# Jackson-Milton Middle/High School

13910 Mahoning Avenue
North Jackson, Ohio 44451
Phone :( 330) 538 -3232
Student Call Off :( 330) 538-6263
Fax: (330) 538-0821

## Student/Parent Handbook
## 2026-2027

www.jacksonmilton.k12.oh.us
www.facebook.com/jacksonmiltonk12

## 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.

**JACKSON-MILTON HIGH/MIDDLE SCHOOL STUDENT HANDBOOK**
**2026-2027**

MESSAGE TO ALL STUDENTS:

We are striving to make Jackson-Milton High/Middle School one of the finest schools in the State of Ohio. It is very important that we all work together to make our school among Ohio's best.

We sincerely hope that all of our students will find Jackson-Milton High/Middle School a friendly and safe place in which to acquire an education. Our curriculum is continually expanding and improving. We encourage our students to take advantage of the available opportunities.

This handbook, in addition to the student code of conduct, provides a basic guideline of school rules and regulations, and expectations for student behavior. A pupil attending Jackson-Milton has basic rights and responsibilities under the Constitution of the United States that include but are not limited to an equal educational opportunity for all students. A pupil, regardless of age, is required to obey all laws required of citizens while on school property or at school-sponsored activities regardless of location. A pupil is defined as anyone, regardless of age, who is enrolled in the Jackson-Milton School District or affiliated programs. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. A violation of any school rule or regulation might result in disciplinary action including before or after school detentions, in-school suspension, out of school suspension, removal and/or expulsion from school, or court action as outlined in the Student and/or Athletic Code of Conduct and the Jackson-Milton Board of Education Policies.

High and Middle school is when memories are made and we want our students to have as many positive experiences as possible. We hope that you have an excellent year academically, as well as, have fun.

Jackson-Milton School Administration

This handbook, as well as other important information is available on the Jackson-Milton School Districts website.

www.jacksonmilton.k12.oh.us

Student Handbook adopted by the J-M Board of Education on 8/26

# What defines a Jackson-Milton student…

## A student who

**Upholds** principles of morality and ethics

**Accepts responsibility** for ones own actions

**Takes criticism willingly** and accepts recommendations graciously

**Consistently exemplifies desirable qualities of behavior** (cheerfulness, friendliness, poise, stability)

**Cooperates** by complying with school regulations concerning property, programs, office, halls, etc

**Demonstrates** the highest standards of honesty and reliability

**Shows courtesy, concern and respect for others**

**Observes** instructions and rules, punctuality and respect toward others both inside and outside of the classroom

Manifests **truthfulness** in acknowledging rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

**Realizes that behavior at times reflects** on family, friends, school, and community both positively and negatively

## Actively helps to rid the school of bad influences or environments.



Jackson-Milton Local Schools
2026 - 2027 School Calendar

| | |
|---|---|
| August 31, 2026 | Teachers' In-service Day |
| September 1, 2026 | Teachers' In-service Day |
| September 7, 2026 | Labor Day |
| September 8, 2026 | Staff Professional Development Day – ***No Classes*** |
| September 9, 2026 | First Day of Classes |
| September 9, 10, 11, 2026 | ***Individual Kindergarten State Test*** |
| September 14, 2026 | First Day for Kindergarten Students |
| October 8, 2026 | Parent-Teacher Evening Conferences |
| October 9, 2026 | NEOEA Day – ***No Classes*** |
| October 30, 2026 | Staff Professional Development Day – ***No Classes*** |
| November 25 - 27, 2026 | Thanksgiving Break – ***No Classes*** |
| December 23, 2026 – January 3, 2027 | Christmas Break |
| January 18, 2027 | Martin Luther King Day – ***No Classes*** |
| February 11, 2027 | Parent-Teacher Evening Conferences |
| February 12, 2027 | ***No Classes*** |
| February 15, 2027 | President's Day – ***No Classes*** |
| March 12, 2027 | Staff Professional Development Day – ***No Classes*** |
| March 26 – April 4, 2027 | Easter Break – ***No Classes*** |
| May 31, 2027 | Memorial Day |
| June 4, 2027 | Last Day for Students |
| June 4, 2027 | Graduation Night |
| June 7, 2027 | Last Day for All Staff |
| June 7 - 11, 2027 | Contingency Days for Students |
| June 8 – 14, 2027 | Contingency Days for All Staff |

Nine Weeks Grading Period

| | | |
|---|---|---|
| September 8, 2026 | November 6, 2026 | 43 Days |
| November 9, 2026 | January 22, 2027 | 43 Days |
| January 25, 2027 | March 25 2027 | 42 Days |
| March 30, 2027 | June 4, 2027 | 44 Days |
| | | 172 Days |

Parent-Teacher Evening Conferences:

| | |
|---|---|
| Thursday, October 8, 2026 | Thursday, February 11, 2027 |

## BELL SCHEDULE

The School day will begin with Breakfast available at 7:20 a.m. and the tardy bell ringing at 7:40 a.m. The school day will end at 2:35 p.m.

## ATTENDANCE

It is important for your child to attend school every day. When your student misses a significant amount of school, even if the absences are excused, the child misses critical instruction time and learning opportunities. This often has long-term, negative effects on a child, such as lower achievement and a greater chance of not graduating on time.

### State law defines habitual truancy and chronic absenteeism:

Habitual Truancy is determined by certain thresholds of unexcused absences only:
a. 30 or more consecutive hours (approximately 5 school days)
b. 42 or more hours per month (approximately 7 school days)
c. 72 or more hours per year (approximately 12 school days)

As of September 30, 2025, Ohio law defines a "chronically absent" student as "missing at least ten per cent of the minimum number of hours required in the school year". The minimum number of hours referenced are also defined in Ohio law. Time missed from school for any reason, including excused and unexcused absences, will contribute to chronic absenteeism. Students only need to miss 2-3 days per month to be chronically absent by the end of the year.

As of September 30, 2025, Ohio law no longer references the distinction between medical and nonmedical excused absences. Neither type factors into habitual truancy, but missing school for any reason contributes to chronic absenteeism.

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 students are urged to make appointments, do personal errands, etc., outside of school hours.

An excuse for absence from school may be approved on the basis of one or more of the following conditions:

(a) Illness of the child. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate;

(b) Illness in the family necessitating the presence of the child. The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;

(c) Quarantine in the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;

(d) Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence;

(e) Medical, behavioral or dental appointment. The approving authority may require the written statement of a physician, mental health professional, or dentist if it is deemed appropriate;

(f) Observance of religious holidays. A child shall be excused if the child's absence is pursuant to section 3320.04 of the Revised Code;

(g) Post-secondary visitation. The approving authority may require verification of the date and time of the visitation by the post-secondary institution. The approving authority may mark a student as "present" if the local school board of education has adopted a policy that reasonably accommodates such visitations and does not exceed three days each school year;

(h) Pre-enlistment reporting to military enlistment processing station. The approving authority may require verification of the date and time of the reporting. The approving authority may also mark a student as "present" if the absence is used to help fulfill graduation requirements;

(i) Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status;

(j) Absences due to a child being homeless;

(k) Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with section 3301.60 of the Revised Code;
(l) Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school; or

(m) Any additional reason stated in a policy adopted by the local school board of education.

**In the case a student is absent:** The Parent or guardian must call the school at 330-538-6263 before 9:00 A.M. to report the student absent. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness**. PARENTS WILL RECEIVE AN AUTOMATED PHONE CALL THE DAY OF THE ABSENCE OR TARDY IF THE STUDENT DOES NOT PROVIDE A NOTE INDICATING REASON FOR ABSENCE OR TARDINESS.** Students who have absences verified by a doctor's excuse or similar legal document within 24 hours of returning from the absence are entitled to make up any work assigned during the absences. Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed work. The minimum number of days to be given to make up work is to be equal to the number of days the students are absent plus one additional day. If a student knows in advance of his absence, the student may obtain his assignments in advance.

Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Since the Jackson-Milton Local School District encourages progressive instruction with an emphasis on activities that are student-centered, hands-on, and cooperative, it is sometimes impossible to duplicate a lesson outside the normal classroom setting. Please be aware that according to Board Policy and The Ohio Revised Code 3321.13 (B) (2) if a student is a child of compulsory school age and has been absent without legitimate excuse for more than ten consecutive school days or at least fifteen total school days the Superintendent has the right to petition the registrar of motor vehicles to ensure that the student loses all driving privileges.. Students failing to sign in or out will be considered absent or truant from class. **STUDENTS WHO ARE ABSENT FROM SCHOOL FOR REASONS NOT PERMITTED BY STATE LAW ARE NOT PERMITTED TO PARTICIPATE OR ATTEND ANY SCHOOL ACTIVITIES, OR BE PRESENT AT ACTIVITIES OR ON PROPERTY CONTROLLED BY THE SCHOOL.**

## TARDINESS

Tardiness to school:

A student is considered tardy if they enter the building any time after 7:40 A.M.

**<u>CONSEQUENCES FOR TARDINESS</u> –Disciplinary action regarding student tardiness is calculated on a Semester basis**

a.) Each tardy (1-6) Warning

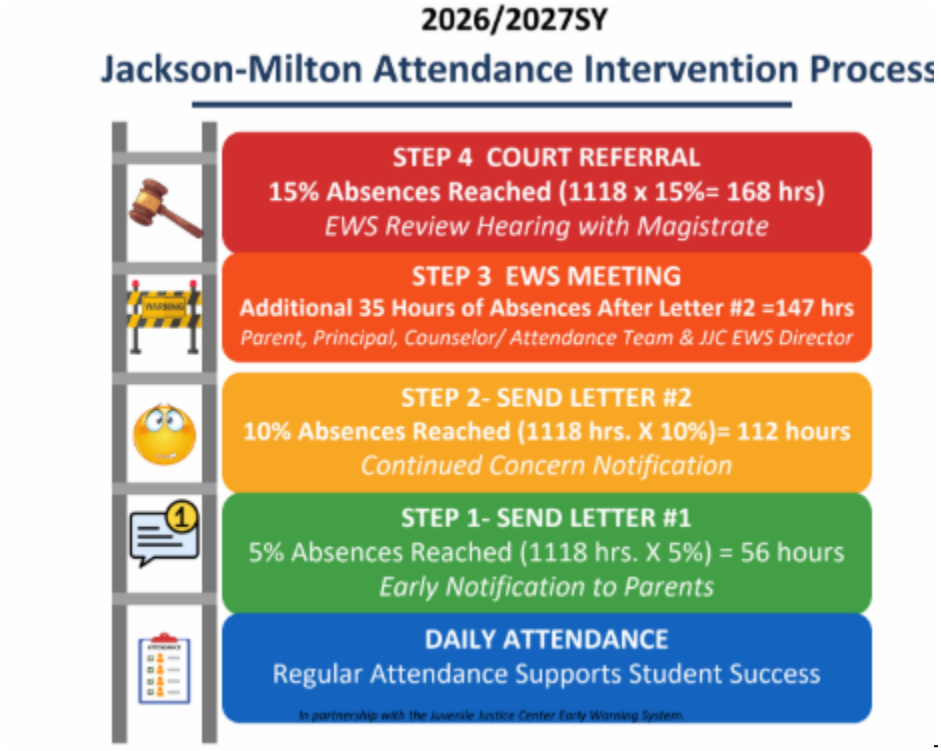
b.) 7 times tardy –detention and notification letter with attached tardy record sent to parents.

c.) 7 times and beyond **per semester** – ISS and notification letter with attached tardy record sent to parents. When a student reaches this level School Resource Officer will be contacted for further intervention

10 or more referral to Truancy Court, driving permit could be suspended.

**Administration will take weather conditions into consideration when determining student tardiness**

To reflect the changes in the law per HB 410 and the obligations of the school district, early excusals and tardies are considered "hours" towards absences. The amount of time missed due to tardiness and early excusals will contribute to the total absence hours and potentially cause a student to violate the guidelines of HB410. Time missed due to tardiness and early excusals contribute to loss of instructional time which can adversely impact student achievement..




**<u>LEAVING SCHOOL GROUNDS WITHOUT PERMISSION OR AIDING IN SOMEONE DOING THE SAME</u>**

a) 1st offense – 2 days Suspension
b) 2nd offense – 1 – 3 days suspension (driving privilege revoked)
c) 3rd offense – 10 day suspension – recommended for expulsion.

## CUTTING CLASS

1st Offense – 1 day Suspension
2nd Offense – Suspension with Parent conference upon return

## ATHLETIC/EXTRACURRICULAR ELIGIBILITY

All students participating in athletics and/or extracurricular activities must be currently enrolled in and have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. In Middle School the requirement is four ( 4). A student must also maintain a quarterly GPA of at least 1.0 (based on a 4.0 scale).

You may not use summer school grades for failing grades received or lack of courses taken in the final grading period.

A student enrolled in the first grading period after advancement from the eighth grade must have passed *a minimum of five* of *all* subjects carried the preceding grading period in which the student was enrolled.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in *a minimum of four* of those subjects in which the student received grades.

All student athletes must be enrolled in the equivalent of at least 5 credits for the preceding 9 weeks grading period, and fulfill all other eligibility requirements as outlined in the Athletic Code of Conduct and set forth by the OHSAA. In order to be eligible for participation in any athletic or extra-curricular event occurring that day students must be in attendance at least ½ day. (See Attendance)

## PARTICIPATION IN THE GRADUATION CEREMONY

Graduation is a privilege, not a right. Therefore, any senior who is suspended from school because of a violation of the student code of conduct might not be permitted to participate in the Commencement exercises if suspension is in June. **All seniors are required to attend graduation practice if they are planning on attending the graduation ceremony. If they are not at practice they will not be permitted to participate in the graduation ceremony. All students must also have a cap and gown to participate in the graduation ceremony.**

## OUT OF SCHOOL SUSPENSION

During the suspension, the student is not to be on the school premises at any time. Suspended students cannot participate in or attend any school related activities during the period of the suspension. **Students who are suspended are eligible to earn credit for daily work missed as a result of an out of school suspension. The work must be completed on the day the student returns to school or on the assigned date determined by the classroom teacher. Students who are suspended are eligible to make up nine week tests, Semester tests, and final exams and receive his/her grade on the test. All students who are suspended have access to class assignments during their out of school suspension. ALL RESPONSIBILITY IN OBTAINING THESE ASSIGNMENTS AND MAKING UP WORK OR TESTS RESTS WITH THE SUSPENDED STUDENT. Students in work related programs are prohibited from working during the suspension.** Each day of out of school suspension is considered a day of absence

## IN- SCHOOL SUSPENSION (ISS)

In-School Suspension is an alternative created to minimize out of school suspensions. During this time, the student is placed in the ISS room, counted as present, and work counts toward class. Failure to comply with the rules of ISS could result in a student receiving out of school suspension. The In-School Suspension day is 7:40-2:35

## STUDENTS SPEECH AND EXPRESSION

Students have the right to express their beliefs verbally and symbolically as long as there is no disruption of school and the educational process or infringement upon the rights of others. Disciplinary action will be imposed if such speech/expression:

1. is slanderous, profane, or vulgar
2. is unsafe or creates an unsafe environment
3. incites others to damage property or physically harm others
4. leads to the disruption of the normal operation of the school
5. is derogatory or intimidating, such as taunting or bullying

## STUDENT PUBLICATIONS

Independent student newspapers are protected by the First Amendment provided that:

1. the papers contain no obscene or libelous materials
2. their distribution is not proven to be the direct cause of concurrent distributions
3. Central office administrators do not have conclusive proof that directly related disruptions would occur in the future. Sanctioned school publications require that students refrain from libel, obscenity and inappropriate content.

## GENDER DISCRIMINATION

Title IX prohibits discrimination against students on the basis of gender. The Jackson-Milton Local School District is in compliance with Title IX. If an occasion arises in which a student feels his/her rights under Title IX are violated, he or she is to follow the following procedure:

1. Make an appointment with the building Principal. State your grievance in writing.
2. The Principal will make a decision within ten (10) school days.
3. If the Principal's decision isn't acceptable, the student and his/her parents make an appointment with the Superintendent. At this meeting, the grievance must be presented in writing. The Superintendent has twenty (20) days in which to make a decision. If the Superintendent's decision is unacceptable, the grievance shall be presented to the Jackson-Milton Board of Education at the next meeting.
4. The Board shall render a decision at the next school board meeting. If that decision is unacceptable to the griever, he/she may pursue the issue through legal counsel and/or the courts.

