

JHS Staff Handbook & Emergency Procedures

Revised 6/9/16

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JHS Staff Handbook

Academic Honor Roll

The Honor Roll is posted outside the Student Services Office and is submitted to local newspapers at the end of each of the first three nine-week grading periods. A list of those students with a nine-week average of 3.6 or above is used. The list will not include any student with an "I" on the grade card, so teachers must inform the Student Services Office when a student makes up incomplete work or when there is a grade change. This may affect a student's Honor Roll standing.

Academic Integrity

Academic honesty is fundamental to the activities and principles of any school. All members of an academic community must be confident that each person's work has been responsible and honorably acquired, developed, and presented.

The assumption that student's work is a fair representation of their actual ability, knowledge, and skills forms the basis of institutional quality and the quality of its graduates. Jackson Local Schools regard academic dishonesty as a serious matter, and those who violate the standards of academic integrity are subject to the consequences listed below.

All acts of cheating/plagiarism are to be DOCUMENTED.

If a student is caught cheating or plagiarizing or giving the appearance as such, the following will occur:

- First offense: The teacher will notify the parent/guardian and the incident will be reported to the assistant principal. Upon administrative review the student may receive no credit or up to 70% of the score if the assignment is allowed to be reworked.
- Second offense: the student will receive a zero on the quiz, test, paper, or other assignment, the teacher will contact the parent/guardian, and the incident will be reported to the assistant principal and will be reviewed for further course of action, which may include failure for the grading period.
- Third offense: will result in parental contact and may include removal of the student from the class/course which will result in failure of the course for the year (if a year-long course) or semester (if a semester course).

All occurrences should be reported to the appropriate club or activity advisor and may affect current standing or future selection into a club, organization or activity.

All incidents of cheating/plagiarism should be documented on a Conduct Violation Report. Teachers may also use this report to record that they have reported the incident to the appropriate administrator and contacted the parent(s). Students do not receive a detention for this offense.

Accident Reports

In the case of a student accident, the teacher should attend to the student and call or send someone to the Main Office to report the accident. The school administration will make a determination if the student needs emergency treatment and the method of transportation if that is necessary. Under no circumstances should a student be moved until one of the school administrators has been able to obtain a medical determination as to the extent of injury or illness.

The teacher in whose area the accident took place should obtain an accident report from the Main Office. The teacher should fill out the form and submit it to the Main Office secretary. The parent/guardian of the injured student should be contacted.

In the case of a teacher accident/injury, the teacher should report the incident to the Main Office and complete an accident report form.

Announcements

Announcements will be made during the designated time. All announcements must be authorized by a staff member and should be submitted by the appropriate deadline. Emergency announcements will be made only with the permission of the building principal.

Attendance at School Assemblies and Rallies

Teacher attendance at all assemblies and rallies is mandatory. Unless assigned a specific duty during assemblies or rallies all teachers are to sit among the students in the auditorium or gym bleachers.

Attendance Procedures for Students

Attendance should be reported each period during the first ten minutes of each class using the online gradebook. It is imperative that teachers are accurate and consistent in entering their student attendance in the online gradebook.

A composite attendance report will be emailed to building staff each day. It is the teacher's responsibility to account for all student absences daily. Many special announcements are added daily to the composite attendance report; teachers may submit information; teachers are expected to refer to this report.

Early Dismissal – each student leaving school property during school hours will be required to have a dismissal pass signed by a school official. Early dismissal notes from parent/guardians should be turned into the Attendance Office before first period by the student.

Parents are to notify the attendance office by phone each day of a student's absence. The student may present a written note or medical excuse to the Attendance Office within two days of the absence (administrative discretion may be used to accept late documentation). The note must be signed by his/her parent or guardian or signed by the student if he/she is 18 years of age and has been declared an independent student by the administration. If the student is not called off, does not present an excuse within the allotted time or fails to give a reason for the absence, the absence is unexcused. An absence may be considered unexcused when not approved or sanctioned by school administration or when the absence is not supervised by school personnel. Students who have been truant are not permitted to receive credit for work that they have missed.

A student may be permitted to complete work missed/assigned while they were absent however no credit for the work should be given if the absence is unexcused.

Attendance: Concerns and Reporting

In accordance with the Attendance Policy for students, teachers may be requested to complete attendance forms and/or contact specific administrators, counselors or other designees when attendance concerns arise.

Teachers should communicate attendance concerns to the student and parents/guardians as appropriate. Administrators, counselors or other designees will also follow up with the student and/or parents/guardians when

recurring absences occur. Students may be permitted to make up work missed while absent and the work may be assessed by the teacher, however credit should not be awarded if the absence is unexcused.

Attendance: Student Vacations

Students who take vacation trips during the school year shall be considered absent with the parents' permission for up to five days per school year. Parent verification must be submitted to the Attendance Office prior to the vacation. Students will then obtain a vacation form from the Attendance Office to take to each class for teacher signature.

It will be the obligation of the student/parent to see that work missed is made up, and if necessary secure a tutor, without undue demand upon the classroom teacher. All work assigned will be due the first day the student returns to school. Exams are to be made up following vacation. For year-end finals, teachers must turn in the exams, answer key and grading instructions. Students are not permitted to take their final exams before the scheduled exam date (no early exams).

Attendance: Married Students

All children of compulsory school age, whether married or single, are subject to the compulsory attendance provisions of the Ohio Revised Code. The Revised Code specifies that every child actually residing in the state shall be amenable to the laws relating to compulsory education. Further, the statutory reasons which excuse a child from school attendance do not include marital duties so that a married minor stands upon the same footing as any other child compulsory school age in respect to the requirement of school attendance.

Attendance: Pregnant Students

The following shall constitute the procedures for providing assistance to pregnant students.

The principal, or his representative, shall upon the request of a student initiate a conference with the parents and student to explain the alternatives available.

At any stage of pregnancy she may, upon the advice of her physician, apply for home instruction. However, if in the judgment of the school officials, it becomes apparent that it would be unwise or unsafe for the student to remain in regular school attendance; arrangements will be made for home instruction. The appropriate school personnel will assist with the completion of the application.

Subsequent to giving birth and release from care by a physician, the student shall be encouraged to return to regular school attendance or make other arrangements for the completion of her education. School authorities will cooperate with the student and the parents in exploring all possible means within the State Department of Education regulations, Ohio Revised Code, and Board of Education regulations, to assist the student in obtaining and completing her education.

Attendance: Students Leaving School During the Day

No student shall be sent from school during school hours to perform an errand or act as a messenger without the knowledge and approval of an administrator.

No student shall leave the premises during school hours without the permission of an administrator. This permission may be granted upon request of the parent or for good cause.

No teacher shall permit any pupil to leave school prior to regular dismissal time except with the approval of an administrator.

Telephone requests for excuse of students from school shall be referred to the attendance office and honored with caution.

All students, grades nine through twelve, are to remain on the school grounds at lunch time.

Attendance: Definition of Absence

The determining factor for the attendance of a student is his/her physical presence in the classroom. The only exceptions to this rule will be when a student is not present because of school business such as a field trip, attendance at a school sponsored activity, failure of a school bus to pick up the student or when the student is in ADA.

Attendance: Absence for Religious Holidays

Students shall be excused for observance of a religious holiday and not be counted absent.

Attendance: Make-up Work

It is the student's responsibility to make-up all material resulting from an excused absence from school. Subject material such as quizzes, tests, and laboratory experiments are to be made up within a period of time not to exceed the number of days absent from class. As a guideline, students will have one day for make-up work for each day missed. However, teachers should use their discretion when dealing with extenuating circumstances. Any work or tests assigned prior to the student's illness should be collected/taken upon the student's return. It is not possible to totally make-up missed subject material resulting from absenteeism. The make-up assignments are given only to supplement the material covered in class, and a total recoup of the missed information is not possible. In addition, it is impossible to make-up some in-class activities resulting from absenteeism. Time devoted to such activities as in-class discussion work on class projects, socialization, etc., is gone and impossible to redeem.

Attendance: Tardy to School

A student must be on time to school and in attendance every day. Students may not be tardy unexcused to school more than two times each 9 weeks. If a student is late to school they must be called off by their parent or guardian or should have a note from their parent or guardian to be considered excused. All students must sign in at the Attendance Office when they are late to school after 7:40 AM. After 10:57 AM, a student's attendance will count as a one half-day absence. All tardies due to doctor's, dentist's, orthodontist's, or court appointments, must have official documentation from that office to be considered medically excused.

Chronic tardiness to school (excused or unexcused) may result in disciplinary actions. Consequences each 9 weeks may include detention, extended detention or mandatory bus riding.

Each 9 weeks: When a student reaches their 3rd unexcused tardy (TU) to school, the teacher should issue a detention. When students reach their 4th unexcused tardy (TU) to school, the teacher should complete a conduct form indicating such and submit the conduct referral to the appropriate administrator.

Attendance: Tardy to Class

If a student arrives late for class without a pass, the teacher should mark the tardiness in the online gradebook and discipline accordingly. It is recommended that teachers assign a detention; however, teachers may use their discretion in extenuating circumstances. A student who arrives more than 10 minutes late for class or leaves more than 10 minutes early from class is considered absent.

Attendance: Absence from Class

Students who are absent from your class and not accounted for on the attendance roster need to be reported to the Attendance Office as soon as possible.

Procedure—complete an absentee form/cut slip for your class listing all absent students who you suspect may be cutting class; call the attendance if you need to check on the status of a student or to verify possible sign-out; follow up the next day with the absent student to verify absence and if excused or unexcused; turn in the attendance form/cut slip to the Attendance secretary when you have a strong suspicion a student has cut class.

