

**WEST JEFFERSON MIDDLE SCHOOL  
HANDBOOK  
2019-2020**

WEST JEFFERSON MIDDLE SCHOOL

2 Roughrider Drive

West Jefferson, Ohio 43162

Phone: 614-879-8345

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[www.west-jefferson.k12.oh.us](http://www.west-jefferson.k12.oh.us)

Debbie Omen, Principal

Shawn Buescher, Dean of Students

Cherri Schneider, Secretary

Melanie Filby, Guidance Counselor

Melissa Ferguson, Nurse

Emergency School Closing Information

610 AM TV 4

95 FM TV 6

92.3 FM TV 10

96 FM

Please do not call the school.

**West Jefferson Middle School Goals:**

At the conclusion of the Middle School experience, and at an ability appropriate level, the student will have:

- 1) mastered the basic skills of reading, writing, recitation, research and mathematics.
- 2) mastered the basic knowledge and skills of the natural sciences, social sciences, humanities and fine arts.
- 3) developed a positive self-image by the mastery of academic knowledge and skills, as well as, social and citizenship skills.
- 4) developed critical and constructive thinking skills to allow the student to learn and act in a responsible manner.
- 5) mastered technology skills necessary for learning and communication.
- 6) demonstrated respect and understanding for others, the law, our culture and institutions.
- 7) the ability to discuss the free enterprise, capitalistic economic system.
- 8) the ability to discuss the importance of proper stewardship of the physical environment.
- 9) developed a physically and mentally healthy lifestyle.

**STUDENT NAME:** \_\_\_\_\_ **H.R.#** \_\_\_\_\_

## 2019-2020 DISTRICT CALEN DAR - (ADOPTED 3/11/19)

August	14&15	New Teacher In-Service	
	16 & 19	Teacher Professional Development Day	
	20	Teacher Work Day	
	<b>21</b>	<b>First Day for Students*</b>	
September	<b>2</b>	<b>No School-Labor Day</b>	
	26	Interim Reports Go Home	
	<b>27</b>	<b>No School/Teacher ½ Day Professional Dev. ½ Work Day</b>	
October	18	End of First Nine Weeks (41 Student days/45 Staff days)	
	25	Grade Cards Go Home	
October 28-November 8		Parent/Teacher Conferences	
November	<b>1</b>	<b>No School</b>	
	<b>4</b>	<b>No School-Teacher Work Day</b>	
	<b>5</b>	<b>No School-Teacher Professional Development Day</b>	
	22	Interim Reports Go Home	
	<b>27-29</b>	<b>No School-Thanksgiving Break</b>	
December	20	End Second Nine Weeks/1 <sup>st</sup> Semester/Student Last Day (39 Student days/42 Staff days) (Semester 80 Student days/87 Staff days)	
	<b>23</b>	<b>Winter Break Begins</b>	
January	<b>6</b>	<b>No School-Teacher Work Day</b>	
	<b>7</b>	<b>School Resumes</b>	
	10	Grade Cards Go Home	
	<b>20</b>	<b>No School-Martin Luther King Day</b>	
February	7	Interim Reports Go Home	
	10-21	Parent/Teacher Conferences	
	<b>14</b>	<b>No School</b>	
	<b>17</b>	<b>No School-President's Day</b>	
March	13	End Third Nine Weeks (46 Student days/48 Staff days)	
	<b>20</b>	<b>Grade Cards Go Home</b>	
	<b>23-27</b>	<b>No School-Spring Break</b>	
April	<b>10</b>	<b>No School</b>	
	<b>13</b>	<b>No School-Teacher ½ Professional Day, 1/2 Work Day</b>	
	<b>14</b>	<b>School Resumes</b>	
	17	Interim Reports Go Home	
May	23	Graduation	
	<b>25</b>	<b>No School-Memorial Day</b>	
	<b>29</b>	<b>Last Day for Students-Early Release</b>	
		End of Fourth Nine Weeks (47 Student days/50 Staff days)	
		End of second semester (93 Student days/98 Staff days)	
June	1	Teacher Professional Development Day	
	2	Teacher Work Day	
		<b>Total Days</b>	<b>173 Student Days 185 Staff Days</b>

\*Norwood Elementary will have staggered start for grades K-5. Make up days will start on the 8<sup>th</sup> calamity day as follows: Jan. 20, Feb. 14 & 17, June 1 & 2. The Superintendent has the authority to reconvene the calendar committee to make adjustments as needed.

As we begin a new school year, the West Jefferson Middle School Staff would like to welcome you and wish you success and happiness. The year will provide you with many challenges that can be best met by hard work and a desire to succeed. We hope this desire will be present so that your school year will be one that you recall with fond memories.

As a member of our school community you are expected to follow the rules that are established for the welfare of the entire student body. The learning that transpires in a school is a combination of teacher excellence and student desire. It is our hope that through this collaborative effort you will emerge with the ability to think, evaluate, and make well thought out decisions.

## **POLICY ON NON-DISCRIMINATION**

In accordance with federal and state law, it is the policy of the Jefferson Local Schools not to discriminate on the basis of race, color, national origin, ancestry, religion, age, sex, or disability in admission or access to, or treatment or employment in, any service, program, or activity sponsored by the Jefferson Local Schools. Inquiries or complaints regarding compliance with the policy or the non-discrimination requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, or Title IX of the Education Amendments of 1972 should be directed to the Superintendent, 909 W. Main St., West Jefferson, OH 43162.

## **EXPECTATIONS FOR STUDENTS**

Students have responsibilities which include regular school attendance, conscientious effort in classroom work, and a commitment to accept and follow the school rules and regulations. Most of all students share with the administration and faculty the responsibility of developing a climate in the school that is conducive to learning. The ultimate goal of the school is to provide students with knowledge, skills, attitudes and behavioral patterns that will lead to success not only for the school year, but also for life.

Students will always be expected to have proper materials when they report to classes. Aside from the textbook, this includes their chrome book, some type of notebook that holds paper, homework assignments, pencil/pens and the Student Handbook. Teachers will provide information pertaining to other required materials.

It is further recognized that the role of the school officials and teachers is to act "in loco parentis" relative to the student. School officials must often make decisions that protect the health and safety of all students while at the same time safeguarding individual rights.

The need for a well-ordered school environment is unquestionable. This handbook will serve to inform every student and parent of the rules and regulations that apply to daily school life. Students will be afforded all rights as required under due process and the provisions of the Amended Substitute HB421 of the State of Ohio.

## **ACADEMICS**

### **Grading Scale**

Letter	Percent	Grade Point Average
A:	90-100	4.0-3.6
B:	80-89	3.5-2.6
C:	70-79	2.5-1.6
D:	60-69	1.5-.6
F:	below 60	0

### **Grade Cards and Interim Reports**

Report cards are sent home at the end of each of the four nine weeks' grading period. The envelope is to be signed and returned to the advisory teacher. Midway through each grading period, an **Interim** report is sent home from each class to give parents an idea of the current work or grade of the student. Parents are encouraged to schedule a conference with the teacher to encourage the students to improve their work prior to the final grade for that report period. **It is the student's responsibility to take the interim reports home and to return the signed report card envelope to the teacher.** Parents should check the school calendar for the dates these reports are issued. Teacher e-mail addresses can be found on the district web-site.