## MARRIED OR PREGNANT STUDENTS

The Jackson-Milton Local School District, in compliance with Section 86.40 of the Title IX, shall not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of gender. No student shall be discriminated against or excluded from academic, extra-curricular or athletic participation because of pregnancy, or recovery from pregnancy.

The school can require medical certification from a physician that the student is physically and emotionally able to continue participation in the normal educational program or activity. The Jackson-Milton Local School District will not pay for tutors in the case of pregnancy unless a physician indicates that the student is unable to be in normal attendance because of potential physical problems.

## DUE PROCESS

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. Simply stated, due process means the following:

1. The student will be informed of charges and evidence.
2. The student will be given an opportunity to present his/her case.
3. The student has a right to appeal in writing to the Superintendent.

The actual due process hearing procedure encompasses the following points:

1. A student should be given specific notice of charges.
2. A student has a right to present evidence in his/her own behalf.
3. A student has a right to an impartial hearing.
4. A student has a right to rebut adverse testimony.
5. A student has a right to be represented by qualified counsel at a hearing.
6. A student has a right to appeal within 24 hours.

## CAFETERIA RULES

1. Students are required to eat lunch in the school cafeteria whether they carry their lunch to school or eat the prepared lunch in the cafeteria.
2. All students are to make sure that all trays and waste are cleaned up and disposed of before leaving the area, this includes the area under the table.
3. Students are to remain at the table at which they eat their lunch and not wander around the cafeteria.
4. Students are not permitted to arrange personal outside food deliveries for lunch.
5. Any throwing of food or inappropriate behavior in the cafeteria could result in suspension.

## FOOD SERVICES

It is *The Mission* of the Food Service Department of Jackson-Milton Local Schools to provide meals that:

1) Comply with all USDA nutritional guidelines
   Adhere to the highest level of food safety, hygiene and sanitation
2) Are enjoyable, flavorful and aesthetically pleasing

## CAFETERIA ACCOUNTS

All students have an *account* with the cafeteria. Funds can be added to this account by sending in cash or checks with that student to the school. These funds should be placed in an envelope marked with the student's NAME, their TEACHER, the AMOUNT ENCLOSED and the word "CAFETERIA". This will ensure that the funds you send in get to the proper account. You can send money with your child if they are buying their lunch each day should you wish but it is helpful and recommended that you send it for a week or longer if possible.

Online Cafeteria Account Services

As a parent, you are able to access many tools in regards to your child's cafeteria account. These tools can be found by downloading the payschoolscentral app and creating an account. This account is unique to you as a parent and can be created using any email address that you like. Once you have created an account, you can add your students by inputting their student ID numbers. Student ID numbers can be found in ProgressBook.

- You can ADD FUNDS to your student(s) accounts(s) via electronic checking, debit or credit card. There are
  NO TRANSACTION FEES to transfer money in payschoolscentral app.
- You can MOVE FUNDS between your students should you have more than one attending JM (at any time and at no cost).
- You can VIEW all your student(s) itemized purchasing activity – everything that they have purchased while at school.

Cafeteria Account Responsibility

It is RESPONSIBILITY of a STUDENT and ultimately a student's PARENTS in regards to both the BALANCE of their cafeteria account as well as that student's access to EXTRAS such as "snacks" and "ala carte items". The cooks and cashiers cannot police this and a student's cafeteria account WILL BE DEBITED should they purchase extras. Please make sure that your students know your rules regarding buying extras and what you expect of them before they come to school.

Negative Cafeteria Account Balances

As a courtesy, a student account can drop to MINUS FIVE (-$5.00) without concern. Students will be kindly reminded that they have a negative balance and to bring in some money as soon as possible. No extras will be sold to any student that is below -$10 At MINUS TEN (-$10.00) or more (please see below), calls home will be made and letters sent.

*IT IS THE POLICY OF JACKSON-MILTON LOCAL SCHOOLS THAT ANY STUDENT THAT COMES THROUGH THE BREAKFAST OR LUNCH LINE **NEVER** BE DENIED A MEAL FOR LACK OF FUNDS. FURTHER, ANY STUDENT FOUND **NOT HAVING A LUNCH** DURING THEIR LUNCH PERIOD WILL BE SOLD A SCHOOL LUNCH.*

Their cafeteria accounts WILL STILL BE DEBITED and their parents WILL BE RESPONSIBLE for this debt.

Free and Reduced Meals

Jackson-Milton offers breakfast as well as lunch. Students qualifying for Free or Reduced meals qualify for both breakfast as well as lunch

All families are encouraged to fill out an ONLINE APPLICATION for Free or Reduced meals through your payschoolscentral app. Online applications are easy and much faster for parents. If you would like to fill out and return a PAPER APPLICATION please turn these into the front office. If you qualify and are approved, student(s) meals will be free or at a substantially reduced rate. Students who are approved for free or reduced meals are not identified in any fashion that would set them apart from students who pay full price.

**IMPORTANT: If your student(s) were approved for free or reduced meals the previous year, this approval will be honored until OCTOBER 1ST of the NEXT school year. To continue on free or reduced meals, you must submit another application YEARLY and that application must be approved.**

YOU WILL BE CHARGED AND RESPONSIBLE FOR ANY MEALS PROVIDED TO YOUR STUDENT(S) DURING A LAPSE IN APPROVED FREE OR REDUCED MEALS APPLICATION. These charges CANNOT be retroactively credited.

If your student(s) start at JM after the first day of school, you will have FIVE (5) SCHOOL DAYS to return your Application for Free and Reduced Meals to the school for consideration.

During the summer, all students who receive free or reduced cost meals at Jackson-Milton Local Schools can continue to receive breakfast and lunch at the nearest Summer Food Service Outreach facility. This facility is located at Austintown Elementary School in Austintown. There is no enrollment necessary. Simply arrive between their posted hours of operation for breakfast and/or lunch to receive a meal."

## SCHOOL BUS

The school bus driver has a tremendous responsibility in performing his/her job. Your life is in the driver's hands. School bus transportation is a privilege, not an absolute right. The following rules must be followed in order to ensure safety on the bus:

1. All students will be assigned a designated time and place to meet the bus.
2. It is the responsibility of the student to be on time. The driver is not obligated to wait for a student who is late.
3. No unscheduled stops will be made to load or discharge students.
4. When a student must ride a different bus or be discharged at a different location, a note from the parents must be submitted to the Principal before 1st period requesting permission. The request will only be approved in an emergency situation. Once approved, the permission slip is to be presented to the appropriate bus driver.
5. The bus driver is in total command of his/her bus. He/she may assign seats and refer discipline problems to the Principal. The following actions will not be tolerated:
   a. Shouting, screaming, yelling
   b. Smoking
   c. Drinking
   d. Eating
   e. Use of Cell phones
   f. Profane language or gestures
   g. Throwing objects
   h. Using water guns, water balloons, etc.
   i. Damaging any part of the bus
   j. Fighting
   k. Playing music out loud
6. Pupils who are referred to the Principal will have an opportunity to meet with the Principal.
7. Pupils may be suspended from the bus. Each student or his/her parents will be financially responsible for any damage done to a bus by that pupil.

## COLLEGE VISITATION

Any student who intends to attend college may be granted, upon request, two college visitation days per year beginning in their junior year. A note on the college letterhead signed by the registrar or coach is to be presented when the student returns from school.

## HALL PASSES

All students who are in the halls after the tardy bell rings must have a proper hall pass. Students wishing to use a study hall for teacher conference or departmental work must have a pass in advance, and the pass must be validated by the study hall teacher. Students who are in the hall without a pass are subject to detention. Flagrant disregard for the use of passes will result in discipline. It is the responsibility of each student to request a pass from the teacher to whom he/she is responsible.

## VACATION

The Board does not believe that students should be excused from school for vacations or other non emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

## CHEATING

*Cheating* (exam, homework, term papers, etc.) will not be tolerated. First offense will result in a "F" grade in the assignment cheated on. Parental notification will take place. A second offense will result in a mandatory disciplinary conference with the principal, parent, and teacher and could result in removal from the course in question and a grade of "F" for the course.