Attendance Procedures for Teachers

Leave of Absence

See Negotiated Agreement.

Illness in the Immediate Family

Absence because of illness in the immediate family, of an emergency or critical nature may be granted and charged against the accumulated sick leave upon the approval of the Superintendent.

Personal/Sick Day Procedure

Certified Staff: For use of full day personal/sick day procedure, please refer to the Negotiated Agreement. For less than a full day, please refer to the following guidelines:

- 0 – 1 hour = $\frac{1}{4}$ sick/personal leave
- 1 – 3 hours = $\frac{1}{2}$ sick/personal leave
- Over 3 hours = 1 full day sick/personal leave

When an emergency/extenuating circumstance arises and it becomes necessary for a teacher to leave the building during regular school hours and/or have his/her class "covered," he/she should confer with the building principal.

Classified Staff: For use of full day personal/sick day procedure, please refer to the Negotiated Agreement.

Obligations of Regular Teachers to Substitutes

Keep up-to-date substitute folders (lesson plans, seating charts, special rules, routines, schedules, etc.) that can be accessed by an Administrator. Substitute Folders will be housed with the Building Principal's Secretary.

Prepare students to work cooperatively with substitutes.

Keep in touch with the substitute teacher if circumstances permit.

Calling Off

If you find it necessary to be absent from school, please **call or text Jeff Kracker (330-265-4898)** by 9:00 PM the night before or by 6:15 AM on the day of your absence. Include your name in a text message if it is the first time you text this number. If it is necessary to call off after 6:15 AM, phone/text 330-265-4898 (if a late call off is not answered or responded to by Jeff, also call 330-837-3501 and notify the Main Office secretary). Follow appropriate instructions for securing a sub (for example: using AESOP). Please be sure to enter your absence in the Employee Kiosk. Do **NOT** leave a message on x1402 as that number may not be checked in the AM if the principal is in a meeting or off-site.

Time Schedule and Expectations for Teachers

Teachers are expected to:

- Be at school from 7:15 AM until 2:45 PM daily. (Zero period teacher from 6:25 AM until 1:55 PM)
- Check mailboxes at least twice daily, especially before school starts each day.
- Have classroom doors open by 7:35 AM. Maintain supervision of open classrooms and hallways throughout the day.
- Attend all faculty meetings called by the principal, superintendent, or supervisors, before, during, or after school unless excused by the person who called the meeting prior to the time of the meeting.
- Keep their classes in session each day during the school hours and not dismiss classes at any time without the approval of the principal except in cases of emergency.
- Prepare and follow a daily schedule which has been approved by the principal.
- Not to be absent from duty without permission of the principal or superintendent.
- Never leave classes or students unattended. If an emergency situation arises, please call the Main Office for assistance.

Teacher Visitations

Teachers may be excused by the superintendent for the purpose of visiting other schools, if in the opinion of the principal and superintendent, such visitation will add to the professional improvement of the teacher requesting the visitation. Visitations for teachers may be initiated by the principal and superintendent.

For such visitations, there will be no pay and a substitute will be paid by the Board of Education. Transportation shall be provided by the teacher at no expense to the Board.

Teacher Attendance at Professional Conferences

It is the practice of the Board of Education to permit and encourage attendance of teachers at professional meetings which contribute to the overall educational program in Jackson School District.

All persons must make their requests in advance on the proper form to attend workshops, conventions, and meetings or clinics when held during school time and when expense money is involved. Such requests will be sent through the building Principal to the Superintendent for final action.

After such attendance, the employee must present a reasonable itemized expense account on the proper form to the Superintendent for approval. When expenses are involved, such account should include the receipts of the lodging bill, if lodging is to be included, and if auto mileage is allowed, it should be based upon the allowable district rate per mile for the shortest round trip; or if approved, the fare by public carrier as indicated by the cancelled ticket. Normally it is anticipated that one person will be absent from any department at any given time but teachers are encouraged to share expenses with staff members of other systems, when possible, who are attending the same meeting.

In all cases where there is released time or expenses, the employee shall provide a summary report and submit it to the Superintendent before reimbursement is authorized.

Beginning Year Procedures

When setting up voicemail/homework hotline greetings and information at the beginning of the year be sure to check back into the system periodically to ensure that recordings are complete and accurate. Please ensure that your teacher website remains current and you refer voicemail/homework hotline listeners to your website for assignments. If you are not posting assignments on your website, please keep your voicemail/homework hotline updated each week.

Class lists should be checked for accuracy. Follow-up on any discrepancies.

Classrooms shall be checked for safety concerns:

- Fire Drill and Tornado instructions should be posted in a visible location in each classroom. For missing/damaged posters, contact the Main Office.
- Emergency “Guidelines for Responding to an Alert” charts should be immediately accessible; ensure that you have one.
- All staff is expected to keep the emergency folder inside their classroom updated at all times.

Textbooks and supplies shall be checked in; discrepancies shall be reported to department heads.

Bell Schedules

Please obtain the most current Jackson High School Daily Bell Schedules from the Main Office. Post the bell schedules in your classroom as appropriate.

Building Use/Permits

Teachers desiring to schedule activities for student organizations must complete a building/facilities request form for events after 3:15 PM.

All after school/evening functions must be directly supervised.

Request for facilities should not be considered granted until an approved copy of the permit is returned to the applicant. Building permits must be submitted at least three (3) days prior to the activity. Advisors of all school organizations are required to fill out a Building Permit when planning any function after 3:15 PM.

Cafeteria/Commons Procedures/Students

Students are to report to the cafeteria/commons during their scheduled lunch period, even if they choose not to eat. Students are to visit their locker prior to lunch. All school rules are in effect at all times.

Students/parents may put money on the student's lunch account by bringing cash or a check made payable to Jackson Local Schools or by using district on-line tools to put money on their child's account. The money should be turned directly into the cafeteria during the student's lunch. During the student's lunch period, the student will proceed through a serving line, choose their items and cash out. At the register they will enter the last five (5) digits of their student ID on a pin pad next to the register to access their lunch account.

Take-out orders from restaurants are not permitted.

Free-and Reduced Lunch forms are available in the Main Office.

Child Abuse and Neglect

Ohio law mandates all persons to report suspected cases of child abuse and neglect to the legal authorities; however, the law requires school personnel to make such reports. School personnel are immune from any civil or criminal liability incurred as a result of such actions.

If you suspect child abuse or neglect, please immediately go to a Guidance Counselor in the building FIRST. Together, you will contact Children Services.

Children/Spouse Visitation

Children and spouses of any staff member may visit only during the staff member's lunch time/conference period.

Communication

Teachers are expected to communicate with parents concerning student discipline, attendance, and academic performance. A teacher is expected to return all phone calls, e-mails and written messages from parents in a timely fashion (24 hours or less). All teachers are to keep their Teacher Website, Homework Hotline and Online Gradebook updated weekly and should initiate contact to parents when there are concerns and/or sudden grade changes. It is the obligation of the teacher to contact the parents of any student receiving an F in their course.

Additional contact numbers for parents (cell phones, work phones) may be obtained in the Attendance Office. Teachers are encouraged to keep a parent contact log to document parent contact.

Communication: Homework Hotline and Teacher Website

Faculty are to put weekly assignments on their Homework Hotline/Voicemail or refer parents/students to their Teacher Website for current assignments and are expected to update their assignments at the beginning of each week.

Faculty are to check their voicemail daily and promptly respond to all voicemail messages (24 hours or less).

Communication: Staff e-mail

Faculty are to check their email daily and promptly respond to all email messages (24 hours or less).

Use of school email should be in accordance with the Jackson Local School District Acceptable Use and Internet Safety Policy.

Composition of emails should reflect school business and are subject to public records law.

Communication: Staff Mail Boxes

Faculty must check mailboxes before and after school for special announcements and messages. Please do not send students to pick up your mail.

Confidentiality

There is a legal and moral responsibility to respect the privacy of the students and families we serve. As someone working at Jackson High School, you may have access to information about students and sometimes their families. It is important that you understand and agree to adhere to all district and school policies regarding the sharing of confidential information.

Confidentiality: Media Release

Families have the option of signing a media release; students who do not have a current signed release may not have their image or information released.

Stories or photographs released to the media which contain information about specific students must be approved prior to release by the superintendent, principal, or designee.

Copy Machines

The copy machines are located off the Main Office and in teacher workrooms.

For troubleshooting/copy machine malfunctions, please do not hesitate to contact Main Office secretaries.

Please do not tie up the copy machine. Teachers should observe the five minute limit time if teachers are waiting to use the machines.

Remember to follow copyright law and copy only as needed.

Cum Laude Honors Recognition

Jackson High School uses a "Cum Laude Honors" recognition program for its most accomplished seniors and recognition of valedictorian and salutatorian. For the purpose of calculating the qualifying grade point averages, all classes posted on the JHS transcript will be included, up to and including the fourth quarter of the students' senior year. The categories for distinction under the "Cum Laude Honors" graduation recognition program are:

- Summa Cum Laude - meaning "with the highest praise" is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 3.90 or higher grade point average on a weighted scale.
- Magna Cum Laude – meaning "with great praise" is the second highest recognition awarded at graduation. To qualify for magna cum laude, a student must achieve a 3.70 – 3.89 grade point average on a weighted scale.
- Cum Laude – meaning "with praise" is the third recognition awarded at graduation. To qualify for cum laude, a student must achieve a 3.50 – 3.69 grade point average on a weighted scale.