## **Board Policy on Grading Systems**

Teachers may use any fair and valid method of arriving at a student's grade for a grading period. Official records, final averages for a given period, grade cards, permanent records, etc. will show only the letter grade.

For grading purposes the school year will consist of two (2) semesters divided into two (2) nine (9) week periods. Reports Cards will be distributed to students during the week following the end of the grading periods. Interim reports may be utilized as deemed necessary by the teachers to identify areas of needed improvement and to encourage parent-teacher communication. A district wide parent-teacher conference day will be scheduled each year soon after the first grading period.

## **Eligibility**

Students who wish to participate in any extra-curricular activities (those out of class activities not tied to a specific class; i.e. student plays, office worker, athletics) must be academically eligible. 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 receive passing grades during that grading period in a minimum of five of those subjects in which they received grades. For eligibility purposes an incomplete may be made up, however an "F" cannot be changed except for teacher error. Eligibility changes on the fifth school day of the next grading period. Additionally, continued discipline problems and exceeding the absence limit can affect a student's eligibility.

To maintain eligibility a student at WJMS must pass five (5) subjects per grading period. Eligibility of student will be checked at the end of each grading period (9 weeks). Extracurriculars include, but are not limited to, athletics, musicals, student council. In addition to this a student at WJMS must maintain a GPA of 1.5. Eligibility of the student will be checked at the end of each grading period (9 weeks). Students whose GPA falls below 1.5 for the immediately preceding grading period may be eligible to participate by taking a one-time waiver. Only one such waiver will be granted during a student's middle school career for all extracurricular activities.

## **Honor Roll**

Middle School students earning all A's will be on the **TOP HONORS** list. Earning all A's and B's will result in a student being on the **HONOR ROLL**. All classes with grades will be considered for the honor roll.

## **Rules for Study Hall**

Quiet and order will be maintained during the study hall period. The teacher in charge will help students in their studies whenever possible. Students who go to the library **must** have a library pass from the study hall teacher indicating the purpose of the library visit .

1. Students are to be quiet unless they obtain permission from the teacher to talk.
2. Students must have teacher permission to study together.
3. Students are expected to bring school work or appropriate reading material to study hall.

The teacher may give idle students work to do.

4. Students must have a teacher's permission to leave study hall for any reason.
5. Students who plan to work with another teacher during study hall, must come to the regular study hall with a note from the teacher. **No student will be permitted to leave study hall to obtain a note.**

## **Return of Notification of School Documents**

Students will be taking home school pictures, interim reports, grade cards, permission slips and other materials that need to be paid for or returned with a parent's signature. **It is the student's responsibility to return these items in a timely manner.**

## **Promotion, Placement, & Retention**

Board of Education policy provides that students in grades 6, 7, or 8 will be promoted to the next grade level unless the student has failed an equivalent of two or more year courses or been absent more than 10% (18 days) of the school days. Students who do not meet the requirements for promotion may be placed in the next grade upon the successful completion of summer intervention, summer school, home tutoring or correspondence classes. Factors such as age, social maturity, handicaps, attendance and ability are also given consideration in placement.

### **Removal of a Student from a Class**

A student may be removed from a required class with due process by the principal. Possible reasons for possible removal may include:

1. Disruption of class over an extended period of time.
2. Refusal to participate in class or fulfill class requirements over an extended period of time.
3. Repeated unexcused absence from a required concert or performance outside of the school day in an elective class.

### **Dropping/Changing Courses**

Dropping and/or changing of courses may take place within the first two weeks of a new school year for full-year courses, or during the first week of the second semester for a semester course. This can be done without penalty if the student, parent/legal guardian, faculty member involved, counselor and principal are in agreement. Any drop/change after this period will result in an "F" with no credit being placed on the permanent record. There will not be schedule changes the first day of school. Follow your schedule.

### **Library**

The library is provided to assist students in their learning. Students may use the library during study halls by obtaining a library pass from the study hall teacher indicating the purpose of the library visit. While in the library, students are expected to be quiet, take proper care of library materials and not interrupt classes. Students not following these guidelines may be moved, asked to return to their classroom or disciplined. Students abusing library privileges could lose them for a period of time.

The library serves a wide range of ages and interests. If you feel a material is not appropriate for your child, please return it. There are no fines for late materials; however, grade cards may be held at the end of the school year for materials that are overdue.

### **Guidance Services**

A counselor is available during the day to assist students in solving school, social and personal problems, as well as helping the student to make responsible and wise decisions. All individuals have the need from time to time to plan courses of study, find information about occupations and study educational alternatives.

The guidance counselor directs the testing program. The counselor will discuss the test results with the student either in a classroom situation or privately in the guidance office.

Parents or students may meet with the counselor to discuss any problem that relates to the student or the school situation. The student should make appointments in the morning before going to homeroom or by placing a note in the guidance counselor's mailbox. Appointments may be scheduled during a student's study hall or lunch. Students will be seen during a class only in an emergency situation. If scheduling permits, students may also be invited to participate in small group discussions and guidance activities during their study hall periods.

### **Physical Education**

All students are expected to wear the appropriate clothing as announced by the physical education teachers, and to participate in class on a daily basis. Participation can be excused only under the rules of the class teacher or a written excuse by a physician.

### **Student Publications**

Publications such as the student newspaper, literary magazines, and the yearbook are connected to the overall school program and are subject to editorial control by school officials.

## **APPROPRIATE DRESS GUIDELINES**

We believe that proper dress is a positive reflection on our school and promotes self-pride. Therefore, students are expected to wear appropriate apparel that is tasteful, clean, neat, and modest. Clothing may not jeopardize the health or safety of the students. School standards will be in effect for all school days and field trips unless prior approvals for exceptions are granted. Any clothing or dress-style that distracts or disrupts the normal learning atmosphere in the classroom will not be permitted.

**Following are guidelines for students:**

1. Hair should be kept clean and well-groomed.
2. Shorts will be no shorter than the middle of the thigh. Boxer, spandex, biker and gym shorts are not acceptable. Shorts with pictures or writing across the seat are not acceptable.
3. Dresses and skirts that are too short are not acceptable. **Rule is that they must be no higher than 4 inches above the knee. Pencil skirts are not permitted.**
4. **Yoga pants/leggings may be worn if tops are long enough to cover the behind.**
5. Clothing should be so constructed and worn in such a manner that is not unduly revealing nor should clothing be worn so that undergarments are revealed. Halter tops, racer back tops, tube tops, tank tops, vest shirts, muscle shirts, or other garments of this nature are not permitted. For girls, sleeveless tops are permitted only if the garments are purchased as sleeveless. Boys are prohibited from wearing sleeveless shirts except for physical education/weightlifting. Bare midsections are not permitted. All tops must come down over the top of the pants/shorts/skirts, etc. **The test: No bare midsection or back is revealed when arms are stretched over head.**
6. Pants must fit around the waist and be free of holes and tears above the knee. Sagging pants or pants with pictures or writing across the seat are not acceptable.
7. Hats, caps, scarves, and bandannas are not permitted for boys or girls (unless for a recognized Religious belief).
8. Obscene, immoral, sexually suggestive, or misleading writing or patches on clothing is not allowed. Articles of clothing or jewelry associated with alcoholic beverages, tobacco, drugs or other activities illegal to students are not to be worn. Buttons with misleading or offensive material are not to be worn.
9. Undergarments must be worn at all times.
10. Outdoor apparel worn inside is not acceptable unless otherwise stated.
11. Students may not wear any items or apparel that could be injurious to themselves or others including spikes, wallet chains, neck collars, and heavy chained necklaces.
12. Sunglasses may not be worn in the school building at any time.
13. No pajama type apparel is to be worn.
14. When students attend award programs for academic and athletic reasons, they should dress properly.
15. All attire for school sponsored dances must be school appropriate. If the student's attire is deemed inappropriate by School Administration, the student may be dismissed from the dance.
16. It is within the province of the building principal to adjust any requirements which in his/her opinion would be in the best interest of the school.