Student Artificial Intelligence (AI) Guidelines

We recognize the potential benefits that Artificial Intelligence (AI) can have on student learning. In an effort to guide students use this technology appropriately in the school setting we have outlined the following acceptable uses:

a. Use AI to support your learning, not to replace it. AI is a tool that can help you learn, but it is not a substitute for your own effort. You should still do the work required to learn the material.
b. Be honest about your use of AI. If you use AI to help you with an assignment, be sure to cite your sources. Submitting AI generated content as a substitute for original student work will be considered plagiarism.
c. Be aware of the potential risks of using AI, such as copyright infringement, false information and data privacy.
d. Teachers can use their discretion to assign or allow students to use these tools at certain times. Make sure to respect the rules of each of your teachers.

The stealing of another person's words and/or ideas published electronically or otherwise, is plagiarism. This will not be tolerated. The first offense will result in an "F" grade on the assignment unless the individual attends "Plagiarism School" for one hour with the English Department Head. If he or she attends this training, the student may be permitted an alternate assignment according to the individual classroom teacher. Second offenses will result in a mandatory disciplinary conference with the principal, parent, and teacher. This can result in removal from the course in question with a grade of an "F" in the course.

## ACADEMIC REQUIREMENTS

**I.** The Jackson-Milton Board of Education requires that students successfully meet the following requirements in order to graduate from Jackson-Milton High School.

| | | |
|---|---|---|
| 1. | Must have earned a minimum of twenty (20) total credits | |
| 2. | English | 4.0 Credits |
| 3. | Mathematics | 4.0 Credits |
| 4. | Science | 3.0 Credits |
| 5. | Social Studies | 3.0 Credits |
| 6. | Health | 0.5 Credit |
| 7. | Physical Education | 0.5 Credit |
| 8. | Electives | 5.0 Credit |

**II. Graduation Test Requirements: Please visit http://education.ohio.gov/Topics/What-s-Happening-with-Ohio-s-Graduation-Requiremen for new High School Graduation requirements beginning with the class of 2020.**

Proposed Grading Scale: (2026-2027 School Year)

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

**Valedictorians (Original criteria ending with class of 2030)**

The title of valedictorian is used to distinguish individuals who have achieved the highest level of academic excellence. Students who earn a 4.0 GPA, through the seventh semester of high school, will receive valedictorian designation.

**Salutatorians**

The title of salutatorian is used to distinguish individuals who have achieved a high level of academic merit. Students who earn only one "B" grade, with all other grades of "A," through the end of their seventh semester of high school will receive salutatorian designation. Ties will be determined by using the quality point system established by points assigned to the grades earned.

**PROPOSED VALEDICTORIAN/SALUTATORIAN REQUIREMENTS ( BEGINNING WITH THE CLASS OF 2030**

Valedictorian/Salutatorian

In an effort to recognize academic excellence at Jackson-Milton High School, a class valedictorian(s) /salutatorian will be chosen.

The following criteria will be used to determine Valedictorian/Salutatorian

1. Valedictorian will be a graduating senior having the highest grade point average.
2. In case of ties or equal GPAs, Co-Valedictorians will be named.

To qualify for Valedictorian/Salutatorian a student must:

1. Be enrolled as a student at Jackson-Milton High School by the first day of their Junior year.

Participate and earn credit in the following courses:

1. Four units of English
2. Four units of Math including Calculus and CCP Math (internal) from the college preparatory offerings.
3. Four units of Science; including 2 units of advanced science such as: General Chemistry, Physics, Anatomy/Physiology.
4. Four units of Social Studies.
5. Three units of a World Language. Three sequential units of one world language, or no less than 2 sequential units of two world languages studied. If taking CCP language courses they cannot be introductory courses unless taking all CCP courses sequentially
6. College Credit Plus classes that are approved can be substituted for any class listed above. If Jackson-Milton offers a CCP class with our instructors it must be taken at Jackson-Milton.
7. All other required courses set forth by the Jackson-Milton Board of Education.

Career Center Students

Participate and earn credit in the following courses:

1. Four units of English
2. Four units of Math, the fourth unit of math must be sequentially higher than Algebra II.
3. Four units of Science; including 2 unit of advanced science such as: General Chemistry , Physics, Anatomy/Physiology.
4. Three units of Social Studies.
5. Two units of a World Language. If taking CCP language courses they cannot be introductory courses unless taking all CCP courses sequentially
6. Four units of Career-Tech Courses
7. Earned a cumulative score of proficient or higher on the technical assessments aligned to their program
8. Meet requirements to earn the Industry Recognized Credential Seal or Technology Seal
9. College Credit Plus classes that are approved can be substituted for any class listed

above.
10. All other required courses set forth by the Jackson-Milton Board of Education.

Salutatorian will be the student with the second highest cumulative grade point average and highest quality points.

## LOCKERS

Each student at Jackson-Milton High/Middle School will be assigned a locker. All lockers are equipped with a lock; students will receive the combination from the office. Students will not need to provide their own lock. Although it is occasionally an inconvenience, the use of a lock is very important to you and your personal and school property. The school assumes no responsibility for unsecured property. A locker contract shall be signed by all students in 6th through 12th grade. Students shall not share a locker. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

## SCHOOL NURSE AND CLINIC

The school nurse is available to the HS/MS School daily and is located in the main office. The school nurse is also responsible for vision and hearing screening.

## CHRONIC OFFENDERS

Chronic offenders of school policy, school rules (curricular and extra-curricular) and/or classroom procedures shall be considered habitual offenders and shall be subjected to suspension and/or expulsion.

## STUDENT DRIVING/PARKING

Your vehicle must be registered at the beginning of the school year. This is mandatory. Parking Permits are not transferable. If you obtain a different vehicle or license plate you must notify Deputy Ruse

**1 Year Permit** = $20.00 (Must be paid each year if the student intends to drive and park at Jackson-Milton School)
**3 Year Permit** = $50.00 (This is a onetime fee and is good for the entire length of the student's education at Jackson-Milton School)
**Replacement Permit** = $5.00
All student vehicles parked on school grounds must be registered with the school and a parking tag displayed on the rear view mirror.
All Students will be subject to **RANDOM** drug screening.
**A license and proof of insurance must be presented before a permit will be issued**. The Jackson-Milton Local School System is not responsible for the vehicles or contents of such. NO reckless driving is permitted on school grounds or around school grounds. Student vehicles may be subject to search if there are reasonable grounds to believe that DRUGS, STOLEN PROPERTY or other CONTRABAND might be present in said vehicle.

The Ohio Revised Code 4513.263 requires all drivers and passengers to wear their seatbelts. The driver can be held responsible for passengers of their car that are unrestrained. The Jackson-Milton Local School board has adopted this state law as a requirement of students receiving a parking permit at JMHS.

Towing (at owners expense), suspension, or loss of driving privileges may occur when violations of these regulations occur.

### CONSEQUENCES

**VEHICLES NOT REGISTERED WILL BE TOWED IMMEDIATELY! EXPENSE PAID BY THE OWNER.**

**1st offense -** warning.
**2nd offense -** 1 week permit suspension.*
**3rd offense –** 1 month permit suspension*
**4th offense –** 1 year permit suspension vehicle towed at driver/owner's expense.

**6 Tardies** will result in a 1 week permit suspension
**10 Tardies** will result in a 1 month permit suspension
**12 Tardies** will result in a 1 year permit suspension

A serious offense may result in police involvement.

*If the student drives during this time, the vehicle will be towed at the driver/owner's expense and will lose driving privileges for the remainder of the year.

## GRADE AND PROGRESS REPORTS

Grade reports are issued at the end of each 9 weeks and as soon as possible after the conclusion of each semester. Progress reports are mailed home periodically between grading periods and we encourage

parents/guardians to make contact with the teacher or teachers from whom they received the progress reports. It is quite possible that a solution, which will benefit the student, will be reached. Communication is important!

## WORK PERMITS

Students who hold a job are required to file a work permit with the State of Ohio. The forms are available in the High School Office. It is illegal for a student to work if a permit has not been submitted. It is to your benefit to comply.

## ASSEMBLY

From time to time assemblies will be held in the High/Middle School. Student conduct at an assembly is expected to be orderly and respectful. Any student who is disrespectful or disruptive at an assembly will be referred to the principal.

