

Jefferson-Morgan Middle/Senior High School



Parent /Student Handbook 2017 – 2018

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WELCOME TO STUDENTS

The Jefferson-Morgan Middle/Senior High School administrators, faculty and staff extend a warm welcome to the students as they become part of the Jefferson-Morgan Middle/Senior High School community. As the new school year begins, we know that you are excited about rekindling old friendships, making new acquaintances, setting goals and making plans for successful academic, athletic and social endeavors.

We welcome you back to school and remind you that the critical ingredient to your success is YOU. We will provide you with every opportunity to be successful; however, you must make the most of these opportunities and accept help and guidance along the way.

This Parent-Student Handbook, along with the policies and procedures should serve as your guide to a rewarding school year. By complying with these rules and regulations, you will be ensuring that we maintain the safe and orderly environment that is necessary for a successful school experience.

Your future depends on how well you spend your time here. A bright future cannot be built upon a weak foundation. As we welcome you back to school, it is our hope that you will make good decisions this year and begin to establish a strong foundation for your future.

Sincerely,

Mr. Brandon Robinson, Principal

Mrs. Cassandra Bozek, Assistant Principal

ADMINISTRATIVE STAFF DIRECTORY

CENTRAL OFFICE

Superintendent
Business Manager
District Office Operations Assistant
Supervisor of Special Education
Technology Coordinator

Mr. Joseph Orr
Mrs. Jennifer Foringer
Mrs. Gina Rafail
Mrs. Cassandra Bozek
Mr. Jake Shingle

HIGH SCHOOL OFFICE/MIDDLE/ELEMENTARY SCHOOL OFFICE

Principal (HS/MS)
Assistant Principal (Pre-K -12)
Elementary School Principal
HS/MS Guidance Counselor
Elementary Guidance Counselor
High School Secretary
Elementary Secretary
Athletic Director
School Nurse
Cafeteria Manager

Mr. Brandon Robinson
Mrs. Cassandra Bozek
Mr. Sam Silbaugh
MRs. Katy Herold
Mrs. Julie Clayton
Mrs. Patty Ewart
Mrs. Peggy Muscavitch
Mr. Scot Moore
Mrs. Kim Behm
Mrs. Sherry Kottke

FACULTY

Lori Ardeno	Learning Support/Social Studies
Robert Ardeno	Social Studies
Suzanne Boyle	Science
Katrina Caffrey	English
Donald Cochran	Social Studies
Kathy Cochran	Learning Support
Shannon Corbett	Mathematics
Karen Cox	Science
Joe D'Antonio	Learning Support
James Howard	Gym, Health
Jodi Fulks	Computer
Dawn Gratchic	English, Novel
Dennis Sammel	7/8 Gym
Michelle Huba	English/Journalism/Speaking
Stacie Kniha	Biology/Anatomy Physiology
Michael Lesko	Art
Sean Lohrer	English
Tara McCombie	Learning Support
James McGrath	Social Studies
Kellie McCrory	Spanish
William Scot Moore	English
Lisa Olson	Reading, Novel
Peter Pratt	Chemistry, Science, Physics
Amanda Moore	Mathematics
Shelly Rogers	Library, FCS
Lindsay Shay	Mathematics
Danielle Shrader	Mathematics
Sue Simatic	Mathematics
Dana Svensson	Music, Chorus, Band
Tiffany Throckmorton	Mathematics
Kevin McCarty	Learning Support

MISSION STATEMENT

The mission of the Jefferson-Morgan School District is to provide a learning environment in which students may reach their full potential. To this end, we believe that the Jefferson-Morgan

School District EXCELS! – Educational eXcellence + Caring Environment + Leadership =
Success

VISION STATEMENT

The Jefferson-Morgan School District is a place where each student has the opportunity to develop the attitudes and the academic skills necessary to be successful in an ever-changing and global society. To do so, the entire school community must focus on excellence in learning and achievement for every student as well as provide a caring, nurturing, and safe environment. The school community is comprised of motivated and challenged students reaching their highest potential; engaged parents and community members; exemplary faculty and staff members; and committed, supportive, and responsible leadership from administration and the school board of directors.