Dining

The staff dining room is located adjacent to the cafeteria and some staff workrooms have seating for eating lunch as well. Staff lunches are available for purchase. Staff may proceed in front of students while in line to purchase their lunch.

Time permitting—the Bear's Den Café is open Tuesday, Wednesday, and Thursday mid fall to late spring. Other services provided are carryout and special orders. See the Culinary Arts instructor for more information.

Discipline

Teachers are primarily responsible for the discipline of the students under their supervision.

Teachers are encouraged to use a series of steps, including after school detentions, in their approach to student discipline. A referral for disciplinary action to the school administration should be made only after the teacher has exhausted all efforts to remedy the problem. These efforts should include parent contact.

A record of all disciplinary action taken by the teacher should be filed with the Assistant Principal using the Student Conduct Report Form and should include documentation of parent contact.

Teachers are to conduct themselves "professionally" at all times. Physical contact with, verbal abuse to, obscenities directed towards, threatening a student, and/or behavior unbecoming a teacher are not appropriate disciplinary techniques. Teachers engaging in such are subject to possible disciplinary action which may include, but are not limited to, indefinite suspension, legal prosecution and/or possible termination. If an emergency situation arises in your classroom, you are to send a student to get administrative assistance or call the office.

Discipline: Student Discipline and Referral

If a problem reaches the point that administrative action is called for, a teacher can refer the student to an administrator using a student conduct form.

Situations which arise outside the classroom, i.e. physical, verbal altercations, etc., may be referred immediately to an administrator. A student conduct form should be completed as soon as possible and submitted to an administrator.

If you need to remove a student from your class for the remainder of the period because of their behavior, instruct the student of the specific place to report (such as the attendance office) and inform the office of their expected arrival. Teachers are expected to follow-up with a phone call to the parent to discuss the student's behavior.

Out of School Suspension (OSS): The student may have the opportunity to make up academic work missed during an out-of-school suspension for credit if the student has no prior suspensions. Teachers will be notified if credit is or is not to be awarded. Academic make-up for subsequent suspensions is subject to administrative review.

Alternative Day Assignment (ADA): Any student assigned this disciplinary action by an administrator will be counted present in school and in class. Assignments for this period of time are to be given. Upon successful completion of the material at the end of the day(s) of ADA assignment; it should be turned in, checked and graded accordingly.

Detentions: Teachers may assign detentions. Students have three days (including the day the detention is assigned) to serve a detention. Detentions are usually served after school at 2:45PM - 3:30PM in a designated room. Upon request, detentions can be served in the morning from 6:50AM - 7:35AM.

Extended Detentions: Extended detentions (2-4 hours) may be assigned by administrators to students. These detentions are usually scheduled on Fridays.

Documentation: Teachers should use conduct reporting forms for documentation purposes and/or student referral to an administrator.

Cheating/Plagiarism: Incidents should be recorded on a conduct report. Parent contact should be recorded on the report. The conduct report is to be turned into an administrator. Copies of documents in question should also be turned in with the conduct report.

Emergency Substitution

There will be occasions when teachers will be asked to accept extra duties such as filling in for a teacher who had to leave for one reason or another. It is hoped that teachers will accept this duty willingly. When it is necessary for a teacher to leave the school due to illness or an emergency at home, the teacher must notify the principal or assistant principal.

Ending Year Procedures

Please refer to administrative handout(s) and communication provided at the end of year.

Energy Management & Conservation Policy

The JLSB Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial

management. All personnel at each campus are expected to make a positive contribution to maximize energy conservation and produce real energy savings. It is expected that all staff follow guidelines, checklists, and other suggestions to help reduce energy consumption.

Daily Room Checklist:

- Turn lights off when leaving room (even for a short period of time).
- Reduce lighting wherever practical during the day. Use natural light if possible (especially on sunny days).
- Be sure doors are closed at all times when heating, ventilation, and air conditioning systems are in use.
- When leaving for the day, please turn off lights, computers, printers, projectors, televisions, DVD players, speakers, stereos, other electronic devices.
- Team approach- get students involved. They're typically happy to help wherever possible!

Enforcement of Student Handbook

All teachers are encouraged to know and enforce the guidelines set forth in the student handbook. Please assist in enforcing attendance, tardies, use of technology, discipline policy and procedures, food/drinks in the classroom, dress code, etc.

Evaluation of Students

Evaluation of student progress occurs in both formal and informal ways. Student evaluation is solely the responsibility of the classroom teacher. Students should never be charged with grading student work or tests, averaging grades, recording grades in grade book etc. The following procedures are designed to provide greater validity and consistency to the evaluation of student achievement in Jackson High School.

To be an effective evaluation tool, all student work that is graded should be returned to students in a timely manner. Teachers should review all graded work with their students including tests and semester exams.

Required Grade Policy for Teachers: All teachers will update annually their grading procedures. All procedures should include the "Professional Judgment of Teacher" provision. Teacher's specific grading procedures, grading system and course work expectations should be clearly communicated to students during the first week of class.

Professional Judgment of Teacher: When determining a student's 9 weeks, semester, or final grade, a teacher may raise or lower a student's grade one letter based on that teacher's "professional judgment." Caution is urged when "lowering" the grade and a decision to do so should certainly be well justified in that teacher's mind and defensible to a parent. It may be possible that a student who has earned a passing grade the first grading period within a semester or during the semester may decide to discontinue his/her efforts the second grading period or second semester, figuring that he/she will pass the course on the basis of mathematical computation of the grade average. On the other hand, a student who has done poor work during the first grading period/first semester might decide to make a more concerted effort to improve. In these instances, a teacher could take these factors into consideration determining the semester or final grade. A grade should not be raised or lowered more than one letter grade and such decision should be communicated with the student and parents when appropriate.

Evaluation of Students: Homework Policy and Criteria

Homework should be a constructive tool in the teaching and learning process. Homework offers an opportunity to meet individual student needs and should be considered practice. Teachers should be able to distinguish between mere busy work and purposeful, educationally sound assignments. All homework should be reasonable in length and the student should clearly understand what is expected.

Individual Assignments - Assignments should be made according to interests and previous skills. Whole class assignments rarely meet individual needs and generally fall above or below the range of ability of many students.

Extension of Meaningful Classwork - Homework should be assigned only when it is a natural outgrowth of a classroom activity.

Understanding Assignments - Students should understand what they are to do, why they are to do it, and when it is to be completed. Begin homework assignments during the last few minutes of the class period so that assistance can be given to the students who might need it.

Homework should not be given as a disciplinary measure.

All homework should be evaluated by the teacher and reviewed/returned to the student.

Homework should not constitute a large percentage of a student's nine week grade.

Evaluation of Students: Grading Practices

As a guide, each teacher should have approximately two grades per week for each student in each subject; these grades may be reflective of larger projects in progress. These grades could be of a formal or informal nature. Without these grades, it is difficult to justify and determine mid-term/nine-week grades.

Students on IEPs/504s may receive modified assignments and grades as per their IEP/504. Teachers are encouraged to work closely with the intervention specialists to determine appropriate evaluation measures. Teachers should have a copy of each student's IEP/504 and those accommodations need to be followed.

If grades are to be meaningful as measures of student achievement, the grading procedure should not be confused with discipline for rules infraction.

Evaluation of Students: Nine-Week Grades

Nine-week grades may be determined by the teachers by a variety of means. Contributing elements should include class participation, written assignments, quiz scores, projects, reports, and unit tests.

Teachers should use fair and equitable judgment when assigning weight to any of the various elements to be used in determining the student's nine-week grade.

Evaluation of Students: Letter Grades and Percentages

Letter symbols are the only grades given on report cards; however, percentages are used in determining a student's nine-week grade. The following numerical equivalents will be used:

Grading Scale

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

Evaluation of Students: Grade Calculation

When calculating a student's grade for a course, follow the examples in the table listed below for weighting purposes:

YEAR COURSE						
1st 9 weeks	2nd 9 weeks	Exam	3rd 9 weeks	4th 9 weeks	Exam	
2x	2x	1x	2x	2x	1x	=10 grades

SEMESTER COURSE			
1st 9 weeks	2nd 9 weeks	Exam	
2x	2x	1x	= 5 grades

Satisfactory/Unsatisfactory Illustration

S U S S U S S S S

S S U U S U S U S or U (Teacher's discretion based on observation)

U U U S U U S S U

Evaluation of Students: Grading: Semester/Final Exams

Students shall follow the semester and final exam schedules as determined by administration. Students who are ill or on vacation (excused absences) during examination time, must make-up their missed exam after the examination dates. Students will not be permitted to take final exams early.

Juniors and Seniors who have an "A" average in the class do not have to take the final exam(s).

All school rules and regulations, including dress code are in effect during exams.

Students' exams should be kept for nine (9) weeks to allow for student, parent, or administration review.

Evaluation of Students: Online Gradebook Procedures, Progress Reports and Grades

Students who earn a 9 weeks failing grade for a course that is 51% or below will receive the 51%.

Exam grades are entered as the percent the student earned.

It is the teacher's direct responsibility to ensure students receive the minimum failing percentage grade each 9 weeks (51%). If grade changes are necessary after grades are verified, teachers must complete a grade change form and also adjust the grade in the online gradebook.

Progress Reports: Teachers should contact the parent/guardian of any student whose grade has significantly dropped and/or has dropped to an "F" after progress reports have been issued and before the end of the nine-weeks. Teachers are to contact parents of students who are in jeopardy of failing their class throughout the year but especially during the last 9 weeks and final two weeks of school for those failing for the year.