## SIGN OUT PROCEDURE

1. Written excuses must be brought in on the day of the sign-out. These excuses will **include a phone number to** be verified by a phone call. An excuse must be furnished for the sign out time to be treated as an absence. **. The parent must come to the office to sign the student out.**
2. If an emergency situation arises, the student may sign out without prior notification only if the parent comes in or calls the office.
3. Only proper excuses will be honored - "Personal Reason" "needed at home", "research papers" and "babysitting" are not to be used as excuses. Acceptable are Doctor's appointments – include doctor's phone number to verify. Community service work with an excuse and verification is also acceptable.
4. The High School Principal may verify an emergency phone call. **All excuses must include a phone number.**
5. **STUDENTS WHO FAIL TO SIGN OUT OR IN WILL BE CONSIDERED TRUANT**.
6. Students must have parent permission to sign out**.**

## EIGHTEEN YEAR OLD STUDENTS

All students are required to adhere to the rules and regulations established by the Jackson-Milton Board of Education. All communications are directed to or with the parents of a student regardless of the student's age. The only exception to this is an independent student.

## LOST AND FOUND

If something that belongs to you has been lost, report the loss to the office immediately. If you suspect that you have been a victim of theft, report that information to the office/principal immediately. In both cases time is important. If you find an item or items and you don't know to whom they belong, bring the item(s) to the office. The office staff will make every effort to determine the owner.

## PARENT CONFERENCES

Many times students experience various difficulties as they pursue their high school education. The faculty at Jackson-Milton High/Middle is very concerned about the welfare and success of all students.

It is very important that your parents be made aware of your concern. Parents should contact the school if a problem is emerging. The school phone number is 538-3232. Appointments are necessary due to teacher responsibilities and schedules with prior commitments.

## DETENTION

Detentions will be served after school from 2:40 P.M. till 3:30 P.M. All Detentions will be served in the room designated by the principal. The principal must approve more than two (2) detentions. Failure to serve the assigned

detentions within 10 days will result in In-School suspension. The maximum number of detentions a student may accumulate in any school year is 20. After 20 detentions, the punishment for any violation can be suspension from school for not less than 3 days or more than 10 days.
Students assigned detentions are expected to bring school texts and spend detention time studying.

## RESTRICTED MOVEMENT LIST

Any student on the restricted movement list is not permitted out of any class unless excused by the high school principal. Students will be placed on the restricted movement list at the discretion of the principal after consultation with the teaching staff at JMHS/JMMS

## HALL TRAFFIC

Students are expected to move through the halls in an orderly fashion. Teachers may assign detentions for misbehavior in the hallways during the change of class. All students must have hall pass by a staff member when they are in the halls during class.

## EXCESSIVE SUSPENSIONS

When any student has accumulated 10 days of suspension for whatever reason the principal may recommend that an expulsion hearing be held in the Superintendent's office to determine if the student will remain in school.

## SEXUAL HARASSMENT

The Jackson-Milton Local School system will maintain a learning and working environment that is free from sexual harassment. It is a violation of board policy for anyone to harass another person, through conduct or communication of a sexual nature.

Students should contact someone they are comfortable with to discuss the violation; however, a formal complaint must be filed with the principal. Reporting the alleged harassment will not reflect on an individual's academic standing or position. Disciplinary action will be taken where such conduct has occurred and may result in suspension or expulsion.

## EXTRACURRICULAR ACTIVITIES/CLUBS

In order to participate in these activities all students and parents must sign a consent form and abide by the guidelines established by the administration of Jackson-Milton Local Schools. Students are expected to leave the building at the end of the regular school day and are not permitted to remain after school hours unless they are a part of an extracurricular or co-curricular activity being held under the supervision of a Jackson-Milton staff member.

## ATHLETIC CODE OF CONDUCT

The Jackson-Milton Board of Education, school administration, and coaches believe that interscholastic athletics are an integral part of the total educational program. High standards of behavior, scholarship, and citizenship are important to a sound athletic program. Students volunteering to participate must assume the responsibilities of this privilege and are required to meet the expectations of the program. The provisions outlined in the Jackson-Milton Student-Parent Athletic Handbook shall be in effect 24 hours a day, 7 days a week, for the duration of the season.

## BULLYING/HARASSMENT/MENACING

Jackson-Milton believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or staff members or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:
Sexual, Gender, Ethnic, Religious, Height, Weight, Other types of Harassment-Verbal, nonverbal, and/or physical.

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

Under no circumstances will the school district tolerate threats or retaliation against anyone who raises or files a harassment complaint. Criminal charges could be filed depending on circumstances.

The entire text of our board policy on Bullying/Harassment is available on our website under the school forms section.

## PHONE USAGE

The office phone is for emergency use only. The athletic office and teachers' lounge phone is strictly off limits to students.

## SEARCH AND SEIZURE

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion of a violation of law or school rules. Locks are to prevent theft, not prevent a search by school authorities. Search of a student and his/her possessions, including but not limited to vehicles, purses, and/or book bags may be conducted at any time the student is under the jurisdiction of the Board of Education, and if there is a reasonable suspicion that the student is in violation of law or school rules. A search may be conducted with or without the student's consent. Items found during a search may be evidence of a violation of school rules or the law and may be taken and held or turned over to the police. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs. The school reserves the right not to return items which have been confiscated.

## SURVEILLANCE CAMERAS

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies

## QUESTIONS OR CONCERNS PROCEDURE

From time to time questions arise regarding grades, classroom discipline, assignments, or homework. If the situation concerns a classroom matter, please contact the teacher first. All teachers have voicemail, email and use an electronic grading process through the online provider ProgressBook, all of these contacts can be accessed through our website at www.jacksonmilton.k12.oh.us. If the situation is not resolved, then contact the building principal. If the matter is not resolved at that level, then contact the superintendent. If the situation concerns a building matter, please contact the building principal first. If the situation revolves around an athletic matter, please contact the coach first, then the athletic director, then principal.

### PROGRESSBOOK

JMHS uses ProgressBook, ProgressBook is a web-based program that allows parents / guardians to view student progress. The only requirement to use the program is that you have a computer with Internet access.ProgressBook allows two types of accounts: parent and student. A Parent Account will display all students within the family with one login; while a Student Account will display only that one particular student upon logging on to ProgressBook. Information and instructions can be provided by the Main Office. This information and a direct link to the site can also be accessed through our website www.jacksonmilton.k12.oh.us

Please do not hesitate to contact the Main Office should you experience any difficulty with your account. Contact may be made by telephone at 330-538 -3232

## DROPPING A CLASS

A student may drop a class within the first two weeks (ten days) of the semester without any penalty. However, keep in mind that the student may only add a class during the first 5 days of the semester. Study hall is the only option after five (5) days. If a student wishes to drop a class after two weeks, he/she will receive a letter grade of F and a forfeiture of any fees that have been paid for that course. (See Student Program of Studies guide.)

**COURSE FEES** Course fees for the purchase of workbooks, supplies, or related course costs are the student's/parent's responsibility. All students are required to pay a school fee of $25.00. In case of financial hardship, please see the School Principal.
Additional course fees may be required –refer to the course of study for details.

## UNMET OBLIGATIONS

Parents will have until the first report card to pay all required fees, at that time report cards will be held and notices will be sent informing students and parents of the amount of unmet obligations. Seniors will not receive their diploma until all obligations are met. Please be aware, the bank is now charging us a fee for NSF returned fees. If applicable, parents will be assessed this fee (currently $13 per NSF).

## ELECTRONIC AND MOBILE DEVICES

**These policies have been created to provide general guidelines for the use of electronic and mobile devices at Jackson-Milton HS/MS School.**

Students will not be allowed to carry or use cell phones during the school day. Phones are available in our office should a student need to contact their parent/guardian. Additionally, if you need to get a message to your child, you can do that by calling the main office. If a student brings a cell phone to school for after school use, it will be the student's responsibility to ensure that their phone remains stored in their locker during the school day. This includes lunch, intervention, reinforcement and study hall .Other internet-connected devices, such as tablets or smartwatches, cannot be used in any capacity that mimics a cell/smartphone (e.g., for internet access, texting, communication, or recording).