DESCRIPTION OF THE DISTRICT'S SHARED VALUES

We believe:

- Education provides the foundation for success. Success is measured in many ways.
- Student progress is monitored through student attendance, well-being, and acquisition of positive life skills; proficiency in ALL curriculum and digital technologies, graduation rates, and successful transition from early-learning to primary to intermediate to middle school to high school and to career or college.
- The academic focus of the educational program must be emphasized for all students.
- Everyone learns at different rates and in different ways.
- All students are capable of learning, and share in the responsibility for their education.
- Education is a team effort involving home, school and community,
- A caring and supportive environment is crucial to attaining academic excellence.
- The school climate should contribute to the development of pride in the school by students, the professional staff and community.
- Continuous learning for teachers, leaders, and staff is necessary for continuous improvement.

GUIDELINES FOR EXPECTED SCHOOL BEHAVIOR

Expectations for student behavior can be summarized in several simple, yet important terms. Students are expected:

- To Be Safe
- To Be Responsible
- To Be Your Best
- To Respect Yourself
- To Respect Others
- To Respect Property

Students are expected to know and respect the rules and regulations of the district and its schools, and to behave in a manner appropriate to good citizenship. These expectations and guidelines apply to students during their travel to and from school, during school and at all school-related activities. Common sense and a shared desire for a safe and healthy learning environment are the key ingredients of this Discipline Code.

The students' responsibilities are:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have knowledge of importance in relations to such cases.
3. Dress and groom themselves so as to meet fair standards of safety and health, and common standards of decency.
4. Assume that until a rule is waived, altered or repealed it is in full effect.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Protect and take care of the school's property.
8. Attend school daily, except when excused, and be on time attending all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and complete the courses of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers and publications.
12. Refrain from using disrespectful, indecent or obscene gestures or language.
13. Be prepared and ready to learn when class begins.

JEFFERSON-MORGAN MIDDLE/HIGH SCHOOL REGULAR BELL SCHEDULE

7:32 – 7:40	Homeroom
7:43 – 8:28	First Period
8:31 – 9:16	Second Period
9:19 - 10:04	Third Period
10:07 – 10:52	Fourth Period
10:55 - 12:25	Fifth Period
A Lunch – 10:55-11:25	
B Lunch - 11:25-11:55	
C Lunch – 11:55-12:25	
12:28 - 1:13	Sixth Period
1:16 - 2:01	Seventh Period
2:04 - 2:47	Eighth Period
2:50 - 3:30	PM Detention
3:00	Teacher Dismissal

2-HOUR DELAY BELL SCHEDULE

9:32 – 9:40	Homeroom
9:43 – 10:03	First Period
10:06 – 10:26	Second Period
10:29 - 10:49	Third Period
10:52 – 11:12	Fourth Period
11:15 - 12:45	Fifth Period
A Lunch – 11:15-11:45	
B Lunch - 11:45-12:15	
C Lunch – 12:15-12:45	
12:48 - 1:23	Sixth Period
1:26 - 2:01	Seventh Period
2:04 - 2:47	Eighth Period
2:50 - 3:30	PM Detention
3:00	Teacher Dismissal

ENRICHMENT(AM) PERIOD BELL SCHEDULE

7:32 - 7:40	Homeroom
7:43 - 8:16	ENRICHMENT PERIOD
8:19 - 8:55	First Period
8:58 - 9:33	Second Period
9:36 - 10:11	Third Period
10:14 - 10:52	Fourth Period
10:55 - 12:25	Fifth Period
A Lunch - 10:55-11:25	
B Lunch - 11:25-11:55	
C Lunch - 11:55-12:25	
12:28 - 1:13	Sixth Period
1:16 - 2:01	Seventh Period
2:04 - 2:47	Eighth Period
2:50 - 3:30	PM Detention
3:00	Teacher Dismissal