It is an expectation that all teachers follow Progress Report procedures as directed by school/district administration. Comments should be used in the online gradebook in addition to phone and e-mail contact to indicate concerns to parents.

Progress Report(s) will be made ready for parent review during each nine-weeks grading period. This may include a deadline for teachers and a notification to parents that all grades are "up to date" at a certain point during each 9 weeks.

Evaluation of Students: Content Area Grade Assignments for LEP/ESL Students

There is an increasing number of language minority students and some are limited English proficient (LEP/ESL). That is, the student's level of English proficiency is not adequate enough to allow effective participation in mainstream classroom settings in which English is the only language of instruction. If you are uncertain about a student's status please check their permanent file or contact their guidance counselor. If the student is determined to be LEP/ESL, please use the following guidelines:

When a language minority student is able to fulfill the majority of the demands of the regular course requirements, the normal district grading system should be used.

When a language minority student is unable to fulfill the majority of the demands of the regular course requirements, the student should be graded as satisfactory or unsatisfactory. Use the IAT/RTI process to document this modification.

“Satisfactory” is determined by:

- coming to class prepared
- the effort made in the content area
- demonstrated progress in the content area
- response to teacher modifications in homework assignments
 - Modifications might include: shortening of reading assignments, using easier reading materials
- response to teacher modifications in evaluation procedures
 - Modifications might include: allowing open-book tests, providing vocabulary lists for short-answer tests, allowing a longer time to take tests, allowing the use of bilingual dictionaries

“Unsatisfactory” is determined by:

- lack of effort to learn
- no demonstrated progress in the content area
- unwillingness to complete modified homework assignments

If you need more information, please contact the building LEP teacher.

Evening Activities

All teachers are encouraged to be involved in student life and the community by attending school activities. All teachers are encouraged to attend and/or help at evening activities which occur throughout the school year (examples include: freshman orientation, induction ceremonies, senior awards, eighth grade parent information night, commencement, performances, athletic events, dances, tournaments, club events, co-curricular events, etc.).

Faculty Advisors of Student Organizations

Faculty Advisors -- Each teacher has chosen or been assigned to act as an advisor for various clubs, organizations, or classes at Jackson High School. The success of any student organization depends upon the amount of involvement shown by the advisors. Each advisor will be expected to give his/her time and guidance to make the organization a productive and successful one.

As an advisor, the teacher will be working with the administration and it is hoped that effective communication will take place regarding all aspects of the student organization. Infractions of the student conduct code during any activity should be reported to the administration. If out of town, a call should be made to an administrator.

Faculty Council

The Faculty Council is an open, democratic and representative decision making body made up of school staff and administrators. The council will assess the organizational needs of the school, plan for the appropriate response to those needs, implement the decisions made, and evaluate the decisions implemented.

Faculty Smoking

There is to be no smoking by faculty, students or anyone from the public anywhere on school property.

Fees and Fine List/Students

The administration has developed a schedule for student fees and fines for materials and has prescribed a schedule of charges which are assessed by course or activity. Fines may be imposed upon students for the loss, damages, or destruction of school equipment, musical instruments, library materials, textbooks which are required to be furnished without charge and the damage to school property. Failure of the student to assume replacement cost or to pay fines may result in the school withholding the grades, credits or release of school records of the student.

Each teacher is responsible for submitting a list of fines owed by students to the Main Office secretary at the end of the first semester and the end of the school year. It is the responsibility of the teacher to inform students that the fine(s) are owed.

These fines are compiled into a database. At the end of the year, each student owing fines/fees on the last day of school is sent a letter from the main office notifying them of their outstanding fines/fees. Students' report cards are held until the fines/fees are paid. It is critical that the fine/fee list be up-to-date and correct before teachers leave for the summer break.

Field Trips

Worthwhile, educationally valuable field trips are encouraged. Permission to arrange a field trip must be obtained from the principal. The approval should be initiated at least two weeks prior to the anticipated date of the field trip. The following points should be kept in mind when planning and organizing such a trip:

- Money for all field trips (including all transportation costs) must be included in your departmental budgets or student payment procedures.
- Teachers, whenever possible, should visit the place of interest in advance.
- The place to be visited should be discussed in class prior to the trip so the students may be familiar with the purpose of the visit and what they are to observe.
- After receiving approval for the field trip, the teacher will make all the necessary arrangements with those in charge, and fill out the Field Trip Permit.
- The sponsor should emphasize that it is the responsibility of each student to arrange in advance to make up the work missed in their classes.
- All groups must be accompanied by one or more regularly employed teachers.
- All field trips should be completed by April 30, unless special permission is granted by the principal.
- The sponsor must have each student complete a permission slip prior to the field trip.
- Three days before the field trip, the teacher must provide the following information to the Attendance and Main offices:
 - Date and time of the field trip.
 - Time of departure and time of return.
 - List of those students going on the trip.
 - Teacher sponsor.
- Teachers must provide a corrected list of all students going on the field trip to the office and bus driver the day of the trip.
- Teacher must make arrangements for all classes they miss to be covered.

All field trips are an extension of the classroom; therefore, dress and behavior should be the same as expected in school. Attendance must be taken before you leave on the trip and before you leave the field trip site on the return ride home.

A copy of the Emergency Medical Authorization Form for each student is to accompany teacher/sponsor. (Originals are located in the Attendance Office.)

Field Trips: Procedure for Arranging Transportation

Each teacher contemplating a special trip requiring the use of transportation will confer with the principal before making any arrangements. After securing the principal's tentative approval, the teacher is to obtain the permission of an official at the destination to be visited. The teacher is then to prepare a trip application form and secure the principal's signature. The principal is to forward the completed application to the Business Administrator at least one week before the date of the trip. The Business Administrator will notify the principal as soon as the trip has been definitely scheduled. Official notification to the teacher is to come from the principal. When plans for an approved trip are changed for any reason the following persons are to be notified as soon as possible: the teacher requesting the trip, and the Business Administrator.

All students making a school trip are to assemble in one place for boarding the vehicle, and are to be discharged from the vehicle in one place at the end of the trip, unless some other arrangements has been described in advance on the trip application and has been approved by the principal and the Supervisor of Buses.

Accurate attendance taking procedure is mandatory before returning from your field trip. Every student and adult is to be accounted for before the bus/van departs.

Board-owned buses may be used only for purposes expressly authorized by state laws. In general, those codes permit usage for transporting students to and from school and for certain educational field trips as approved by school authorities. All requests for use of buses should be directed to the appropriate administrator who will administer these requests in accordance with the guidelines approved by the board of education.

All school sponsored groups going off the school grounds are to use board-owned vehicles insofar as possible or feasible and the expense of such usage and salaries of the drivers are to be paid by the sponsoring group. This regulation does not apply to school sponsored field trips for which the board of education will assume payment of drivers. Any use of other than board-owned vehicles for transporting students must be approved by the administration.

Bus trips may be made only to points at which safe and adequate unloading, loading and parking areas (preferably off the street) are definitely arranged for in advance.

Please confer with the transportation department to coordinate best times for school day trips.

Teachers must be certified to transport students in a school van or school owned vehicle. Teachers should contact the bus garage for certification procedures. The certification process may take several weeks to complete.

Field Trips: Procedure for Overnight Field Trips

For overnight trips, please refer to Board Policy and confer with an administrator. Once approved by an administrator, overnight trips should be submitted for board approval at least 60 days in advance. Please use the appropriate forms available on the JLSD intranet. These forms must be typed.

Food in Classroom and Hallways

The following appears in the Student Handbook:

In accordance with Stark County Health Department regulations and in order to protect students with allergies and maintain cleanliness, no food or beverages are permitted in classrooms or the hallways, except for water in a clear plastic container. Students are not permitted to carry food and/or drinks out of the cafeteria/commons and/or locker rooms.

Harassment/Bullying/Intolerance of Others

Refer to Board Policy and use appropriate reporting forms. Contact a guidance counselor and/or administrator for concerns involving students. Staff/adult harassment/bullying/intolerance should be reported to a building administrator or to the Anti-Harassment Compliance Officers for the District.

Home Room

Teachers assigned a homeroom may be responsible for a variety of activities (beginning year forms, grade card distribution, voting for class officers, Freshman Mentor activities, etc.)

Homerooms are held on an as needed basis. If you are assigned a homeroom, information and forms will be placed in your mailbox.

Individual Education Programs (IEPs)/504 Plans/IAT/RTI/Referrals

IEPs

Students with disabilities currently spend the majority of the school day in general education classrooms. To assist classroom teachers in understanding the implications of IDEIA (Individuals with Disabilities Education Improvement Act), the following information should be noted:

At the beginning of the school year, a meeting will be held for all teachers who have students with an IEP (Individualized Education Program). Intervention Specialists will be introduced.

Teachers may have access to a student's IEP-At-A-Glance. This is a confidential document and should be treated as such.

It is an obligation of the teacher to read and implement each student's IEP. Teachers may be required to complete SafeSchools modules to verify IEP access and implementation.

Teachers and Intervention Specialists should consult with one another throughout the school year regarding students with IEPs.

Please know that some students will need accommodations or modifications to their education program.

An accommodation allows a student to complete the same test or assignment as classmates but with a variation in time, setting, format, and/or presentation. This adjustment does not change the meaning of the student's score. Examples of accommodations include a student taking a test in a quiet room, or being given additional time to complete an assignment/project, etc.