All personal devices, laptops, tablets, Ipads etc, must be approved for use by the technology department, please see the office for proper paperwork.

## CONSEQUENCES

1st offense –confiscated and returned at the end of the day on the first offense, Parent will be contacted and a letter will be sent documenting the incident.
2nd offense – device taken and returned to PARENT only.
3rd offense - On the third and subsequent offenses, ISS/OSS will be given and a parent/guardian will be required to come to the school to pick up the device.

## CUSTODIAL AND NON-CUSTODIAL PARENTS

All students not living with their two biological parents are required to have a custody sheet on file in their permanent record. If there has been a legal action, such as divorce or separation, a copy of that record showing custody must be provided to the school. Unless this legal record stated otherwise the non-custodial parent does have the same legal rights as the custodial parent. These would be to visit the school for information about how the student is doing, the right to a teacher conference, and the right to copies of student reports,

A non-custodial parent can request that material be mailed to them. This request will need to be made to the principal who will inform the appropriate individuals.

With respect to custody, it is extremely important that we have the above information on file in the school office. This information will assure that we are releasing a child to the proper person. All custody information will be kept confidential. If there are changes in custody or visitation rights it is the **parent's responsibility** to notify the principal and provide the proper paperwork to ensure the school can deal with the changes in a correct manner.

## RANDOM DRUG TESTING

In addition to its curriculum, Jackson-Milton Local School provides additional opportunities to its students including the ability to obtain parking privileges and to participate in interscholastic athletics and extracurricular activities. These opportunities are privileges and are subject to regulation by the Board. The Jackson-Milton Local School District Board of Education ("Board of Education" or "Board") desires to implement a Random Drug Testing Policy to promote the health, safety and welfare of students within the District. This policy reflects the commitment of the Board and the community to establishing a truly drug and alcohol free school environment. Any student 9-12 participating in a Jackson-Milton Local Schools athletic program which includes, but is not limited to: Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Soccer, Track & Field, Softball, Volleyball and Wrestling and a Jackson-Milton Local Schools sponsored extracurricular activity, which includes, but is not limited to: Class Officers, Drama Club, Key Club, , Pep Band, National Honor Society, Quiz Bowl, SADD (Students Against Destructive Decisions), Spanish Club, Speech & Debate Team, and Student Council will be subject to a Board approved drug testing program as part of their participation in these activities. Students who drive to school will also be required to abide by the same policy in order to obtain driving privileges.
The program does not affect the current policies, practices, or rights of the Board regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug and/or alcohol testing through this policy ( see page 20). Please refer to the Jackson-Milton Random Drug Testing Policy for more details

## USE OF TOBACCO PRODUCTS

In accordance with Ohio Revised Code 3313.751, no student shall smoke, use and/or possess any tobacco product or imitation product or paraphernalia on school grounds, in school buildings or buses, before, during or immediately after school hours or at any school sponsored activity. This includes sponsored activities that may be held away from the school building and property. Students found holding a cigarette, whether lighted or not, will be handled the same way as if they were smoking it. . Students will automatically be subject to the districts random drug testing policy when in violation and will be automatically placed at step two of the random drug testing policy if participating in activity defined by the random drug testing procedure.
Violations of this regulation will result in:

1st offense: 3 days OSS
2nd offense: 5 days OSS
3rd offense: 7 days OSS
4th Offense: 10 days OSS with recommendation for expulsion

All students will also be required to complete the following program
My Healthy Future
This Program allows students to learn about the health effects, stress and coping resources to quit or reduce use. This online program is aligned with ODEW and MTSS, and supports vape-free decision making and student wellness

## MEDICATION AND DRUG POLICY

Board policy states that many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. We strongly recommend that medication be administered in the home. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. If this cannot be done, any pupil who is required by a physician's order to take medication during the regular school day must comply with the following policy as required in Ohio State law. The following guidelines are board policy.

1. Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, and the name of the drug and time intervals to be taken. The form for Administration of Prescription Drugs must be used for providing the school with the necessary information. This form can be picked up in the office.
2. Medication must be brought to school by an adult in a container appropriately labeled by the pharmacy or physician.
3. A release form and/or written permission from the parent/guardian of the student requesting that medication be given or taken during school hours must be presented.
4. Prescription medication to be taken at school will be stored in an enclosure, out of view, in the school office, (Refrigeration will be provided when necessary).
5. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year.

Asthma Inhalers: Legislation has been passed that permits a student to carry his/her inhaler at school. In order to carry his/her inhaler, the child must have both the written permission of his/her parent and the written approval of his/her doctor. This medication form can be obtained in the school office.

Note: Parents are responsible for informing the school of their child's allergies; especially allergies to bee stings. In the case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

The school's role in the administration of this policy is one of cooperation with the parent and student and we will take responsibility for the administration of medication only after the above guidelines have been followed. Medicine will only be administered to the student through the school office and by the secretary or other appropriate person appointed by the building principal.

A student may be allowed to possess and self-administer an over- the- counter medication upon the written authorization of the parent. The parent must complete an Authorization for Non-prescribed Medication and Treatment and submit it to the school office for filing in the student's record

## SCHOOL SPONSORED DANCES

**Dances sponsored by the school are governed by the student code of conduct. In addition, breathalyzers may be used at all dances. All JM alumni and guests must be under the age of 21 and pre- approved by the administration.**
**Consequences for violating school/dance policy can include regular school discipline and denial of participation in future dances.**
**Special rules for dances include:**

- **Guest forms are due to the office 2 weeks prior to a dance/event for approval.**

- **Provocative dancing and grinding is prohibited.**
- **There will be NO DJ requests.**
- **There will be no tobacco use during any event/ dance. Any person who arrives at the event/dance showing signs of being under the influence of alcohol or drugs will not be permitted to attend the event/dance. Your parents will be notified immediately. *All students may be subject to a breathalyzer test***
- **Once students have left the event they are not allowed to re-enter.**
- **If a student needs to return to the car they must be accompanied by a chaperone.**

## DRESS CODE

- **All students desiring to attend a formal dance should have that opportunity. Buying or renting formal attire can be quite expensive; therefore, the following attire will be acceptable:**

  - **For girls: Formal gown/dress/skirt/pant suit**
  - **For boys: Tuxedo or suit with tie/ sports coat with tie and dress slacks**

**Appropriate attire must be worn. Clothing in good taste should be worn. The administration has the authority to remove event/dance privileges for any inappropriate attire. Students with excess body exposure will not be permitted to attend events/ dance. Hemlines or skirts slits may not be any shorter than 6 inches above the knee. No see-through tops, dresses or skirts are acceptable. Midriff/ 2 piece dresses are discouraged. No skin between the upper chest and the hemline can show. Halter tops, spaghetti straps and strapless dresses are permitted IF the chest is covered. Backless dresses/tops cannot be so low as to reveal the lower back. Shirt and shoes must remain on during the event.**

**The following attire is NOT acceptable for boys/girls:**

- **athletic tops or tank tops**
- **Any form of blue jeans ( formal dances only)**
- **Shorts (formal dances only)**

# *Jackson-Milton Local Schools Student Code of Conduct*

Please understand that the following code of conduct applies to each student attending The Jackson Milton Local Schools. Students are responsible for their actions while on school grounds, off school grounds, at a school related activity, function or event, or on school buses. The following code will be followed to ensure a safe and productive environment for successful learning.

## Level 1 Behavior

(Conduct which impedes orderly operation of classroom or school)

Level 1 behavior should be dealt with in the classroom by the classroom teacher. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the administration unless the misbehavior occurs outside the classroom or in exceptional circumstances when assistance is necessary or will be useful in resolving the problem.

### *Level 1 Behavior and Definition*

**1 Cheating**

Using, submitting, or attempting to obtain data or answers dishonestly.

**2 Disorderly Conduct**

Engaging in minor physical or verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct is likely to provoke a violent response or disruptive response.

**3 Dress Code**

Dress or grooming in a manner which disrupts the teaching and learning of others as determined by The Jackson-Milton Local School Policies.

**4 Forgery**

Writing the name of another person or altering times, dates, grades, passes or permits.

**5 Gambling**

Playing any game of chance or skill for money or items of value.

**6 Indecent/Objectionable Language**

Using language socially unacceptable, offensive, or making improper gestures in the presence of others.