## **STUDENT ATTENDANCE**

### **ATTENDANCE POLICY**

Students are expected to attend classes regularly and to be on time in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

The Board of Education of the Jefferson Local School District has adopted a policy conforming to State law. **A parent or guardian must notify the school** on the day a student is to be absent, by the time school begins. If no notice is received, an attempt will be made to notify the parent/guardian by phone, to confirm the parent/guardian's knowledge of the student's absence.

The following procedure will be used by the Jefferson Local School System:

1. Parent's Responsibility
  - a. Parent/Guardian is required to have on file at the school office the emergency/medical form with a current working telephone number (home, work, and neighbor) that can be used to contact a responsible party.
  - b. The school must be notified immediately of any telephone number changes in order to maintain accurate information in the event contact needs to be made for any reason.
2. It is required that the necessary forms, i.e. student handbook form, emergency/medical form, etc. be turned in by the 2<sup>nd</sup> week of school.
3. **Parental Procedures**
  - a. **A parent must notify the school by 7:30 A.M. Give the student's name and reason for absence. If no reason is given it will be considered an unexcused absence. Attendance line is open 24 hours a day. Attendance line is 879-7681 ext. 3.**
4. School Responsibilities
  - a. A parent/guardian will be notified daily of the student's absence unless absence has been reported to the school previously.

a. A call will be made to the designated number on file in the office. If you want that number to be one other than home please advise the office.

b. As soon as possible, the school will call the parent/guardian stating:

"This is school calling to inform you that, according to our attendance report for today, student's name is absent from school today."

Once the student arrives at school, he/she assumes complete responsibility for being where he/she is supposed to be at the proper time. The school has the responsibility of encouraging class attendance and taking action if there is any deviation from the schedule and the parent has the responsibility of working with the student and the school to correct any problems that develop.

### **ALL ABSENCES ARE RECORDED, REGARDLESS OF THE REASON**

Ohio law states that pupils may be absent from school for the following reasons:

1. Personal illness of student: The approving authority may require the certification of a physician if he/she deems it advisable.
2. Illness in the family: The absence under this condition shall not apply to children fourteen years of age.
3. Quarantine for contagious disease: The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death in the family: The absence arising from this situation is limited to a period of three days unless reasonable cause may be shown by the applicant child for a longer absence.
5. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only). Any absence arising because of this situation shall not extend for a longer period than that for which the parents or guardians were absent.
6. Observance of religious holidays: Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
7. An emergency or circumstances which, in good judgment of the superintendent of schools, or his designee constitute a good and sufficient cause for absence from school.
8. Traveling out of state to attend a Board approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours).

**Doctor's notes will be required after 60 hours absences where doctor's notes have not been provided for previous absences. All excused or unexcused absences may be subject to the discretion of the Dean of Students.**

### **TARDIES**

Students will be counted tardy when they are not present at the designated beginning time for class or school.

Tardies will be tracked under the total number of hours missed. If the primary cause for tardiness to school is driving to school, the student's driving privileges may be revoked with no refund of the parking fee. Students who arrive tardy due to the student driver or parent will be counted tardy along with the driver.

### **Suspension of Driving Privileges:**

A student's driving privileges may be suspended if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours (10 days) during a school month or a total of at least 90 hours (15 days) during a school year.

**Tardy to school-** Students arriving late to school must come to the attendance office for a tardy slip. A tardy due to a medical appointment will not be counted against the student if the student provides written medical verification of the appointment. The attendance office records a tardy no matter what reason.

**Tardy to class-** Students are expected to be in class or study hall when the bell rings. The classroom teacher determines class tardiness and will be responsible for assigning detentions. Excessive tardiness will be reported to the principal and will result in stronger disciplinary measures.

### **TRUANCY- CLASS CUTS**

Truancy is defined as being out of school or class for reasons other than the reasons listed under the Ohio Revised Code (ORC). A student who is truant from school will have his/her grade reduced for each day of truancy. Truancy from school will result in disciplinary action from the principal and may include referral to Juvenile Court.

**Habitual Truancy** is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

Habitual Truancy will result in the following process:

1. Notification of parents per ORC is at 38 hours in a month and/or 65 hours year. The Jefferson Local School District will send letters home to notify parents.
2. Once a student meets 30 or more consecutive hours, 42 or more hours in a month, or 72 or more hours in a year without legitimate excuse the Intervention Attendance Team will schedule an intervention hearing.

3. If intervention is not successful and attendance does not improve in the 61 day Intervention Plan the attendance officer will file a complaint with the Juvenile Court System.

### **Parent Notification and Truancy Prevention**

The Board directs the administration to develop intervention strategies that may include all of the following:

1. Attendance letters will be sent by administration at the 60 hour, 90 hour, and 120 hour periods of absences.
2. Provide a truancy intervention plan meeting.
3. Providing counseling for habitual truancy.
4. Request or require a parent having control of a habitual truant to attend parent involvement program.
5. Request or require a parent of a habitual truant to attend a truancy prevention mediation program.
6. Take appropriate legal action.

### **LATE BUS**

Students whose bus is late should report to the office upon their arrival. This will eliminate their inadvertently being counted as absent or tardy.

### **ILLNESS AT SCHOOL**

Students are to report to the office if they become ill. In some cases a student will be sent home with permission from a parent or guardian. Parents and/or guardians must provide transportation

### **LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS**

At no time is a student to leave unless the office has been notified.

### **LENGTH OF THE SCHOOL DAY**

Arrival:	7:25	-	8:20	Tardy
	After		8:20	Time is figured by hours missed

### **MAKE-UP OF CLASS WORK**

There is no adequate way to make up a class that is missed. When a student is absent, it is his/her responsibility to contact the teacher on the day of return and make arrangements to make up assignments and tests. The time limit for make-up work shall be the number of days missed, but may not exceed two weeks unless an extension is requested in writing to the principal. Where absence is anticipated in advance, the student should arrange a procedure in advance for making up all assignments and tests.

### **PLANNED ABSENCE POLICY**

Absences are a detriment to academic performance. For this reason, parents and students are strongly urged to arrange for planned absences only when absolutely necessary. State law mandates full attendance of students for the number of days school is in session and places the responsibility for full attendance upon the student's parents/legal guardians. Requests for such planned absences are to be made only in cases of utmost necessity. The principal has the authority to approve or deny requests for all planned absences. Students with poor attendance records will not be approved.

Reasons for which students will be permitted to request planned absences are limited to the following:

1. Family vacation when student is accompanied by parent(s) or legal guardian(s), a maximum of 30 hours (5 days).
2. Educational activities sponsored by an organization other than the school;
3. Circumstances other than those above which, in the judgment of the principal, acting as designee of the superintendent, constitute a just reason for missing school.