A modification is a significant adjustment to a test or assignment that changes the standard for a particular student. Examples of modifications include a student completing work on part of a standard or completing an alternate assignment that is tailored to the ability of the student, yet based on the standard.

504 Plans

Section 504 is a legally binding agreement to provide accommodations for students with a disability that significantly limits a major life activity (ex- learning, walking, etc.). Guidance Counselors will conduct meetings and/or communicate with teachers to review 504 plans, gather data, and check on student progress.

Intervention Assistance Team (IAT) and Response To Intervention (RTI)

Request for Assistance: If unsatisfactory student performance is perceived by a teacher, parents, counselor, or other interested parties of the student, an IAT/RTI process may be initiated. The student's guidance counselor should be contacted to initiate the process.

IAT/RTI Team – An IAT/RTI team composed of people within the building (such as: team coordinator, teacher(s), counselor(s), parents/guardians, student) shall meet to discuss any problems in the academic performance or behavior of the student. Other possible team members may include a school psychologist, nurse, and/or ESL teacher. The IAT/RTI team will recommend strategies that can be developed within the school without utilizing Special Education Services. Possible strategies could include changing the child's classroom assignments, using alternate materials in the classroom or using various approaches to instruction. These strategies will be followed for a reasonable period of time to be determined by the IAT/RTI team. As part of the IAT/RTI process, a follow-up plan will be designed to monitor the progress of the student.

Referral for Evaluation

The counselor or IAT/RTI team may refer the student for further evaluation if numerous alternate strategies have been utilized and are found to be inadequate in solving the problem. Written parental/guidance consent must be obtained before the Multifactorial Evaluation Team proceeds.

Evaluation Review and Planning: All evaluations will be reviewed by the Multifactorial Evaluation Team (may include Team Coordinator, District Representative, School Administrator, Teacher, Psychologist/Speech Therapist, Parents/Guardian, Counselor, etc.). The Multifactorial Evaluation Team will determine eligibility for special services. An IEP team will develop an Individual Education Program for the child if the team recommends special education services be implemented.

Exceptions: At times, it may be expedient to abridge the process, proceeding directly to the formal evaluation. This would be appropriate for cases involving children with physical limitations/injuries or children who have been placed in Intervention Services in another district. However, shortening the process should be a rare exception to the rule. Evaluation of ongoing interventions is normally a valuable step in the assessment process.

Keys and ID/Key Fobs

Teachers will be issued keys and a Staff ID (with integrated electronic key fob) which provide access to various areas of the building within their realm of responsibility. The keys/IDs/fobs should never be given to a student or left where someone can pick them up and use them for whatever purpose they choose.

Missing keys/IDs/fobs should be reported immediately to the building Principal.

Leaving the Building/Class During Regular School Hours

When an emergency/extenuating circumstance arises and it becomes necessary for a teacher to be out of the building during regular school hours, and/or have his/her class "covered", he/she should confer with the building principal.

Upon conferring with the building principal, the teacher leaving the building must sign out in the Main Office.

A Teacher should never leave his/her classroom students unattended.

Lesson Plans

Lesson plans are to be created and/or submitted according to guidelines provided by the building principal.

Lockers and Locks

Students are assigned school lockers. Locker assignments are placed on the student's schedule together with the combination. The locker use is loaned to the student and is subject to periodic inspections. All locker concerns should be reported to the Attendance Office.

LPDC

The purpose of the Local Professional Development Committee is to oversee and review professional development plans for credential renewal.

The mission of the LPDC shall be to set policy and review professional development goals for certification and license renewal for Jackson Local School educators.

Professional development shall focus on experiences that expand and enrich the classroom, building, and district. These experiences shall be directly related to increasing student performance.

Certified staff needing to renew their certificate/license can access the on-line IPDP process through the district web site (PD Express) to create a plan or enter activities for Level 1 approval.

For assistance with your plan/activities, please contact your high school LPDC representatives.

Maintenance Requests

Items in the classroom that need repaired, replaced due to damage, need moved, etc. should be submitted to the principal's secretary via e-mail.

Meetings

Faculty meetings - all teachers are required to attend scheduled and as-needed faculty meetings.

Teachers are expected to attend department meetings as called by the department heads.

When the need arises, IAT/RTI meetings will be held at the designated time in designated areas. Advanced notice will be given.

IEP/504 meetings will be held throughout the year. These meetings will be at various times; advanced meeting notice will be given. Classroom coverage may need to be arranged in some circumstances.

All teachers are encouraged to attend inservice meetings for their own "professional growth."

Monetary Deposits

All fees, student activity funds, resale and revolving funds are to be deposited by 2:00 PM each day to the assigned Secretary in the Main Office. No money is to be left in the classrooms or teacher desks overnight.

Outside Speakers and Guests

Teachers are to inform the school building administration about any outside speakers coming into their classroom and should include this in their lesson plan. Speakers/guests must sign in at the security desk. Please notify the main office and/or security desk of expected visitors.

Parent/Teacher Conferences and Meetings

When parents call the school for an appointment with a teacher, the teacher will contact the parent and set up their own conference either before or after school.

Appointments for building-wide evening conferences held in October and February will be made through the district website (PTC Scheduling Wizard). Teachers must check on-line to obtain a schedule of their appointments. You may stop by the Main Office Secretary's desk the evening of conferences for any last minute updates. On the evening of conferences, it would be welcoming to have two chairs outside your door and information regarding your class available for parent review.

Parking

Staff may park in the staff parking area and must register their vehicle with Central Office. All staff will be issued a parking tag which should be displayed in your vehicle. Staff should update vehicle information if you change vehicles during the year.

Parties/Celebrations

All celebrations and parties should be approved by school administration.

Passes

Excuse from Study Hall- An excuse from study hall requires the following:

- The signature of the requesting teacher
- The requesting teacher signs one pass for each student
- The student presents the pass to the study hall monitor at the beginning of the period.

Tardy Passes

- Students signing in through Attendance will provide their classroom teacher with a time stamped pass.
- The student detained by a staff member should obtain a tardy pass before reporting to the next scheduled activity. This pass should be presented to the teacher or supervisor of that scheduled activity.

Hall Passes

- Should be given only when the teacher perceives that a need exists (particularly matters of health).
- The date, time of departure, and destination should be indicated.

Passes require only a few seconds of your time but help maintain control of the halls.

Posters

All student-generated posters/visual displays that will be hung outside the classroom must be approved by an administrator and stamped "poster approved" before being displayed on school property. Please use discretion regarding the number of posters/displays placed and location. All posters/displays shall be removed in a timely fashion by the sponsoring teacher/club. Posters should be posted on hallway bulletin boards, on tack strips, or in designated/approved locations only. Only blue "painters tape" should be used when adhering any item to a hallway tile area.

Purchase Orders (POs)

It is imperative that a purchase order precede any order that you place or invoice that we receive. Failure to follow this procedure may lead to the individual being financially responsible for the order.

Questions regarding purchase orders should be directed to the principal's secretary.

Publication Information

All teachers are encouraged to share information about events which will or have taken place at Jackson HS with the public by using local press and communication with the district communication and publicity coordinator.

Pupil Personnel Services

School Psychologist: The School Psychologist functions in direct responsibility to the superintendent performing in general the tasks of psychological evaluations, coordinating the work of special education, and other tasks as defined in the job description.

Speech and Hearing Therapist: The therapist functions in direct responsibility to the Director of Special Programs except that he/she is responsible to the principal when working within a building. A speech and hearing specialist is available and will test and screen students when necessary. Requests should be sent to the speech and hearing therapist through the principal.

Records Policy

Teachers should refer to Board Policy for all records related issues.

All student "directory information" will be released from the "office staff" only. Teachers may not give out "directory information" on students or staff members.

FERPA (Family Educational Rights and Privacy Act): The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records.

Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the Student Services Office.

Teachers may access but are not to add or remove materials from students' permanent record folders.

Relationships - Teacher/Student

Teacher/student relationships should remain "professional" at all times. Students may try to initiate a more "personal" relationship with a staff member via verbal, written, or electronic means. Teachers must discourage such personal relationships and seek administrative assistance in dealing with same.

Safety Guidelines

Teachers and students are required to follow all applicable laws and safety guidelines:

- Staff ID badges should be worn and easily visible at all times.
- Classroom doors should remain closed and locked during occupied times.
- Staff should position themselves throughout the school day in locations that support school security.
- All visitors should obtain a visitors badge from the Main Entrance security desk.
- Strangers loitering outside classrooms or passing through the building should be checked for a proper Jackson Visitor Badge and questioned by the nearest staff member. If a staff member is in doubt as to the person's right to be in the building, escort the individual to the Security Desk at the Main Entrance of the building (Door 1E), send someone to the Main Office to report the incident, or immediately call the Main Office (x1401) or Security Desk (x1466) to report the incident.
- Classrooms and equipment shall be inspected at the beginning of the year and throughout the year for safety hazards. Any immediate safety hazard shall be reported to administration immediately.
- Items in the classroom that need repaired/replaced due to damage, etc. shall be submitted to the building principal.
- To ensure personal safety, students and faculty shall refrain from sitting on the tops of desks, tables, and counters.
- Teachers should not permit students to lean chairs or desks against the wall. The teacher should be able to walk around the perimeter of the classroom.
- The teacher is responsible to see that no initials, names or writing of any type is done on the classroom desks, chairs, tables, or walls. The room and the furniture should be checked periodically and damage reports made to school administration.
- If school technology is used by students (computers, laptops, iPads, calculators, cameras, etc.), teachers should monitor the use of and inspect such devices to ensure that no damage/vandalism/theft has occurred.
- If you are not in your classroom location as per the master schedule, please post your location on the classroom door. Notify the security desk and/or office if you are taking students outside. Make sure that students take their personal belongings and/or secure the room.