Enrichment (PM)/ASSEMBLY BELL SCHEDULE

7:32 – 7:40	Homeroom
7:43 – 8:28	First Period
8:31 – 9:16	Second Period
9:19 – 10:04	Third Period
10:07 – 10:52	Fourth Period
10:55 – 12:25	Fifth Period
A Lunch – 10:55 – 11:25	
B Lunch – 11:25 – 11:55	
C Lunch – 11:55 – 12:25	
12:28 – 1:03	Sixth Period
1:06 – 1:41	Seventh Period
1:44 – 2:19	Eighth Period
2:22 – 2:47	ASSEMBLY PERIOD
2:50 - 3:30	PM Detention
3:00	Teacher Dismissal

ACTIVITIES AND CLUBS

There are several clubs and activities active in the Jefferson-Morgan Middle/Senior High School. Any student wishing to participate in a club or activity should check with the faculty sponsor to determine the membership requirements.

<i>Yearbook</i>	<i>Student Council</i>	<i>SADD</i>
<i>Foreign Language Club</i>	<i>High School Play</i>	<i>Jr. High School Play</i>
<i>Library Club</i>	<i>Art Club</i>	<i>National Honor Society</i>
<i>Jr. National Honor Society</i>	<i>Debate Club</i>	<i>Interact Club</i>
<i>Science Olympiad</i>	<i>Envirothon</i>	<i>Auditorium Crew</i>
<i>LEO Club</i>	<i>Coal Queen</i>	

RULES AND REGULATIONS FOR ACTIVITIES

1. All dances will conclude before 10:30 P.M., and all outside guests will be required to complete the appropriate "Outside Guest" form.
2. Seventh and eighth grade students from Jefferson-Morgan or any other school District is not permitted to attend senior high formals. (Cinderella Ball or Prom)
3. Only seventh and eighth students are permitted to attend the Spring Fling.
4. Dances are not permitted on the night before a school day.
5. Sponsoring organizations are responsible for any damages to the building or equipment during the activity and must complete the "Use of School Property" form.
6. The principal must clear all meetings and activities.
7. A written "Activity Plan" must be submitted to the principal prior to the activity.
8. All fund-raising projects must be approved by the Student Council and the Principal.
9. There will be no more than two formals in a school year.
10. A sponsor must be present at all meetings, activities, practices, and/or committee meetings of any group or club.
11. Any club wishing to sponsor an activity must complete and submit an activity petition to the Student Council.
12. If school facilities are needed for an activity, an "Application for Use of School Property" must be submitted to the principal.
13. No purchasing of materials or advertising of activities shall be permitted until all approvals have been secured.
14. All dances must be held on school property unless specific approval is obtained from the Principal.
15. Sale of food items in the school building is subject to the Principal's approval.
16. Security must be present at all dances and activities held in the evening.
17. The signature of the President and the Secretary of the club and the sponsor of the club plus the principal and the business manager must be obtained prior to purchasing anything.
18. All Jefferson-Morgan students must attend the Principal's meeting in order to be able to attend formal dances (Cinderella Ball and the Prom).

BEFORE/AFTER SCHOOL REGULATIONS

1. Students are not permitted in the Middle/Senior High School before 7:15 AM (unless serving AM detention).
2. Students are not to remain in the building beyond normal dismissal time unless they are under the **direct** supervision of a staff member.
3. Practices or meetings of any kind must be scheduled with the principal and must be properly supervised.
4. Students are to remain in the area of the practice/meeting. The activity members are responsible for the area of the building where the meeting, practice, etc. is scheduled. Spills and litter are to be cleaned before the group leaves the area.

ANNOUNCEMENTS

1. Student Council members will make announcements at 7:35 AM during homeroom.
2. The Principal must approve all announcements.
3. Students should be attentive during the announcements as many of them are of importance to everyone. Classroom disruptions will be kept to a minimum.
4. Should an event/game be cancelled an announcement of this will be made either at the end of a class period or at the very beginning of the period.
5. It is the intention of the office to have as few interruptions/disruptions as possible.
6. Announcements are available through student and teacher e-mail and paper copies are available in the high school office.

ASSEMBLIES

Assembly programs will be held throughout the year. These programs are held for the benefit of the student body in the auditorium or gymnasium. Students will be called to the assembly programs via the public address system.