Applications for planned absence are available in the office and must be signed by an administrator. This must be done in advance of the planned absence and may be unexcused days if the form is not filled out and turned in **BEFORE** the student leaves.

### **Early Dismissal**

**Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible.** If a student needs to be dismissed early, he/she should bring a note to the office, upon arrival to school, stating the time and reason. Parents must sign the child out in the school office. Students are excused for a reasonable amount of travel time to and from the appointment.

### **After School Procedures**

Students are to leave school property within five minutes after school dismissal unless the student is under the direct supervision of a Board approved staff member. Students who have after school activities should take their books with them to the activities so they do not have to return to their locker. Students must have a teacher, coach, staff member or parent accompany them if they need to return to their school lockers after 3:15.



### Plays, Concerts, Athletic Events

Students attending extra-curricular events at any school are to follow the rules of both their school and the hosting school. Students who enter an extra-curricular event are expected to remain at the event and will not be permitted to leave and reenter. Students who do not comply with school rules or directives of staff members may be asked to leave and also face normal school disciplinary actions.

### In School Suspension

Only building principals or Dean of Students may assign a student to ISS. Students assigned to ISS may not leave the ISS room unless permission is granted. All work will be done and class credit will be received. Students are responsible for getting the work they missed while in ISS.

### Out of School Suspensions

Students who are suspended out of school will be required to complete all assignments missed during their absence. A decision will be made by the administrators as to whether credit will be granted for missed work. In some cases students will be able to make up major tests and/or projects that are given or due during the suspension.

## **MEDICAL REGULATIONS**

Students must meet county and state regulations for entrance to school. The school nurse reviews health records each year and will supply an immunization request form when needed. Students may be excluded from school if the immunization schedule is not completed within a reasonable time after notification. Written statements of objection to immunizations due to parents' religious beliefs will be filed in the student health record.

The school has a health clinic staffed by the school nurse on a limited basis. Basic first aid and care during illnesses can be provided. In addition, the nurse will provide several different health screenings. Vision and hearing screening will be provided for all 7th grade students and selected 6th and 8th grade students. Scoliosis screenings will be performed on all 6th and 8th grade students. Blood pressure screenings will be performed on all 8th grade students. All abnormal screening results will be shared with parents. **The nurse will also provide health education at each grade level.** The 6th grade receives information on personal hygiene. The 7th grade receives basic information on sexually transmitted diseases. The 8th grade participates in a sexual abstinence and birth control class. Please feel free to contact the nurse if you have any questions, or would like to share any health concerns about your student. In addition to these services, students will also receive dental screenings and oral health education from a county dental hygienist.

### Immunizations Required for School Entrance

**Dtap** – All Grades: Minimum of 4 doses required (last dose must be done after the 4<sup>th</sup> birthday)

**Tdap** - 7-12 one dose required

**Polio** – All Grades: Minimum of 3 doses required (last dose must be after the 4<sup>th</sup> birthday)

**MMR** - All Grades: Minimum of 2 doses (first dose must be after the first birthday)

**Hepatitis B**- All Grades: Minimum of 3 doses (last dose must be after 6 months of age)

**Varicella**-Grades K-8: Minimum of 2 doses required (first dose must be after first birthday)

**Meningococcal (MCV4)**: Grades 7-9: 1 dose required

Parents are required by law to a complete **Medical Authorization Form**. They are kept on file in the office and used in emergency situations and taken on off campus activities. Occasionally, it may be necessary for school personnel to send a student home due to skin rashes/disorders, eye inflammations, fever, etc. A physician's statement may be necessary prior to the students' return to school.

### Medication

The Middle School will follow the policy adopted by the Board of Education. Prescription medication may be administered by the district nurse or other designated staff members with proper authorization from the student's physician and parent by completing the board approved form. Medication must be brought to the school office by the parent in the original container dispensed by the pharmacy.

Over-the-counter medications can be administered to students with written authorization from the parent on the board approved form. No doctor form will be needed. Medication still must be brought to the school office in its original

container by the parent. The penalty for violating the medication policy may be suspension or expulsion. Students are now permitted to carry a water bottle, if needed.

### **Head Lice**

Head Lice is a contagious nuisance condition common to all public schools. Students are not permitted to attend school if they have live head lice. If you suspect your child has lice, please notify the school so that we can check them and their classmates. Students who are absent due to head lice, must be checked by school staff upon their return and proven to be lice free. Remember, head lice is not a sign of poor health or hygiene, and can be better controlled when it is properly reported and treated.

### **Long Term Use of Crutches**

Students with injuries requiring the use of crutches need to have a parent contact the principal.

### **Illness at School**

Students who become ill are to report to the office to allow staff members to determine what procedures to take. Students may be permitted to lie down on the cot for one period. An ill student may be sent home with the permission of the parent. Students will not be permitted to go home if there is no one there, unless so directed by a parent or guardian. Students must have permission from the school office to leave the school grounds during the day.

## **DISCIPLINE**

In accordance with SB 1, the following jurisdiction definitions for the code of conduct are provided. The jurisdiction for our School Safety Zone (School Board Policy JFC) includes the school, school property, school bus, or anywhere a school activity is taking place. Misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district will fall within the code of conduct. Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee will fall within the code of conduct.

The Board of Education recognizes that it has a solemn obligation to protect the public property entrusted to its care and to protect the rights and privileges of students, staff members and visitors.

## **TYPES OF CONSEQUENCES**

### **Detention**

Teachers and administrators may assign before school, or after-school detentions for misconduct, irresponsibility, or attendance related matters. A one-day advance notice is required for before or after school detentions. Detention notices are to be signed by the parent and returned to the teacher. It is the parent's responsibility to arrange transportation.

After school detentions will not last more than 30 minutes. Students who skip detentions will be assigned to Friday Night School. Lunch detention for misconduct will be assigned by Administration, or Lunch Room Supervisors.

### **Lunch Time Privilege Removal**

Students may have their lunch time privileges removed for a period of time for misconduct, irresponsibility, or matters pertaining to attendance. When this occurs, a student must report to an assigned room during lunchtime and remain there the entire period. The cafeteria will be off limits while such a penalty is being served. Lunch will be brought to the student.

### **Friday Night School**

Friday Night School is held from 2:35 to 4:35 p.m. and is considered an opportunity for a student to serve a penalty without loss of academic standing or loss of valuable instructional time. Examples of behaviors that may lead to Friday Night School are:

1. Unexcused absences from class or school.
2. Excessive misbehavior
3. Missed detention.
4. Failure to turn in five assignments in a grading period.
5. Vulgar or offensive behavior.
6. Contact with another student in anger.

7. Disrespect toward staff members.
8. Dangerous or destructive horseplay.
9. Tampering with official school documents.
10. Other misconduct and misbehavior as determined by the principal or his/her designee.

### **Out of School Suspension (OSS) and Expulsion**

Out of School Suspension is reserved for behavior that violates law and other serious or chronic misbehavior. Out of school suspension can be up to ten (10) days per occurrence. The superintendent may expel (suspension from 10 days to one school year) a student for illegal, dangerous or chronic activities. The severity and/or the frequency of misbehavior may be the determining factor in the length of the suspension or the difference between a Friday Night School, suspension or expulsion. Students may also have reports filed with the police when involved in illegal activities.