Security Cameras

Security cameras are located throughout the building in an effort to provide 24 hour surveillance for security and student/staff safety. Recorded images may be used in resolving disciplinary issues or for referral to law enforcement.

Schedule Change Policy

Refer to JHS Programs of Study for up-to-date procedures and deadlines regarding schedule changes.

Teachers and staff members should not share the Master Schedule with students or parents nor tell students they have available seats in a particular section they teach. This often results in a student attempting to rearrange their schedule to match with friends or preferred teachers. If appropriate, share these inquiries with the

appropriate guidance counselor and refer all students to their guidance counselor for any schedule change matters.

According to the Program of Study:

- Once school has begun in August, students must follow their schedule the first day of school prior to submitting a request to change their schedule. After the first day of school, a schedule change will only be considered for five (5) days unless the request is a response to a technical error or a student being academically misplaced.
- Any student dropping a course after the first five (5) days of school or the first five (5) days of 2nd semester courses will receive a failing grade in that class for the year/semester and no credit for the course will be given.
- No student will be permitted to add a course to his or her schedule after the first five days of each semester.

Registration for courses is a very important part of a student's educational experience. Constant care and consideration must be given to selecting the schedule that will best prepare the student for post-high school plans -- whether to enter college, seek employment, or pursue other opportunities.

Course selections should be firm. Students should consult with parents, teachers, and counselors before making final course decisions. The student and parent are encouraged to plan a realistic schedule so that changes will not be necessary.

Considerations should be:

- specific courses and number of credits for graduation
- prior success and failures
- special interests and aptitudes
- future college and career plans

The courses selected determine:

- how many sections are needed of that particular class
- the total overall master schedule
- staffing (the number of teachers needed)
- the number of textbooks needed

Schedule changes may be made only when absolutely necessary. From the beginning of the scheduling process (approximately February) through the month of June, ample opportunities are provided for the students to take an active part in the selection of their courses. The master schedule is built by the course selections made by students for the following school year; therefore, it is critical that students and parents make the best and most accurate choices during the registration process. Any requests for changes after the last day of school, will be honored only in extenuating circumstances after parent, teacher, counselor, administrative approval.

Teachers should contact guidance counselors when a student has failed a pre-requisite course or they feel the student may be improperly scheduled.

Students must follow their old schedule until all approvals for their new schedule have been obtained.

Students are encouraged to meet with their guidance counselor if they have any questions regarding schedule changes. Parents/guardians are also encouraged to call the Student Services Office if they have schedule concerns.

Schedule Change Procedures

Because schedule changes will be honored only in extenuating circumstances, the student must follow this procedure to have their request considered:

Obtain a "Request for Schedule Change" form from the Student Services Office.

The student should complete this form through the section requiring their signature. A parent/guardian should also sign it in agreement with the request. The form should then be returned to the Student Services Office. The teacher and respective counselor will discuss the request. If after reviewing various records they agree the student has been improperly scheduled, they will sign the form and set up the schedule change conference. (Administrative approval is necessary to complete this process.)

If the teacher and counselor do not feel the student has been mis-scheduled, the student and parent/guardian will be notified and the request may end there. An alternative is to drop the course. A student may drop a non-required class but may receive the penalty of an "F" for the semester/year grade. This grade would be a part of the student's cumulative point average.

A student's teacher, counselor, parent/guardian or administrator may also initiate the request for a schedule change.

The final change will be honored only after a parent, teacher, counselor, and administrative conference has dealt with the specific case.

Schedule Changes Likely to be Accommodated

1. If a student has no study halls in either the first or second semester due to computer placement of classes, a request to move a course from one semester to another would be considered if:
 - a) the course is offered in another semester
 - b) there are seats available in the new section
2. Any student who is tested during the year by the school psychologist and is recommended for a special program (Special Education) will have his or her schedule changed immediately to fit the prescribed needs of the individual.

Schedule Changes Not Likely to be Accommodated

1. Moving a lunch period will not be granted unless there are extenuating circumstances.
2. No teacher changes will be considered unless the student is repeating a class that they have failed with the same teacher during a previous school year.

Senior Patio

Seniors must sign out in their study hall BEFORE leaving for the senior patio. They must go directly to the senior patio and remain there for the entire period. Senior students may consume their sack lunches and snacks on the patio. Lunch trays should not be taken outside. Students are expected to clean up the patio area before they leave.

Students who abuse the senior patio for any reason will lose their privilege to go there. All school rules apply at the Senior Patio.

Announcements (PA or Attendance Sheet) will be made indicating when the senior patio is open or closed.

Staff IDs

Faculty and staff identification cards/badges should be worn at all times during the school day for the purpose of identifying themselves to students, parents, and the community. Identification cards/badges should be worn in a manner that makes them easily visible (mid chest area) by visitors, students and staff. If your staff ID is lost, report it immediately to the building Principal.

Student Aides/Classroom

Teachers must obtain building principal approval to have a student aide in the classroom; only extenuating circumstances will be considered.

Student Services

Guidance counselors are appointed to the secondary schools to assist teachers and administrators to accomplish their missions with students. They are responsible directly to the building principals for personal, social and educational counseling of students. They are also responsible for group testing and for other tasks as delineated in their job descriptions.

Comprehensive school student services allow all students to take full advantage to the wide range of learning experiences available to them. Such a program requires that many people--administrators, teachers, counselors, parents, and students-work together to organize their knowledge to contribute to the solution of a student's problem and the development of his potentialities.

The student services program of Jackson High School is designed to help students become more aware of themselves and of the world in which they live, to be able to take advantage of those educational and career opportunities available to them to accept the responsibility for the decisions they must make.

Appointments- So that an orderly system could be devised whereby all students will be given an equal opportunity to speak with a counselor, an appointment system has been developed. Students wishing to see a counselor may stop in the Student Services Office before school, between classes, during lunch, or after school to arrange an appointment. Students will be issued an appointment slip to see their counselors which should be presented to the classroom teacher/study hall teacher. Teachers may, at any time, refer a student to the counselors.

Student Services: Roles and Resources

The student services program consists of the following services:

Provide Curriculum and Career Information: Students are provided with the information about the school, its curriculum, facilities, personnel, procedures and policies. In addition, they are given information about careers, post-secondary schools, scholarships, and financial aid.

Maintain Complete and Accurate Student Information: School personnel, parents and students can examine student records to gain a better understanding of the student's abilities, achievements and interests.

Provide Individual Counseling Services: Students are given the opportunity to discuss freely their concerns relating to educational career plans, personal problems, or social programs.

Encourage a Full Range of Consultative Services: Students are best served when educators, parents, and community workers consult each other and work together. The counselors arrange for parent conferences to interpret test results and make pupil record information more meaningful, identify students with special needs and

secure the assistance to meet these needs--such as psychological testing, speech and hearing therapy, or referral to an outside community agency. These agencies go beyond or supplement what the school provides. They work with students who have problems with mental or physical health, welfare and employment.

Conduct Basic Research: Follow-up studies are done for students who have graduated or dropped out. Such information can provide valuable data concerning employment patterns and post high school educational opportunities, as well as ideas for program improvement.

Home Instruction: Students who are unable to attend school in grades one through twelve who are residents of Jackson Local School District are potentially eligible for home instruction under certain health related conditions. Parents of the student who will be absent from school for a period of at least twenty consecutive school days may apply for home instruction by securing the appropriate forms from Student Services. The regular classroom teacher of a student on home instruction shall be notified when instruction begins and shall be informed of any grades given by the tutor.

Peer-Tutoring: Students in need of supportive tutoring in a particular course may be able to have a selected student assist them. These arrangements are made through the Student Services Office. Teachers may request this service for students in their class.

Registration and Withdrawal of Students: All students new to the high school will be officially registered through the Student Services Office. Also, students withdrawing from school must do so through the Student Services Office. Students who are withdrawing will present each teacher with the standard withdrawal form to sign indicating the date of withdrawal.

Forms and Applications: Students may obtain applications for social security cards and work permits through the Student Services Office. They may also obtain registration information for the PSAT/NMSQT, ACT and SAT in addition to the standard application forms for financial aid--either National, State or Local.

Student Services: Schedule Changes

Teachers will be notified of student's schedule changes. All requests for schedule changes must go through the Student Services Office. Teachers should not add or withdraw a student from class without proper notification. Schedule changes will be made only when absolutely necessary.

No requests for specific teachers, lunch periods, etc. will be honored. From the beginning of the scheduling process, approximately February through the month of June, ample opportunities are provided for the student to take an active part in the development of his/her schedule. Students are encouraged to meet with their guidance counselor if they have any questions regarding schedule changes. Parents/guardians are also encouraged to call Student Services if they have schedule concerns.

Once school has begun, a student should follow their schedule as assigned. A student's request to drop or add a class will be considered only if they fall in the allotted days allowed at the beginning of each semester. Some scheduling changes may be a response to a technical error in scheduling or a student being academically misplaced. If a student requests a schedule change from a particular class after the schedule change deadline, teacher input may be required.

Study Hall

Students are under the supervision of the study hall monitor/teacher and should abide by school procedures. Up-to-date seating charts and accurate attendance is important.