Teachers are requested to escort and supervise their students during the assembly program. Consideration for other students should guide each student's behavior. Please cooperate with the following guidelines for assembly conduct:

1. Move to the assembly in an orderly manner.
2. Talking should cease when the program begins.
3. Pay attention during the program.
4. Do not whistle, shout, or cause other disturbances
5. Leave the assembly quietly.

ATTENDANCE

(Also see Attendance Policy)

The Public School Code of the Commonwealth of Pennsylvania requires regular attendance of all pupils in the public schools.

A child must attend school regularly from the time he enters, which shall not be later than at age eight years, until the age of seventeen years. The design of the Jefferson-Morgan School District Attendance Policy is to comply with the Pennsylvania School Code and to help families resolve problems that contribute to poor attendance. Attendance is the responsibility of the student and the family. **The school district requires that the parents furnish a written explanation of the child's absence from school. The excuse must be received by the attendance secretary in order for the day's absence to be considered a legal absence. The school will telephone homes of students who are not in school that day.** Students who know they will be absent for 3 or more days may call the office to request their assignments. Please call before 7:30 AM (724-883-2310 Ext. 317). Assignments will be available after 2:00 PM on that day.

EXCUSES

Attendance is the number one predictor of a student's success in school. Each student is required to submit a written excuse signed by a parent, guardian, or physician to the high school office on the morning of his/her return from an absence. If the written excuse is not received by the middle/high school attendance office within three (3) days of the student's return, the absence is considered unexcused and therefore illegal. Students arriving tardy to school or after homeroom MUST report to the High School Attendance Office.

Absence/Tardy notes should include:

- >Student's name**
- >Date(s) of absence or tardiness**
- >Reason for absence or tardiness**
- >Signature of parent/guardian**

GREENE COUNTY PROTOCOL FOR HANDLING TRUANCY REFERRALS

In conjunction with the BEC 24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan (TEP), Greene County CYS seeks to work collaboratively with the local school districts to intervene appropriately regarding truant youth.

This protocol is not intended to supersede what is contained in the BEC 24 P.S. 13-1327 and PDE's recommendations to school districts. Greene County CYS is an active participant in decreasing truancy in the County and has one caseworker dedicated to all truancy referrals. Greene County CYS has developed this protocol to hold the agency responsible for truancy referrals. However, in order for the agency to be held responsible for processing truancy referrals, the school districts must report truant youth to the agency in a timely fashion. The agency will work with the districts to actively combat truancy in Greene County.

Upon identifying a child as truant, the following protocol is recommended:

- Upon 3 unexcused absences, the school will notify the parents and schedule a Truancy Elimination Plan (TEP) conference. CYS should also be notified of this TEP conference
- Non-compliance with the TEP, if the child is of compulsory school age, which is 8 years to 17 years of age, shall be sent to Greene County CYS. Please send the referral form and a copy of the TEP.
- Greene County CYS will process all referrals received as General Protective Services intakes and notify the parents of such.
- Greene County CYS has up to 60 days to make a determination as to whether or not the intake will be open for services. During this time, attendance will be closely monitored through communication with the school and referrals to service providers will be made.
- Upon 10 days of unexcused absences, the school shall refer the child and/or parents to the local District Magistrate.
- The District Magistrate will notify CYS of the hearing and CYS will attend, if available.
- The District Magistrate will notify CYS of non-compliance with the magisterial consequences.

Any truancy referrals received by CYS after April 1st of any school year will receive a letter stating that their case will be monitored at the beginning of the following school year.

The above protocol is based upon the child continuing the truancy pattern and the family's reluctance to work with the school district regarding the recommendations given by PDE in the BEC. Greene County CYS will provide assessment of the child and family as outlined above in order to determine if the child and family meet the criteria for dependency as stated in the Juvenile Act.

Jefferson-Morgan School District has the capabilities to receive e-mail excuses. An application to e-mail excuses must be on file in the attendance office. A parent's signature is required for this process.

MAKE UP WORK FOR LEGAL ABSENCES

Students who are legally absent are required to make up missed work. Students who are absent the day before a test or the day of the test will be given time to make up the test. However, if the test was announced prior to the student's absence, the student must take the test as scheduled. The student will have a day for each day absent to make up any work. A suspension is a legal absence. It is the responsibility of the student to see his/her teachers to obtain the work and help, if needed to make up the work.