**7 Littering**

Throwing of paper, trash, or other materials on the floor.

**8 Gum chewing**

Gum chewing is not permitted at the Middle School level.

**9 Electronic Devices**

Possessing an electronic pager, beeper, cell phone, laser pointer or similar device.

**10 Attendance**

Unexcused absences, cutting class or arriving at school or class after the designated time.

**11 Verbal Abuse**

Willfully intimidating, insulting or in any other manner, verbally abusing other students.

## ***Level 1 Disciplinary Action***

Disciplinary actions which classroom teachers can use to address Level 1 misbehavior include, but are not limited to: verbal reprimand; special assignments (constructive); oral or written notification to parent(s); student mediation; contracts; classroom detention; conference with student and/or parents; parent observation of student during classroom time; temporary separation from peers; loss of class privileges; counselor referral; administrative referral. School administrators may use any of the actions available to the classroom teacher, as well as, detention, transfer to another class, loss of school privileges or such other action as the central office administrator deems appropriate.

# ***Level 2 Behavior***

(Illegal and/or serious misconduct-not life or health threatening to others)

Level 2 disciplinary actions may be imposed by the superintendent or principal in accordance with Ohio law. A student charged with behavior which is classified herein as Level 2 shall be subject to the disciplinary actions listed below which are recommended for each offense. This means that lesser penalties may be assessed depending upon the facts and circumstances but not a greater penalty than that listed shall normally be applied. Disciplinary actions may be imposed out of the sequence listed, if the circumstances surrounding the misbehavior, including the student's past record, seem to warrant a more severe penalty. However, if the progressive discipline policy is not followed, the grounds for imposing a lesser or harsher penalty must be documented.

## ***Level 2 Behavior and Definition***

### 11 Damage/Destruction of Property

Causing, attempting to cause or threatening to cause damage to school, school bus, or private property.

### 12 Extortion/Coercion

Obtaining or attempting to obtain money or property from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).

### 13 Fighting

Engaging in physical conflict with another pupil, threatening serious harm to another pupil or engaging in violent or turbulent behavior.

### 14 Gross Insubordination

Knowingly refusing to comply with reasonable school rules or with reasonable instruction of authorized school personnel, including but not limited to: repeated Level 1 violations, multiple offenses, failure to adhere to the established Acceptable use Policy of the District.

### 15 Hazing

Doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy.

### 16 Obscenities/Verbal Abuse/Vulgarity

Directing obscene, abusive or vulgar language, written or verbal, toward school personnel, or any member of the school community. This shall include use of obscene gestures or signs.

### 17 Refusal to Identify Self

Refusal to show valid identification or to give his/her name when requested to do so by school personnel or persons delegated school authority.

## 18 School Disruption

Engaging in any conduct for the purpose of disrupting or obstructing any lawful mission, process or function of the school, or a school-related activity including transmission of improper e-mail, pictures from a camera phone, PDA, or other electronic device other than a camera, or data using district computer and/or district access to internet.

## **19 Sexual Misconduct

Intentionally touching another person inappropriately, and/or intimately including public displays of affection or any other form of affectionate behavior.

## 20 Theft

Stealing or attempting to steal school or private property or participate in the theft or attempted theft of school property including but not limited to computer passwords, files, data and programs.

## 21 Trespassing

Being in a school building or on school grounds without permission or refusing to comply with a request to leave school premises.

## 22 Use of Tobacco

Please see page 17 for specific consequences related to tobacco use

## *Level 2 Disciplinary Action*

Short-term Suspension (1-3 days)
Long-term Suspension (3-10 days)
Recommended for Expulsion

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school

## *Level 3 Behavior*

(Illegal and/or serious misconduct – potentially life or health threatening)

A student committing behavior which is classified as level 3 may be subject to suspension from the school, and subject to a recommendation for expulsion from the The Jackson-Milton Local School System.

## *Level 3 Behavior and Definition*

## 23 Arson

Setting fire, or attempting to set fire, to a school building, bus, or property located on school grounds or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school.

## 24 Harassment/Assault/ Menacing

Intentionally causing, attempting to cause or threatening to cause physical injury to a staff member, student, and/or private citizen. The harassment of other students or members of staff or any other individuals. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:
Sexual – verbal, nonverbal, physical contact. Gender/Ethnic/Religious/Height/Weight/Other types of Harassment – verbal, nonverbal, physical.

## 25 Bomb Threats/False Alarms

Making a knowingly false statement regarding the possession or location of explosive or incendiary materials or activating the fire alarm or security system on school property or reporting a fire when no fire exists.

## 26 Possession or Use of Weapons or Dangerous Instruments

Possessing, handling, transmitting, or using any kind of firearm, knife, razor, club, chain or other look-alike or replica object or item which can be considered a weapon or used as a weapon. This includes bringing such items into the school, bus, or to a school-sponsored activity for another person. It also includes having such items at one's desk or placing them in a locker or vehicle or hiding place on school property.

NOTE: In accordance with state law and board policy, students found in possession of a firearm or knife under the conditions listed above, may be expelled for a period of one calendar year from the date of the offense at the discretion of the superintendent.

## *27 Sale, Use or Possession of Alcohol, Drugs, Drug Paraphernalia or other chemical Control Substances

Selling, using, or possessing drugs, drug paraphernalia, mood-altering chemicals or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, drug paraphernalia, controlled substances of any kind, or alcoholic beverages or other intoxicants on school property, bus, or at school functions. This includes bringing such items into the school for another person, to a school-sponsored activity, or having such items at one's desk or placing them in a locker or hiding place on school property. Students will automatically be subject to the districts random drug testing policy when in violation and will be automatically placed at step two of the random drug testing policy if participating in an activity defined by the random drug testing procedure ( see page 16)

## 28 Sexual Offenses

Committing any willful and/or deliberate act with the intention of gaining sexual favors of furthering acts lewd or lascivious in nature, including acts of indecent exposure; sexual offenses also include consensual or non-consensual sexual contact or conduct.

## 29 Vandalism/Theft

Substantial destruction, defacing or theft of school or private property. Hacking into any district computer from any remote access connection or in-house connection, to include but not limited to introduction of a computer virus, transmission of academic/student data, downloading files, converting, damaging, and/or altering data files on any district computer.

## 30 Volatile Acts

Disrupting school by use of violence, coercion or threat. This shall include use of same to incite others towards acts of disruption (individual or group related).

## 31 Gang Membership Activity or Other Illegal or Inappropriate conduct

Engaging in gang membership activity or any other conduct which imposes a threat to another person's life, health, or seriously disrupts or interferes with the educational process.

## ***Level 3 Disciplinary Action***

Suspension 3-10 days
Recommendation for Expulsion

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school

NOTES:

*First offenders shall be referred to appropriate counseling and/or treatment programs. Such referrals may be repeated for subsequent violations at the discretion of the principal.

**First offenders may be referred to appropriate counseling.

# ***Level 3 Behavior***

(Illegal and/or serious misconduct – potentially life or health threatening)

A student committing behavior which is classified as level 3 may be subject to suspension from the school, and subject to a recommendation for expulsion from The Jackson-Milton Local School System.

## 26 Possession or Use of Weapons or Dangerous Instruments

Possessing, handling, transmitting, or using any kind of firearm, knife, razor, club, chain or other look-alike or replica object or item which can be considered a weapon or used as a weapon. This includes bringing such items into the school, bus, or to a school-sponsored activity for another person. It also includes having such items at one's desk or placing them in a locker or vehicle or hiding place on school property.

NOTE: In accordance with state law and board policy, students found in possession of a firearm or knife under the conditions listed above, may be expelled for a period of one calendar year from the date of the offense at the discretion of the superintendent.

## 26a

The above policy applies to any type of classroom, kitchen, or lab setting within the building that uses or possesses this type of instrument described in the above statement. The removal of or the taking of the above described instruments from these school settings will result in a violation of the above policy.

AGREEMENT

*"I understand and will abide by the above. I also understand that if I am found to be in violation of the above that I may be subject to disciplinary action deemed appropriate by my building administrators, the district Superintendent of Schools and/or the Board of Education."*

_____ _____

(printed name of student) (signature of student)*

_____ _____

(printed name of parent) (signature of parent)*

* Signature indicates that both parties have read and agreed to the Rules of Acceptable Use.