When assigned OSS or expelled the following rules are in effect:

1. Students are not to be on any school property or attend any school-related activity. Students who violate this are subject to further discipline and trespassing charges.
2. Students may lose academic credit when suspended.
3. Students are encouraged to make up the work.
4. Students are not allowed to participate in any extra-curricular activities or practices.

### **Conduct That May Lead to Suspension or Expulsion or Emergency Removal**

1. Sale, possession, transmission, or use, in or around a school or property in use for a school activity, or just prior to school or a school activity; alcoholic beverage, marijuana, narcotics, look-a-likes, barbiturates, amphetamines, or other dangerous or illegal or controlled drugs and substances.
2. Possession or sale of any instrument, equipment, implement or look-a-like used for drug abuse in or around any school or property in use for a school activity.
3. Malicious damage or destruction, unauthorized use or possession or theft of property belonging to any school or on property in use for a school activity.
4. Malicious damage or destruction; unauthorized use, possession or theft, including copyright infringement, of personal property located on any school property or the property in use for a school activity.
5. Activating a false fire or disaster alarm, issuing a bomb threat.
6. Use, possession and/or transmission of a gun, knife, or dangerous weapon or an instrument that reasonably can be considered a weapon; fireworks, smoke bombs, stink bombs, explosives; poisons, chemicals, invitro germs and dangerous gases; or objects that are indistinguishable from the actual object on any school property or property in use for a school activity.
7. Unauthorized use, possession and/or transmission of pornographic materials, profane, vulgar or foul language; racial, ethnic or religious hate speech.
8. Sexual contact, defined as any touching of any erogenous zone of another. Public display of affection (example: hugging, kissing, fondling, etc.). Sexual assaults, acts or gestures directed toward students or other individuals.
9. Sexual, racial, religious or other harassment of a school employee, student or visitor on school property or at a school activity.
10. Abuse, blatant disrespect, insubordination, intentional interference with the teacher conducting the class, failure to obey a reasonable request of employees, student teachers, substitute teachers and others approved by the Board of Education by employing any form of violence, force, excessive noise, coercion, threat, intimidation or passive resistance that could cause fear, panic or distress.
11. Failure to identify oneself to school personnel when requested.
12. Disruption of school by inciting to riot, panic, gathering to watch or encourage fighting or other disruption of the operation of school, whether they occur on or off of school property.
13. An act or threatened act of physical violence, including fighting, whereby the perpetrator causes, attempts to cause or seriously threatens to cause physical harm of another while in the custody and control of the school or in

- the course of a school related activity. Unauthorized touching or hitting that could cause fear, distress or injury.
14. Violation of school policies including Internet policies.
  15. Possession, transfer or use of any tobacco products, look-a-likes, snuff, lighters, matches or other paraphernalia.
  16. Drawing or displaying gang symbols or signs; gang activity.
  17. Failure to accept discipline or punishment.
  18. Truancy and other unexcused absence from school (such as leaving school grounds without permission.)
  19. Lying about, falsifying or forging a school related document, data, excuse or pass.
  20. Dress code violations.
  21. In an unauthorized area/trespassing.
  22. Malicious mischief or damage to the property of authorized school personnel; violence, coercion, threats, intimidation, unauthorized hitting or touching of school personnel regardless of when or where it occurs.
  23. Hazing or any act of initiation related to school or a school activity regardless of when or where it occurs.
  24. Any other actions deemed serious by the Board of Education or their administrative designee.

### **Suspension Appeals**

A student remains suspended or expelled for the duration of the suspension or until action is taken on any appeal. Any request for an appeal of a suspension to the superintendent of schools must be made within ten days after the notification the suspension.

### **Denial of Privileges**

Students who accumulate numerous disciplinary referrals may be restricted from activities that take more personal discipline than class activities. The following are examples of activities that may be denied: social functions, athletic contests, field trips, assemblies, or school sponsored clubs or reward days. A student should expect to lose eligibility to attend events if the following has occurred within thirty (30) days prior to the activity:

1. Assigned OSS
2. Any combination of more than two Friday Night School assignments and/or all day In School Suspension.
3. Received from 2 or more staff members a total of 5 or more disciplinary assignments.
4. Caused trouble on a previous field trip.

If a student is removed from an event, punishment may result in eventual barring from future events. Students should expect to lose eligibility to attend overnight school activities if they have been suspended for tobacco, drugs, alcohol, violation of the school medication policy, blatant disrespect of a staff member, theft, violence, fighting or other serious violations sixty days prior to the activity. Students who have been suspended on more than two occasions anytime during the school year should expect to lose their privilege to attend overnight experiences.

### **Academic Misconduct/Cheating**

Presenting someone else's work as your own in order to obtain a grade or credit is considered cheating. This includes, but is not limited to: copying others assignments, quiz or test answers; plagiarism, copyright violation, and providing answers or assignments to another student. Students that violate this policy may receive no credit for assignments and may result in further school discipline.

### **Locks and Lockers/ Bookbags**

Lockers are the property of the Jefferson Local Schools and the school retains the right to inspect, without notice, the locker and/or its contents periodically or when there is reasonable suspicion that damage or inappropriate contents may be found.. Students are not permitted to share lockers unless assigned. Students are not to "set" their lock so that it can be opened by dialing only the last number. **Combinations are not to be given to other students.** No stickers or writing will be allowed on or in lockers.

Each student will be assigned a locker and are encouraged to use the locker throughout the day. Students are encouraged to use string book bags ("cinch sacks") to carry books from class to class but these are not intended to take the place of the locker. The building principal, Dean of Students will have the authority to make all such decisions regarding book bags.

**Search and Seizure**

Searching for dangerous, stolen or illegal items is a proper means of protecting the interests of students, parents, and employees of the school district. Administrators and teachers shall be authorized to conduct limited searches when there is a reasonable suspicion that a student has a dangerous, stolen or illegal item or substance in his/her possession. Personal searches will be in the presence of at least two staff members and will be conducted by a member of the same sex as the student. Parents will be notified after the search and given the reason for the search. Dangerous, illegal and inappropriate items may be seized at any time.

Examples of Misbehavior:

Examples of Possible Consequences:

<p>Inappropriate use of computer system          Dress Code          Interrupting Instruction, not following directions          Minor misconduct and disruption          No Homework, not working in class, not prepared for class          Tardy to Class          Unauthorized Area          Throwing objects          Making fun of a student</p>	<p>Changed Seat          Teacher Warning ----- Detention          Support Staff Referral          Behavior Modification          Parent Contact</p>
<p>Cussing or inappropriate gestures          Cheating, lying, deceiving          Dress code          Gambling          Tardy to school          Throwing Objects, making a mess          Leaving a class without permission          Failure to return papers signed by a parent          Inappropriate use of computer system          Name calling, verbal bullying, inappropriate contact          Repeated minor misbehavior</p>	<p>Detention -----Friday Night School</p>
<p>Harassment          Abusive, profane, or vulgar language          Theft, damage or destruction of personal or school property.          Dangerous or destructive horseplay          Disrespect toward adults/staff          Insubordination, repeated misbehavior          Threatening Harm          Hostile/Aggressive Actions          Hazing          Tampering with school documents          Truancy          Any action listed under Friday Night School or Suspension</p>	<p>Friday Night School-----          -----3-10 days Out of School Suspension</p>
<p>Tobacco(e-cigarettes &amp; juuling)</p>	<p>3-10 days Out of School Suspension</p>

False Alarms/Reports/Threats Fighting Offensive or Inappropriate Sexual Related Behavior Calling police Trespassing Unauthorized use of fire, explosive, etc. Any action listed under suspension or expulsion	
Bus Misconduct	Driver Warning 1-10 Days Bus Suspension School discipline on actions that may result in school suspension.
Multiple suspensions Dangerous/Deadly Weapons/Look-A-likes Alcohol or Other Drug Violations Any action listed under suspension or expulsion	5-10 Days Out of School Suspension First time alcohol and drug penalties may be reduced with successful counseling from a physician or licensed counselor trained in chemical dependency.
Any other actions unbecoming a student	To be determined by Administrator or Designee

The listed misbehaviors are only examples and other actions may result in school discipline.