Supervision and Safety of Students

Proper supervision of students is an essential component to maintaining an orderly and safe school environment. Teachers and staff members are responsible for the direct supervision of students in the building and must abide by the following:

- Maintain supervision of classrooms and hallways throughout the day.
- Never leave students unattended. If an emergency situation arises, please call the Main Office for assistance.
- Issue and verify student passes to ensure they have proper permission for deviations from their assigned schedule. Students should not loiter in unscheduled or unsupervised areas of the school.
- Strangers loitering outside classrooms or passing through the building should be checked for a proper Jackson Visitor Badge and questioned by the nearest staff member. If a staff member is in doubt as to the person's right to be in the building, escort the individual to the Security Desk at the Main Entrance of the building (Door 1E), send someone to the Main Office to report the incident, or immediately call the Main Office (x1401) or Security Desk (x1466) to report the incident.
- Keep classes in session each day during the prescribed school hours and do not dismiss classes early without the approval of the principal (except in cases of emergency).
- Do not provide or permit food or drinks (except water) in classrooms or areas of the school not designated or approved by administration.
- Teacher attendance at all assemblies and rallies is mandatory. Unless assigned a specific duty during assemblies or rallies, all teachers are to sit among the students in the auditorium or gym bleachers.

When teachers assume an active supervisory role throughout the day, it reinforces individual effort and contributes to the wellbeing of the entire school. Please be willing to do your share—insist on good behavior in the hallway, cafeteria, restrooms, auditorium, gym, and your classroom.

Teacher Attire

Staff members are to dress professionally at all times. An appropriate minimum standard for staff attire is “business casual.” Dress in a manner as to set yourself apart from that of the students so it is clear you are a high school staff member.

Technology Requests

All technology requests must be made through the JLSJLSD intranet website. Teachers may need to setup a Helpdesk account prior to making their first request. To obtain technology assistance or to report a technology-related problem, staff must enter a "tech request" via the Helpdesk.

Technology Use by Staff

Please refer to Jackson Local School District Board Policy [7540.04](#) Staff Education Technology Acceptable Use and Safety.

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides staff with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and

its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

Staff are expected to utilize Education Technology in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by the Board's policy on Instructional Materials.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures, may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or designee may temporarily or permanently unblock access to websites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or designee may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students and their parents and other staff members.

With prior approval from the Superintendent or designee, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.

Staff members shall not access social media for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal's approval of that plan in advance.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the District's Education Technology.

Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy [8330](#). Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

Telephone Use by Staff

All phone calls can be dialed on classroom phones, workroom phones or office phones. This should be for official school business except for personal emergencies. Teachers should not use their personal cell phones for personal business in front of students during class time.

If an emergency arises where police, fire, or EMS are needed, teachers can dial **911** from their classroom phone. No precursor needs dialed to get an "outside line" - **just dial 911**. Also notify the Main Office (x1401) and inform them that the call was placed and the location/nature of your emergency.

Telephone Use by Students

Students may use the telephone in the Attendance Office during the school day if an emergency arises. Students should report to class first where their attendance can be taken and then dismissed with a pass to the Attendance Office to make their call. Students will be required to sign a telephone log in the Attendance Office indicating the date, time, reason for the call, and the person called. Students are not permitted to leave school property without following the proper procedures in the Attendance Office. Classroom phones are not for student use.

Testing Procedures of Jackson Local Schools

With the exception of test materials specifically designated as "Practice Tests" and test forms released by the department of education or related testing vendors, all test questions and all other materials which are considered part of achievement tests including, but not necessarily limited to, reading passages, writing prompts, charts, graphs, and tables shall be considered secure and subject to the provisions of the Ohio Revised Code and to the provisions of this rule.

No person shall release, cause to be released, reproduce, or cause to be reproduced any secure test materials through any means or medium including, but not limited to, electronic, photographic, written, or oral.

No unauthorized person shall have access to any secure test materials at any time when such materials are in the school district or school building.

Each school year, at the beginning of school, all certified personnel able to proctor and or manage tests or testing materials will be required to sign the Jackson Local Schools Test Security Form Agreement.

Textbooks, Fees, Supplies

Textbooks: Issue textbooks the first or second day of class. Department Heads should help teachers prepare for textbook distribution. Check with Department Heads regarding any book needs. When issuing books to students teachers must fill out the Textbook Checklist indicating the student's name, the book number, and the book condition. Keep the Textbook Checklist sheets until the end of the course. Check the condition of the book at the end of the course. Students are responsible for repair or replacement cost of property issued to them at public expense. Textbook Checklist sheets should be given to the Department Head at the end of the school year to be retained for one additional year. Students who fail to return a textbook should be charged for the cost of the book. The student's name, book name/subject, book number, and cost should be turned in to the Main Office Secretary by completing a Fine List form.

Fee Policy: Fees may be collected to cover materials which are consumed or become the property of the student. No fee may be charged or collected without Board approval. Check with the building principal before any collection of fees. Some fees may be non-refundable.

Supply Requisition/Purchase Orders: All supply requisitions should be submitted through the department head. Department Heads submit supply requisitions online. All requisitions must be within the budgeted amount approved by the Board.

Student Projects: Students making projects which become his/her private property must pay for the cost of the materials used to produce the project before the project is removed from the building.

Bills Incurred By Staff Members: At no time may a teacher assume responsibility for incurring any bills to be paid by the school or the Board without conferring first with the building principal. A Purchase Order must be obtained PRIOR to all purchases.

The Learning Commons-TLC (formerly Library/Media Center)

The Learning Commons (TLC) will provide set Hours of Operation and will be open before and after school.

The Learning Commons is a center of learning and supports the work that goes on in the classroom by providing multifunctional spaces that facilitates studying, researching, meeting, reading, collaborating and sharing of final student projects.

The Learning Commons is physically arranged to consist of key focus areas and services.

The Learning Center: Main Area

- Designated students will be permanently assigned to report to The Learning Center for specific classwork help.
- A student with a pass from a classroom teacher may come to TLC to work on specific assignments. TLC will do everything possible to accommodate students, but this privilege is based on availability of space and computers.
- Make-up tests and quizzes
- Peer Tutoring

The Writing Center

- The Writing Center is a support area for all students in grades 9-12. If a student needs assistance with research writing, daily grammar practice, diagramming, literary interpretation, citation, formatting assistance, or any other English skill

- College Prep Help: ACT, SAT, AP, DBQ, FRQ, college essays, applications tests, resumes, Learning Express Library
- The Writing Center will offer four after school ACT HELP SESSIONS throughout the year
- Make-up tests/quizzes
- Peer Tutoring

Visitors

All visitors should obtain a visitors badge from the Main Entrance security desk.

Strangers loitering outside classrooms or passing through the building should be checked for a proper Jackson Visitor Badge and questioned by the nearest staff member. If a staff member is in doubt as to the person's right to be in the building, escort the individual to the Security Desk at the Main Entrance of the building (Door 1E), send someone to the Main Office to report the incident, or immediately call the Main Office (x1401) or Security Desk (x1466) to report the incident.

Please remember that all outside visitor's names (guest speaker, parent meeting, etc.) should be submitted to the school security desk in advance with date/time of visit, purpose, teacher name and meeting location.

Student Ambassador: Students new to Jackson and/or perspective new students will be accompanied by student ambassadors and/or counselors throughout their visitation. These arrangements will be made through the Student Services Office in an attempt to welcome approved student visitors to Jackson High School.

JHS Emergency Procedures

As new or revised emergency procedures are established, the school district may release specific emergency/safety protocols or requirements to follow. In addition, specific building guidelines and procedures may be revised as needed and communicated by administration to staff members. ***Please follow any revised emergency procedures as they are released and communicated (oral or written) which may post-date this handbook.***

In the event of any disaster, the Jackson Local Schools “Guidelines for Responding to an Alert” document/chart should be followed. In addition to “Guidelines for Responding to an Alert”, the following additional guidelines and building procedures should be followed.

If an emergency arises where police, fire, or EMS are needed, teachers can dial **911** from their classroom phone. No precursor needs dialed to get an “outside line”- **just dial 911**. Also notify the Main Office (x1401) and inform them that the call was placed and the location/nature of your emergency.

Fire Emergency

The purpose of emergency planning and drills is to develop a prompt and orderly evacuation procedure. Ohio law requires at least one drill be held monthly. The principal, or designee in charge of the school, shall be responsible and in charge of all drills. Absolute control of drills is essential. Partial compliance will reduce the effectiveness - everyone must leave the building during the drill. The evacuation program must be carefully planned and posted for all to see. Staff should review the emergency procedures with their students. Monitors/aides who are available may be appointed to assist teachers in carrying out all drills. Fire alarms will be sounded continuously until everyone is out of the building. Never use a coded signal. Alternate escape routes should be planned – if a main exit is blocked during a drill an alternate escape route should be used. Fire exits must be kept clear at all times - never chain or lock exit doors.

Fire Emergency: General Guidelines

- All students and staff go directly outside following their prescribed fire escape route. Students are not to stop at their lockers.
- Regularly assigned pupils shall turn off electric motors, torches, lab equipment, gas stoves, etc.
- Teachers shall take charge - signal children to rise and supervise their evacuation.
- Make sure that handicapped children are assisted.
- Check wash rooms, locker rooms, etc., to make sure that everyone is out, including all offices.
- Teachers and students are to remain outside the building until the alarm/siren stops or they are directed to return by the administration.
- Teachers are to take attendance of students in their control once outside the building and in a safe area. It is expected that staff will take the emergency folder when they exit the building with students.

