serious for recess 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. After a student receives three before school detentions he/she will be given an in-school suspension (ISS). If a student misses 1 detention, 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.**

ISS-students may be given a half-day or full day in-school suspension as a consequence. Students may or may not be restricted from classroom incentives during this time. Students will be provided with breakfast and lunch in the area in which ISS is held.

41. SUSPENSION

When a student has committed a serious infraction of school policy, or continues to disrupt the academic process, a suspension from school may be in the best interest of the student and the school. In compliance with the law, each student in the Jackson-Milton Local School District will be afforded the opportunity of due process when he/she is being disciplined for a violation which may result in removal, suspension, or expulsion. During the suspension, the student is not to be on the school premises at any time..

42. ASSERTIVE DISCIPLINE POLICY

JMES has a building wide discipline policy for all grades that is enforced by the building principal. A MTSS team assists in the reduction of behaviors through various PBIS strategies. JMES holds the bronze distinction, recognized by Ohio's DEW.

43. DUE PROCESS AND SPECIAL EDUCATION STUDENTS

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

44. BAND

Band is introduced on a volunteer basis to 5th 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

JMES has a music education program for all grades from kindergarten to 5th 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 parent/guardian.

47. SCHOOL COUNSELING SERVICE

All students in grades K-5 have access to a school counselor/guidance program. The principal, teacher, or parent/guardian can refer students for counseling. Outside counseling agencies work through the JMES school counselor with parent permission.

48. BIRTHDAY TREATS

Children may bring a birthday treat to school (except Morning Care). The treat may be edible, and if so, it must be store bought and packaged. (Classes who may have allergy concerns must adhere to the Clinic's recommendations) They may also bring non-edible treats, such as pencils, erasers, etc. 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 be distributed at school in the following fashion-all boys, all girls, or the entire class. **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, Valentine's Day, Easter, etc. All games and refreshments are under the directions of the PTA room parents.

50. OUTSIDE BEVERAGES/FOOD

Students are NOT permitted to bring in Dunkin/DD/McDonald's/etc. beverages/food into the classroom. The only drink permitted in the classroom is a student's water bottle, **filled with water only.** Water bottles that are not easily spilled are preferred. Water bottles with straws must have a straw cap to prevent spillage. Please consider this when purchasing your child's water bottle. **The same rule applies for breakfast/Morning Care. Students cannot have outside food brought into JMES for lunch but can pack it in their lunchboxes.**

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. Educational Service Center of Eastern Ohio-Early Care & Education

Families interested in preschool for their 3 and/or 4 year olds are encouraged to visit the ESC of Eastern Ohio preschool classroom in the Jackson-Milton Elementary School by contacting their staff at the number below first.

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 from 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.