The above is an example. The severity, frequency, location and implications of misbehavior will all be considered when determining appropriate discipline by school staff.

### **Hall Passes**

Students are expected to be in class and on task unless a teacher excuses them from the room. Only one pass is to be issued at a time and only one student per pass. Passes granted to the library are the only exceptions to this.

### **Telephone Use**

**It is the students' responsibility to come to school with required materials, wearing appropriate clothing and knowing their after school plans.** In circumstances where students need to contact parents for emergency phone calls (i.e. illness, clothing problems, etc.) and for making arrangements when a school event has been cancelled or changed they may use the office phone with office approval. All calls must be local and short in nature. **Students are not permitted to use cell phones to place calls, or send texts during the school day without staff permission.**

### **Cell Phones and Other Electronic Devices**

Cell phones and other electronic devices are not to be used during the school day **unless permission is granted by a teacher for academic purposes** in a classroom. Electronic devices may be used before or after school. Students who abuse cell phone privileges may expect the following actions:

1st violation- Warning

2nd violation - a student will receive an administrative lunch detention

3rd violation- a student will receive an administrative lunch detention

4<sup>th</sup> violation-will result in an AM administrative detention

5<sup>th</sup> violation-will result in an AM administrative detention and loss of ability to have cell phone at school during school hours. The student will be given back cell phone privileges at the end of the grading period in which the violations occurred.

**All disciplinary actions are at the discretion of the administration.**

### **Lost and Found**

Any article found should be taken to the office to be placed in the lost and found. Lost articles will be kept at least two weeks before being disposed.

## **Visitors**

All persons who are not staff members or students currently enrolled at West Jefferson Middle School are to report to the principal's office upon entering the building during the school day and state their reasons for being in the building or on school grounds.

Students will not be permitted to bring other students to classes. Only West Jefferson Middle School students will be permitted to attend WJMS dances.

## **Lunch Period**

Students are to observe the following rules while in the cafeteria and traveling to and from the cafeteria.

1. Every student not assigned to another location must report to the cafeteria within 5 minutes after being dismissed for lunch.
2. Students must have permission from a teacher to leave the auditeria.
3. There is to be no yelling, screaming or making loud noises in or going to or from the auditeria.
4. No food is to be taken from the auditeria unless eaten during lunch detention.
5. Students will clean off their eating area so that others may have a clean place to eat.
6. Failure to abide by the rules of the auditeria or request by any staff member can result in loss of eating privileges in the auditeria.
7. Staff may add additional rules or assign seats.

## **Rules for Vending Machines**

Students may not purchase items from the school vending machines until after 2:40 unless given specific permission by a staff member or a supervisor of an activity. Students must have teacher permission to eat in classrooms.

## **Meal Pay Plus**

Jefferson Local Schools' cafeteria system allows for payments to be made to your student's lunch account from the MyPaymentPlus Website ([v](#)) with a credit or debit card (there is a small fee, but that is charged by the company for the processing and the school does not receive that). If you'd prefer not to use the online payment and avoid the fee, you can still send cash or a check with your student to school to be added to their account. After you set up your account, to add you student or students to the account you will need their ID which you can get from the cafeteria, the building secretary, or any report card for your student. The link to this website can also be found on the school district website on the left hand side.

Once you have your account and student(s) added, when you go to make a payment you can put the money into one of two categories or a combination of both:

**Meal** – this allows a student to purchase ONLY the meal of the day, but no extras or a la cart items.

**General** – this allows the student to purchase snacks, a la cart, or the meal of the day. This option has a lot More flexibility, but a student could spend a lot of money in a short amount of time.

If you are sending cash or a check to school and want it added to a specific category, please attach a note so that the cafeteria knows.

You can set low balance notifications under "Manage Account", and then selecting Manage Notification's. Make sure you check the appropriate categories where you are depositing money. Some people choose to only put money in the meal category and so they would not want to select to get notifications from the general one.

You can view account balances under "View Balances". Please note that new deposits may take up to 48 hours to show up.

Jefferson Local Schools does not maintain the MyPaymentsPlus website. If you need help with the website, they have a "Need Help?" button on the left and have a live chat and FAQ available. If you have any other questions

## **TRANSPORTATION**

### **Bus Passes**

Students are to ride their regularly scheduled bus unless they receive office approval to ride a different bus.. Middle School students requesting to ride any bus other than their regularly assigned bus are to bring a note (including bus number and address to where the student is to be dropped off) to the office before 7:30 am from their parent, requesting special busing arrangements for that day. We will try to accommodate the requests to ride other buses; however, there may be times that certain buses cannot accommodate additional students. If this should occur, parents or guardians will be contacted to make other arrangements.

### **Student Conduct on Buses**

Bus transportation is a privilege and students must conduct themselves in accordance with the safety rules. These rules are in place to ensure the safe and efficient operation of our school buses. Students that fail to follow these rules may have their riding privileges suspended or revoked.

Students will:

1. Be careful in approaching bus stops
2. Arrive at the bus stop before the bus is scheduled to arrive
3. Get on and off the bus at their designated stop (any changes must be approved in writing by a school authority)
4. Cross in front of the bus, not behind the bus
5. Not exhibit behavior at the bus stop that threatens life, limb, or property of any individual
6. Sit in assigned seat (drivers have the right to assign seats)
7. Reach assigned seat without disturbing or crowding other students
8. Remain seated while the vehicle is in motion
9. Obey the driver promptly and respectfully
10. Keep the vehicle clean and sanitary
11. Refrain from chewing gum, or consuming candy, food or drinks on the vehicle at any time (accept as required for medical conditions)
12. Refrain from using profane language, from loud talking or laughing, or making obscene gestures
13. Remain seated keeping aisles and exits clear, keep head, arms, and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle
14. Be courteous to fellow students and the driver
15. Not to open the emergency door except for driver direction or in an emergency
16. Do not damage or vandalize the school bus. Students will be required to pay for repair of damage
17. Not be in possession or under the influence of alcohol, drugs, tobacco, or other illegal or dangerous substances
18. Not possess dangerous weapons or implements that could be used as a weapon
19. Not possess flammable or explosive devices
20. Not fight, spit, or bite
21. Carry on the vehicle only items that can be held in their laps

### **Transportation Registration/Change of Address**

A Bus Transportation Registration form must be filled out for any new student(s) or any student address changes. Any questions regarding student transportation can be directed to the Transportation Department at 614/801-2195.

### **Bus Discipline and Consequences**

1. The riding privilege of a student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the school bus.
2. Disciplinary consequences may be assigned to students for violation of the bus policy.