If you know you will be absent for three or more days it is possible for homework assignments to be sent home. Please call the office by 7:30 AM to make arrangements for your work.

MAKE UP WORK FOR ILLEGAL ABSENCES

Students who are illegally absent from school or class will not be permitted to make up work and will receive a zero (0) for missed work.

EXCESSIVE ABSENCE

Unless the child is under a doctor's care for a long-term illness, notice will be sent home after 10 days of cumulative absence. From that point on, a doctor's excuse will be required for each successive absence, and a parent excuse or no excuse will be considered illegal.

The 10 days of cumulative absence will ***not*** include the following:

1. Illness as certified by a written explanation signed by a licensed practitioner of the healing arts.
2. Death in the family.
3. Impassable roads
4. Religious holidays as certified by a written explanation signed by the student's minister.
5. Administrative reasons such as approved family educational trips or educational tours and trips. Forms are available in MS/HS offices.

Penalties for students who have missed 10 or more days and/or 10 or more class periods in a semester or 20 or more days in a year may be:

1. Allowed the grade but without credit.
2. Subject to repeating a class or all classes.

TARDIES, HALF DAYS, FULL DAYS AND EARLY DISMISSALS

Tardiness is the arrival after the designated starting time of school, but before the first hour of school has concluded (7:32 – 8:32). Students tardy four times shall be charged with a half-day absence, as well as potential disciplinary assignments. These half days will count toward the 10 days of cumulative absence described above.

High school students who drive to school will lose driving privileges and be issued other disciplinary assignments: 3 tardies – 5 days loss of driving privileges; 6 tardies – 20 days loss of driving privileges; 9 tardies – 45 days loss of driving privileges; 12+ tardies – loss of driving privileges for the remainder of the school year,

Half-day absences will be charged to students when they arrive after the first hour of the school day (8:32 AM).

Full day absences will be charged to students who arrive after the first three and one-half hours of the school day (11:05 AM). A one-day absence will be charged to students who leave before 11:05 AM.

Any student arriving after 8am, unless considered excused, WILL NOT be eligible to participate in any Co-Curricular activity scheduled that day. (Athletic contests/games, concerts, dances, etc.) Additionally, students participating in co-curricular activities are advised that if they are not in school on the last school day of the week, they are not permitted to participate in school related

activities conducted during the weekend. The building administration may make exceptions to this situation.

Students that accrue more than twelve (12) tardies can be removed from extra-curricular activities through social probation, lose driving privileges, and social privileges, or receive in-school or out of school suspensions. Habitual tardiness to school may also result in truancy charges being filed with the magistrate.

Students that attend the Greene County CTC that accrue 10 or more *unexcused* absences/tardies from school in any semester and/or school year will not be allowed to return to the CTC. These students will receive a full schedule at the middle/high school.

A student CANNOT participate in or attend any function or athletic event if he/she is absent from school that day.

Repeated infractions of the Board policy requiring the attendance of enrolled students may constitute disobedience as to warrant the suspension or expulsion of the student from their regular program.

EARLY DISMISSALS/SIGN-OUT

Early dismissals may be granted for the same reasons allowable for legal absences, and late arrivals to school. You are encouraged to schedule appointments with your doctor or dentist other than during school hours; however, when emergency demands, the appointment should be made as early or as late in the school day as possible. Students leaving the building early for scheduled medical appointments, are required to submit an excuse from the medical practitioner upon their return to school later that day, or if not returning to school, the following day. When an early dismissal is required, a **written request** from the parent including a phone number for verification must be presented in the office before homeroom period on the date of the early dismissal. The student's name will then be listed on the daily bulletin. All students who do not present their written request for an early dismissal before the homeroom period will be required to get an early dismissal slip signed by all of their teachers whose class they will miss before signing out in the office.

All students with an early dismissal must sign out before leaving the building. Parents must report to the middle/high school office to pick up students with early dismissals. If a student is at least 17 and has driven to school the student may leave as long as the parent has given verbal permission to the office staff via a phone conversation. Early dismissal should be for emergencies only.