# ***Dress Code Jackson- Milton Local Schools***

All students are to come to school in attire that is modest and proper. Any dress or grooming which would detract from the educational process or cause concern for the health, safety, and general well-being of the students will be considered improper.

DRESS CODE VIOLATION CONSEQUENCES

**All dress code violations will be rectified immediately. A student may be placed in ISS at the discretion of the administrator if the problem cannot be immediately rectified.**

**1st Offense: Warning/Parental notification**

**2nd Offense: Detention**

**3rd Offense and beyond: ISS**

Any student whose appearance is distracting or disruptive to the learning environment will be considered in violation of this code. The JM administration will serve as the final authority on all matters related to dress and grooming. These are minimum guidelines for acceptable wear at JM. (If a medical condition conflicts with any of these requirements, a signed doctor's excuse is required to be on file describing the condition and the area it affects) The JM administration may approve certain days for spirit or fundraising purposes in which parts of the dress code may be waived ( Spirit Week, Hat day etc. )

*Teachers may regulate the use of outerwear in their classrooms.*

**Pants, Shirts, Shorts, Skirts and Dresses** – Students must recognize that brief and/or revealing clothing is not appropriate apparel in school. The following guidelines on clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are "see-through", cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulder and fit closely under the arms. The length of shorts, skirts, and dresses must satisfy the "fingertip" rule. That is, shorts, skirts, and dresses must reach the fingertips when arms are hanging at the side. The policy permitting the wearing of shorts can be revised at any time. At this time, Shorts may be worn all year. Students shall not wear shorts or pants that, when fastened, sag or fit below the waist. No holes in pants above the knee are permitted, unless tights are worn underneath. No bare skin shall show through. All pants must fit around the waist and be properly fastened; the waist is defined as the area between the bottom of the rib cage and the top of the hip bone. Wearing bottoms which expose skin or undergarments or wearing oversized/draping baggy style pants to create a "sag" look is strictly prohibited. Spandex, cycling shorts, swimsuits are not permitted. Undergarments must not be visible.

**Clothing with messages** – 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.

**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 such as shades of blonde, black, auburn/red and brunette.

Hair must not be worn covering the eyes or in a way which otherwise obstructs the natural vision from student or staff members

Mohawks, long spikes and other extreme hair styles which are disruptive/ distracting to the educational process or pose a safety hazard are not permitted.

**Shoes** – During the winter months, when students wear boots to school, be sure to bring shoes to be worn during the school days. Sandals may be worn all year, but may not be worn in gym, industrial arts or lab classes. Shoes with wheels ("heelies") are strictly prohibited.

**Accessories** – Wallets with chains, spiked jewelry, or any item or garment which poses a safety risk are prohibited.

**Backpacks**

Book bags/backpacks are permitted in the building but must be checked in lockers prior to the tardy bell and remain there until the dismissal bell. Please be aware that our lockers are limited in the amount of space that certain bags can comfortably fit within its confines. Any student who is bringing a bag to school that is too large for the locker will be provided a space to store that bag for the remainder of the day. Female students will be allowed to carry a purse that is no bigger than 9 x 6 inches big. Students who bring lunch to school may do so in a reasonable sized lunch box or brown paper bag. No "Coleman" style coolers or "Metal" style lunch boxes will be permitted.

**Student Technology Acceptable Use Policy 2026-2027**
**Jackson-Milton Local Schools**

**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, 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 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 is to **know 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 such as 'Twitter' 'Tik-Tok' 'Snapchat' or 'Facebook' 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**.
13) **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).
14) **Jackson-Milton is a "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.**

**End User Acknowledgement:**

*"I have read or been read the above 'Rules of Acceptable Use' and will obey them. I also understand that if I am found to be in violation of the above RoAU that I may be subject to disciplinary action deemed appropriate by my building administrators, the district Superintendent of Schools and/or the Board of Education."*

_____ _____/_____
printed name of student (if able) signature of student (if able)* date

_____ _____
Grade Home Room Teacher

_____ _____/_____
printed name of parent/guardian signature of parent/guardian* date

*Signatures of student and parent/guardian indicate that they have read (or been read) and agree to obey this policy.

In order to better help our school district plan for the future, please answer the following question:
**What type of internet connection does your household have?**
Cable or faster ❑ DSL ❑ Satellite ❑ Dial up ❑ Cellular Data Plan ❑ None❑

**JACKSON-MILTON LOCAL SCHOOLS SIGNATURE PAGE**
**STUDENT/PARENT HANDBOOK**

Student's Full Name (Please Print Clearly):_____

School:_____
Grade_____

Parent/Guardian's Name (Printed):_____

I have received the Student/Parent handbook and I have reviewed its content with my son/daughter.

| _____ | _____ | _____ | _____ |
|---|---|---|---|
| Signature of Parent/Guardian | Date | Student Signature | Date |

# JMHS Student/Parent Cell Phone Contract

Student cell phones are a good way for students to communicate with parents during after school activities. While we understand the value of having cell phones available after school, we do not want them to interfere with learning during the school day. Therefore all student cell phones should be turned off and stored in the student's locker during normal school hours (from arrival to dismissal, this includes lunch,intervention, reinforcement and study halls). Lockers where cell phones are stored are provided with a lock for student protection. Thank you for your cooperation

The following disciplinary procedures will be followed:

1st offense –confiscated and returned at the end of the day on the first offense, Parent will be notified and a letter will be sent to document the incident
2nd offense – Phone taken and returned to PARENT only.
3rd offense - On the third and subsequent offenses, ISS/OSS will be given and a parent/guardian will be required to come to the school to pick up the device.

Parent Signature _____ Date _____

Student Signature _____ Date _____

All students must return a signed contract before bringing a cell phone to school.

# Directory Information

Dear Parent,

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for athletic, music and theater presentation of this District. Directory information includes but is not limited to the following kinds of information:

1. Student's name
2. Student's address
3. Telephone number(s)
4. Student's date and place of birth
5. Participation in officially recognized activities and sports
6. Student's achievement awards or honors
7. Student's weight and height, if a member of an athletic team
8. Major Field of study
9. Dates of attendance ("from and to " dates of enrollment)
10. Date of graduation

____The release of directory information is allowed.

____The release of directory information is denied.

____ Students name and picture can be used by the school for promotional or recognition purposes

Parent/Guardian may attach a separate signed letter requesting only certain directory information to be released.

This form must be completed and returned to the principal within 10 days. If not returned, directory information may be released.

_____ _____ _____

Name of Student School Grade

_____ _____

Parent/Guardian Signature Date

## PHONE NUMBER/EMAIL CONTACT FORM

Please indicate below the name of your Jackson-Milton student and which phone number and email account you would like us to enter into our system so that you will receive all of the informational phone calls made each week for events concerning the Jackson-Milton School System. This phone number will also be used to call you if your student is not in school and we haven't received a call from a parent/guardian calling them off that day. The email account will also be used if important information needs to be distributed throughout the year.
If your phone numbers or email account should change during the school year, please be sure to inform the school office as soon as possible.

STUDENT'S NAME:_____

PARENT/GUARDIAN PRIMARY PHONE NUMBER TO BE CALLED:_____

EMAIL ACCOUNT

_____

Thank you for your assistance in keeping our system as up to date as possible so that you will not miss any important school broadcasts. Please return this completed form to the office as soon as possible.

Parent/Guardian Signature_____

## STUDENT CONTRACT
## JACKSON-MILTON SCHOOLS STUDENT LOCKER ASSIGNMENT

**LOCKER#_____**
**COMBINATION#_____**
**STUDENT NAME_____GRADE_____**
(PLEASE PRINT)

As I accept this locker assignment, I understand that school lockers are the property of the Jackson-Milton Local Schools and are subject to School inspection by authorized School Personnel.

As the School or School Personnel are not responsible for stolen items, I further understand that I may utilize my own lock as long as the combination or an extra key is on file in the School Office.

Usually large amounts of money or expensive merchandise should not be kept in student lockers; they are not constructed to be safes.

**STUDENT SIGNATURE_____**
(PLEASE SIGN)

**AT NO TIME ARE STUDENTS PERMITTED TO SHARE A LOCKER.**