## Student Fees

Students will receive a sheet describing the required fees on or prior to the first day of school. **All fees must be paid in full by October 1st. After this date, students that have unpaid fees will not be permitted to participate in any school related activities, including all sports, open gyms for winter sports, dances, non-academic field trips, school pictures, etc. Deposits toward the 8th grade Washington D.C. trip cannot be accepted until school fees are paid.**

### 2018-2019 fee schedule:

6th grade fees: \$21.00  
7th grade fees \$30.00  
8th grade fees \$27.50 without Spanish  
\$37.50 with Spanish

**If a student is on reduced lunch they will pay 50% of the total amount of their fees.**

### Student Office Workers and Staff Aides

Students who are in good academic and disciplinary standing may apply to serve as Office Workers or serve as staff aides. Expectations include but are not limited to: being on time, following directions of staff members, staying until the end of the period and not disrupting classes. Aides are expected to handle their job in a mature fashion and keep school matters and discussions confidential. Students must meet extra-curricular eligibility requirements.

## **ATHLETIC GUIDELINES**

**Responsibilities** - the athlete is responsible for his/her personal actions, both on and off field and court. The athlete is to abide by all the school, athletic department and OHSAA rules and regulations as they pertain to his/her respective sport. The athlete's behavior and demeanor should be of the caliber so as to insure the proper influence on spectators as well as team members. The athlete should cooperate with all teachers, coaches, school and athletic officials.

**Duties** - show up for practice and games with a good attitude and a willingness to work hard to achieve his/her individual potential and to do what he/she can to help the team be successful.

### **Specific Duties:**

1. Wear equipment only at practice sessions or scheduled games involving that particular sport. All athletic equipment and supplies are the legal property of the Board of Education. Therefore, school equipment may not be taken from school building for the use of out-side organizations, or for personal use.
2. To be individually responsible for all equipment issued when not at home, or kept in a locked locker. A player may not participate in assemblies, or awards, or banquets, or go out for another sport if all equipment has not been returned and all financial obligations met.
3. To exhibit conduct that will create a positive reflection upon himself/herself, teammates, parents, student body and the community. Students whose conduct results in arrest or court action, could be ruled ineligible for participation by the administration.
4. To attend school for a complete day on the date of a game, contest, meet, match, performance or practice session. Any student arriving to school **the day of or day after a contest** before 8:20 a.m. will be treated as tardy and will be dealt with through the office. Any student arriving to school between 8:20 – 9:00 a.m. will miss a quarter of the next contest. Any student arriving to school between 9:00 – 10:00 a.m. will miss  $\frac{1}{2}$  of the next contest. Any student arriving to school between 10:00 – 11:00 a.m. will miss  $\frac{3}{4}$  of the next contest. Any student arriving after 11:00 a.m. will miss the entire next contest. Illness will require a doctor's excuse. This rule only applies to extra curriculars. A note from a parent will still excuse a student as it pertains to the school day. The principal and dean of students may grant exceptions based on review of the individual case and any extenuating circumstances.
5. If a student athlete is tardy or absent the day after a contest the AD may enforce the guidelines in #4 for the next athletic contest.
6. To exhibit good sportsmanship and fair play. Any pupil who is under penalty of discipline, or whose conduct is such as to reflect discredit upon the school, may not be eligible.
7. To arrange schedules so the class excuses due to athletic events are kept to an absolute minimum. However, it will be necessary at certain times for participants to be excused from class to be involved in an athletic contest.

8. To remember that extra-curricular activities are a privilege and not a right.

### **Academic Eligibility**

West Jefferson Middle School will abide by the OHSSA rules which state that all athletes will receive passing grades in a minimum of five (5) subjects in which the student received grades in the immediately preceding grading period. In addition to this, student-athletes at WJMS must maintain a GPA of 1.5. Eligibility of student-athlete will be checked at the end of each grading period (9 weeks). Students whose GPA falls below 1.5 for the immediately preceding grading period may be eligible to participate by taking a one-time waiver. Only one such waiver will be granted during a student's middle school career for all extracurricular activities.

For eligibility, summer school grades shall not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken in the preceding grading periods.

Any student who will be 15 years old prior to August 1<sup>st</sup> is not eligible for interscholastic sports at the junior high level: OHSA Rule. A student enrolling in the 7<sup>th</sup> grade for the first time will be eligible for the first grading period regardless of previous academic achievement.

### **Suspension from School**

1. Any athlete who is under penalty of out-of school suspension will not be permitted to participate or attend practices or games during the suspension period.
2. All athletes suspended will be given the rights and privileges awarded any student according to the Ohio Revised Code 3313.661, when suspended or expelled from participating in any sport. The procedure shall be that policy adopted by our local Board of Education.

### **Suspension from the Team**

1. Any athlete under suspension for violating training rules may not be permitted to travel with the team. Head coaches will have the discretion of allowing an academically ineligible students or athletes suspended for rule violations to participate in practices.

### **Insubordination or Disrespect**

1. In any case of insubordination or disrespect to any coach, the situation will be evaluated separately as to its cause and severity.
2. The penalty for insubordination or disrespect will depend on the degree and may range from the coach's Discretion to dismissal with the approval of the athletic director.

### **Destruction of Property**

1. **Vandalism-** Athletes caught destroying property of Jefferson Local Schools, or visiting schools, will result in the following:
  - a. Immediate suspension from the team
  - b. Incident reported to the administration for their disposition to return to participation.

### **Theft**

1. Athletes caught stealing athletic equipment or personal belongings may be suspended or immediately dismissed from the team.
2. Reported to proper authorities

### **Training Rules (Tobacco, Alcohol and Drugs)**

The Athletic Department takes the position that the use of alcoholic beverages, tobacco and the misuse of drugs are not only injurious to the health of the athlete, but also to his/her image and performance.

The use of alcohol, tobacco and drugs will not be tolerated by the Athletic Department. The student athlete is expected to abide by the rules set forth concerning the use of these substances. The student athlete comes under the jurisdiction of these rules as soon as he/she is enrolled into the Jefferson Local School System.

**The athletic school year is continuous.** All athletes must have the understanding that these rules shall apply at all times. For example, violations that occur during the summer or any vacation period will be treated the same as if the violation had occurred during the academic year.

Infraction of these rules will result in the following action:

1. **In-Season Violation(s)- First Offense**
  - a. Use and/or Possession of Tobacco

- i. Suspension from play for 10% of scheduled games
    - b. Use and/or Possession of Alcohol, drugs, or abuse of over the counter medication
      - i. Suspension from play for 20% of scheduled games
      - ii. The student may be required to obtain a CAC Assessment and abide by the recommendation of the counselor
  - 2. **Out-of-Season Violation(s)- First Offense**
    - a. Same as in-season, except that the suspension will be enforced during the first week of play of the athlete's next sport.
    - b. Based on 1<sup>st</sup> year's participation, a student may not add a new sport between seasons to circumvent the rule. EXAMPLE: a basketball player may not add (go out for) football, volleyball, etc., if he/she did not play last year. This will prevent a student from using a sport to serve his/her suspension and thus circumventing the rule's intent.
  - 3. **Second Offense**
    - a. Suspension from the athletic program for a period of one year from the date of the violation.
  - 4. If a **third offense** occurs within the time-frame of the second offense suspension, an additional year will be enforced.
- FAILURE TO COMPLY WITH PROCEDURES WILL RESULT IN SUSPENSION FROM ATHLETICS FOR ONE (1) CALENDAR YEAR.**
- 5. If the athlete **does not incur additional violations during a one-year period** from the last violation, his/her record will be cleared.
  - 6. **Due Process**
    - a. Violations, verified by the athletic director, principal and head coach, will be dealt with according to the policy. The student shall be granted Due Process. He/she always has all the rights of appeal as any other student, i.e. the athletic director, principal, superintendent. The appeal process shall be expedient as possible.
    - b. During the time of the suspension, a student-athlete may be associated with the team at the discretion of the athletic director and head coach.