Fire Emergency: Exit Directions and Routes

Administrative Offices - out east doors (1E).

Student Services - out east doors (2E).

Attendance Offices - out east doors (1E).

The Learning Commons (Library/Media Center) - down stairway and out east doors (1E).

A100 (Distance Learning Lab), A101, J101, J102, J103, J104, J105, J106, J107 - down stairway at west end of hallway A and out west doors (16W).

A200, A201, A202, A203, A204, A205, A206 - down northwest stairs and out east doors (61E).

B200, B201, C206, C207, C208 - down emergency stairs and out doors by loading dock (58E).

A300, A301, A302, A303, A304, A305, A306, A307, A308 - down northwest stairs and out east doors (61E).

B300, B301, C306, C307, C308 - down emergency stairs and out doors by loading dock (58E).

B100 - through student commons and out east doors (1E, 61E).

B101, B102 (Lecture Hall) - through hallway B and out south doors (50S).

C100, C101, C102, C103 - through hallway B and out south doors (50S).

C104, C105, C106, C107 - down west stairs and out west doors (21W).

C200, C201, C202, C203, C204, C205 - down south stairs and out south doors (51S).

C300, C301, C302, C303, C304, C305 - down south stairs and out south doors (51S).

D100, D101, D102, D103, D104 - out south doors (53S).

E100 & Bears Den - out east doors (59E).

F100, F102, G100, G101 - through hallway G and out south doors (44S).

F101, F103, F105, F107, F109, F110 - out south doors of classroom/lab.

F104, F106, F108 - through hallway F and out west doors (23W).

J108, J109, K100, K101, M101, N109, N110, N111, N112, N113, N114, N115, P110, P111, P112, P113, P114, P115, P116, P117 - down stairway at west end of hallway N and out west doors (10W).

L100, L101, L102, L103, L104, L105, R100 - north through R hallway then east through M hallway and out east doors (2E).

M100 - through M hallway and out east doors (2E).

N100, N101, N102, N103, N104, N105, N106, N107, N108 - Out east doors (3E).

P100, P101, P102, P103, P104, P105, P106, P107, P108, P109 - Out east doors (4E).

Gymnasium (Main Gym & Aux Gym #1) - Out west doors (16W).

Gymnasium (Aux Gym #2) - out north doors of gym (17W, 18W).

Commons/Cafeteria - Out east doors (1E, 61E).

Auditorium - through student commons and out east doors (1E, 61E) or down west stairs in hallway A and exit out west doors (16W) or through hallway H&F and out doors (50S).

A010, A011, H010 - through hallway A and out doors (16W).

G010, G011, G012, G013, G015 - out west doors of classroom/lab.

G014, H011 (Wrestling Room) - through hallway G and out doors (10W).

Weight Room - out west doors of weight room (20W).

Locker Rooms - out nearest doors (16W, 21W, 22W).

Tornado

Tornado: General Safety Rules

- Seek shelter inside if possible.
- If in open, move away from tornadoes path at a right angle.
- If there is not time to escape, lie flat in the nearest depression such as a ditch or ravine.
- In schools, the basement or interior hallway on the lower level is safest.
- Avoid gymnasiums, auditoriums, or rooms with wide roof spans.
- Additional protection is afforded by taking cover under heavy furniture or work benches.
- Stay away from windows.
- Avoid taking shelter in moving vehicles, such as automobiles, buses, or recreational vehicles.

Tornado: High School Procedures

In case of a tornado watch, the building principal will post observers who will watch for a tornado sighting.

The building principal will monitor all weather bulletins from the Akron-Canton airport and the National Weather Service.

In case of an actual sighting by observers or a tornado warning by the Weather Service, the building principal will announce same on the public address system. On signal from the building principal (if that be necessary) all students and staff will assume a crouched position, facing the interior wall with their hands covering the tops of their heads.

In case of building and/or personal injury, we will evacuate the building when the all-clear is given by the Weather Service using the fire exit procedures given elsewhere in the booklet. The staff will meet in the front of the building near Fulton Drive where the buses pull into the loading area.

NOTE: AT NO TIME WILL STUDENTS BE PERMITTED TO LEAVE THE BUILDING ONCE A TORNADO WARNING HAS BEEN ISSUED.

Tornado: Drill Instructions

Individuals in the following rooms should remain in the room, next to a wall other than the outside wall, in the tornado-safe position:

Administrative Offices, Student Services, Attendance Office, A100 (Distance Learning Lab), A200, A201, A202, A300, A301, A302, A303, A304, B100, B101, B102 (Lecture Hall), C100, C101, C102, C103, C104, C105, C106, C107, C200, C203, C300, C303, E100, F100, F101, F102, F103, F105, F106, F107, F108, F109, F110, G100, G101, J101, J102, J103, J105, J106, K100, K101, L100, L101, L102, L103, L104, L105, M100, M101, N100, N101, N102, N103, N104, N105, N106, N107, N108, N109, N110, N111, N112, P101, P102, P103, P104, P105, P106, P107, P108, P109, P110, P111, P112, P113, P115, R100, A010, A011, G014, H010, H011 (Wrestling Room), Locker Rooms.

The following occupied rooms should move to a hallway and assume the crouched position:

A203, A204, A205, A206, B200, B201, C201, C202, C204, C205, C206, C207, C208

A305, A306, A307, A308, B300, B301, C301, C302, C304, C305, C306, C307, C308

D100, D101, D102, D103, D104

N114, N115, P100, P114, P116, P117

G010, G011, G012, G013, G015

The following occupied rooms should move to the area assigned:

J109- move to K101

J108- move to K100

J107- move to J106

J104- move to J105

A101- move to J102 & J103

The Learning Commons (Library/Media Center)- go to the rear of the media center by AV storage.

Bear's Den- go to culinary arts classroom/kitchen.

Auditorium & Cafeteria/Commons- move to hallways C, H, F.

Auxiliary Gyms, Main Gym- move to locker rooms or hallways by locker rooms/main gym (B loop)

Weight Room- move to hallways by locker rooms/main gym (B loop).

Black Out

At any time we may experience a power loss and subsequent "black out". The PA or phones may not function. When a "black out" occurs, students and staff are to remain calm and stay in the classroom until power is restored. Specific instructions will be communicated as needed.

Bomb Threat

The administration and emergency response team will evaluate the information received and decide upon a specific course of action.

General Guidelines

- The principal notifies the superintendent, the Jackson Police/Fire/911, and appropriate staff (grounds, custodial, administration, etc.)
- A general search may be conducted.
- Any strange objects should be reported.
- Objects are not to be handled or removed.
- If a strange/suspicious object is discovered it should be handled only by experienced safety officials.
- Whenever a possible bomb is discovered, additional safety personnel may report to the scene. It is important to keep all areas of access to the building clear.

In a case where it is determined that a bomb threat is perceived as valid or when a strange object has been located which could possibly be a bomb:

- The building will be immediately evacuated using the fire drill procedures.
- Police/Fire/911 will be notified.

- A search plan will be executed.

Any suspected objects should be reported to the building principal or safety officials.

NOTE: UNDER NO CIRCUMSTANCES SHOULD A BOMB THREAT BE IGNORED. THE BUILDING PRINCIPAL (OR ADMINISTRATION) SHOULD BE NOTIFIED AT ONCE.

Lockdown

An announcement will be made to initiate lockdown procedures.

You may be given additional directions at the time of this announcement or during the lockdown indicating if the threat is internal or external and how to proceed.

There is no sequence to the following procedures. Staff and faculty are to use their judgment based on known existing conditions and information/procedures communicated to them by administration and/or safety forces.

1. If conditions permit, immediately scan the hallway for unattended students and summon them to safety. Lock doors, if possible.
2. Turn off the lights. Do not cover door windows or exterior windows unless directed to do so.
3. Remain calm and keep students as calm and quiet as possible. Continue with classroom activities unless the alert directs otherwise.
4. When alerts are received that the incident is “external”, move students to a location more protective from a threat at exterior windows. When alerts are received that the incident is “internal”, move students to a location more protective from a threat by way of the hall door or windows.
5. Keep all students in classroom until instructions are given to do otherwise by the IC or safety official.
6. Upon notice of a lockdown, teachers may receive students who are fleeing for cover or who are brought to a classroom. Teachers must determine/list the names of these students and their regularly assigned teacher or homeroom. This information will be used to account for students during and at the termination of lockdown.
7. Upon notice of a lockdown, determine/list the names of students assigned to you at the time of the incident but might be in the library, computer room, restrooms, or clinic. This information will be used to account for students during and at the termination of lockdown.
8. Secure grade book/emergency folder when a lockdown is ordered. If an evacuation is ordered, the teacher is to take the emergency folder and grade book to the evacuation area.
9. If asked to evacuate the building, proceed to the designated area keeping the class together.

Remain in lockdown mode until the all clear is given by administration, Crisis Management Team members or members of the safety forces.

During an internal threat lockdown, the following areas need to move their students to a safer area. Please do so in a quick and quiet manner:

Room/Area	Move To
Cafeteria/Commons	Auditorium
A101	Room J102 & J103
C203	C204 & C205
C303	C304 & C305
D104	D103

Room/Area	Move To
D100 & D101	D102
M100	Guidance Conference Room
N115	N113
P100	P101
P103	P103 Sensory Room
P114	P115
P116	P117
R100	R100 Storage & Prep Rooms
Gyms	Locker Rooms
Bears Den	E100/Kitchen