#### **Code of Conduct-**

Self-Referral- If the student refers himself/herself, or a parent/guardian refers their son/daughter, the punishment will be held in abeyance. The student will have a scheduled drug/alcohol assessment appointment by a certified/approved agency with his/her parent/guardian and follow through with its recommendations. If this is completed satisfactorily, there will be no loss of playing time. Results of this assessment will be provided to the coach, athletic director and principal. Refusal or failure to the assessment's recommendations will result in the student serving the suspension.

1. The referral is allowed one time in a student's middle/high school career.
2. The referral must be prior to the first alleged violation with no previous citation having been issued.
3. The referral cannot be used as a method to avoid consequences once a code of conduct rule is violated and a student has been identified as having violated one of the code of conduct rules.
4. The program's cost will be assumed by the student and/or parent/guardian. The Jefferson Local School District assumes no monetary responsibility for the assessment and rehabilitation program.

#### **Reporting Procedures for Suspected Drug/Alcohol Violations-**

Violations or suspected use may be observed and reported by police, administration, faculty, or parents of suspected student.

1. When a violation occurs at a school-sponsored event, a written report will be filed, and the suspension process will begin once the violation is verified.
2. When a violation is observed outside of school-sponsored events, a written report of the incident will be filed with the principal, assistant principal, and athletic director. The suspension process will begin at the discretion of the administration.
3. Suspected violations reported by the school or non-school personnel will require a written report including the date, time, place, people involved, and a description of the occurrence. The anonymity of the informant will be assured. When a written report is filed with the principal, assistant principal, or athletic director, the athlete will be notified of the accusation and given the option of contacting his/her parent. An interview with the athlete or athlete and parent will be conducted by the Athletic Director and/or principal, assistant principal and or guidance counselor the suspension process will begin once the violation is verified.
4. A violation must be reported within 28 days from alleged violation.

### **Unexcused Absence from Practice/Games**

1. Its a coach's discretion to determine excused/unexcused absences
  - a. 3 unexcused absences from practice may result in dismissal\*
  - b. Any unexcused absence from a game may result in a suspension or dismissal\* from team

\*Any dismissal from team is with approval of the Athletic Director

### **Physician's Care**

Student athletes who are under a physician's care must have written permission from the physician to practice and participate in game activities as well as in physical education.

### **Removal from or Quitting Team**

If an athlete is dismissed from the team by the head coach or quits the team, the athletic director will decide if the athlete will be permitted to participate in any pre-season activities of the next athletic season.

### **Note**

Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder. This code and any additional rules governing student discipline shall be distributed to students and their parents and guardians at the beginning of each school year, and shall be posted in conspicuous spaces within each school throughout the school year. Changes in the rules shall not take effect until they are distributed to students and parents.

## **JEFFERSON LOCAL SCHOOLS**

### **STUDENT INTERNET/COMPUTER GUIDELINES AND ACCEPTABLE USE POLICY**

In exchange for the use of the Jefferson Local Schools Internet/Computers/Network, I understand and agree to the following:

1. That the use of the Jefferson Local Schools computer equipment is a privilege which may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to: placing of unlawful information, computer viruses or harmful programs on the system in either public or private files or messages, the unauthorized altering of system software, and transmission of materials which constitute a violation of copyright law. The threatening, abusive, defamatory or otherwise objectionable language in either public or, upon registration of complaint, private messages. The staff of Jefferson Local Schools will be the sole arbiter of what constitutes obscene, vulgar, threatening, abusive, defamatory, or otherwise objectionable language.
2. That Jefferson Local Schools reserves the right to review any material stored in files which are generally accessible to others and will edit or remove any material which the Jefferson Local Schools staff, in as sole discretion, believes may violate any of the standards mentioned in this document. It is expressly forbidden for users to use any Jefferson Local Schools resource to obtain, view, download, store, forward or otherwise access such materials.
3. That the Jefferson Local Schools users who violate the above standards or attempt to log in as another user may have their accounts disable and be subject to further disciplinary action.
4. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
5. That I shall not copy (without authorization), damage, or alter any hardware or software.
6. All non-school software and diskettes must be checked for viruses and approved for use by school personnel before being used on any computer and are subject to inspection and approval by school personnel at any time.
7. That I shall not attempt to establish or aid in establishing computer contact into school district restricted computer nets or any other unauthorized databases.
8. That I shall not attempt to bypass or alter any security measures established by the School District.
9. That the Electronic mail is not guaranteed to be private.
10. Access to any Electronic mail systems other than district owned email are prohibited.
11. That I should not reveal my password (if applicable) to anyone.

12. That I should not reveal personal addresses or phone numbers
13. Cellular phones are to be turned off around any district computer or network equipment. (e.g. BlueTooth enabled phone will not be turned on for any reason, anywhere within the district)
14. That the network is a shared resource with finite capacities; that I should be considerate when transferring or storing large files on Jefferson Local Schools resources; that any use of the network which disrupts other users or seriously degrades performance may be determined to be improper by the systems administrator and that appropriate action will be taken.
15. That will use appropriate and proper judgment when printing to Jefferson Local Schools printers. Abuse of this privilege would include, but not be limited to excessive printing. Loss of user account privileges along with disciplinary action may be taken.
16. That Jefferson Local Schools users need to be aware that Internet, like television, telephone service, and other forms of mass media, provides access to information and people, representing many different countries, cultures, political/philosophical/moral/religious views, and lifestyles. Students using Internet in Jefferson Local Schools shall be responsibly supervised. However Jefferson Local Schools and its employees cannot be responsible for students' inappropriate use of the school's equipment and/or the network system.
17. That all information services and features contained on Jefferson Local Schools networks are intended for the private use of its users, and any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. This includes, but is not limited to, commercial transactions, "for profit" ventures, employee recruiting, extensive personal business, product advertisement, and political lobbying.
18. The internet/intranet are for educational purposes only.
19. That all information contained on Jefferson Local Schools is placed there for educational and general information purposes and is, in no way, intended to refer to, or be applicable to, any specific person, case, or situation.
20. That Jefferson Local Schools does not warrant that the functions of the system will meet any specific requirements you may have, or that will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the system. Jefferson Local Schools shall not be liable for any damage incurred due to harmful programs (including computer viruses), which on rare occasions, may propagate through computer networks such as the Jefferson Local Schools network.
21. That I will abide by such rules and regulations of system usage as may be changed from time to time by the administrator of Jefferson Local Schools network.

### **Chromebook**

Jefferson Local Schools has adopted a 1:1 Chromebook initiative for grades 6-12. The Chromebook Handbook will be made available to all students and parents and will be available at any time online as well.