Students, 18 years of age and living at home, must follow the information above. Violation of the early dismissal rule will be cause for disciplinary action/suspension.

Students, 18 years of age and **not** living at home (**emancipated by the court**) may sign themselves out with permission from the principal. **A copy of the emancipation document must be on file in the office.**

BIBLE RELEASE

School Procedures for Distribution of Permission Forms

First Week of School	Teachers will announce the CBM. Program during the homeroom period; students who want to participate may pick up a form from the teacher's desk. Forms that are returned will be collected and sent to the Elementary or HS/MS office	Home Room Teachers
First Week of School	Parents/Guardians will be called via phone to insure parents permission List of Participants will be sent to CBM	Principal
First Week of School/ Established Days for Bible Release	Students with permission to attend will be listed on the daily announcement	Secretary
First Day of Bible Release Program	Students will be called by name to the office for departure Students will be cross checked with participation spreadsheet prior to departure	Secretary Principal

BULLYING/CYBER BULLYING

See Bullying/Cyberbullying Policy – Page 78

This bullying/cyber bullying policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or school bus.
5. Possible recommendation for social probation.
6. Detention. (Lunch Detention and After-School Detention)
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.
11. Mediation

CAFETERIA

Also see Cafeteria Charge Policy – page 80

Jefferson-Morgan MS/HS maintains a cafeteria on the ground floor for students and other personnel. The cafeteria also provides eating space for those who carry their lunch. The cafeteria is computerized. Students will need their student ID number/debit card to make purchases in the cafeteria.

All students must report to the cafeteria during their assigned lunch period:

- All students must eat lunch in the cafeteria. **Food and drink must be eaten in the cafeteria only during the student's assigned lunch period. Items taken from the**

cafeteria by students will be confiscated and disposed of. There will be no food taken to the classroom from the cafeteria without prior approval by the principal.

- ❑ Tables should be left clean with chairs under the table
- ❑ Line jumping is not permitted
- ❑ All paper must be placed in the trash cans
- ❑ Food, plates, cups, silverware or trays are not to leave the cafeteria
- ❑ Students are to remain in the cafeteria the entire lunch period
- ❑ Chairs are not to be moved from table to table

The following manners should be observed in the cafeteria:

- ❑ Take your time in the cafeteria line
- ❑ Make your choice of food quickly
- ❑ Handle only the food you intend to buy
- ❑ Eat as if you were dining at the home of a friend
- ❑ Be sociable but not boisterous
- ❑ Appropriate behavior is expected at all times

You will be notified if your Meal Benefit Application is approved or denied.

The Jefferson-Morgan School District uses a debit system for cafeteria lunch sales. Students are issued personal identification numbers. Entering the number into the terminal on the key pad will access your accounts. Students can deposit money into their accounts, which are then debited when the account holder makes a purchase. Parents can write checks to the Jefferson-Morgan School District for any amount. Students may pay in advance or pay cash. **Snack items are not considered part of the meal plan and therefore must be paid for in cash.** Parents also have the option of designating how much money in their child's account will be used for meals only or for a la carte/snack items. Please send in a note addressed to the Cafeteria stating your intentions. Pre-paying into student accounts eliminates the need for a student to carry cash on a daily basis and provides a more efficient food service operation.

CLASS RANK

The Board acknowledges the necessity for a system of computing grade point averages and class rank for secondary school students to inform students, parents and others of their relative academic placement among their peers. The Board authorizes a system of class rank, by cumulative grade point average, for students in grades 9-12. All students shall be ranked together.

Class rank shall be computed by the final grade in all non pass-fail subjects that a student has attempted. Any two (2) or more students whose grade point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the preceding person. A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.

Weighted grades

In recognition of the heavier burden of certain work, grade point averages shall be weighted by awarding a higher point value for the grade earned for each designated course. The Superintendent or designee shall develop procedures for computing of grade point averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's grade point average and class rank are released.

The student with the highest grade point average will be named valedictorian and the student with the next highest grade point average will be named salutatorian. In order to be named valedictorian or salutatorian, a student must have taken a minimum of 5 units/credits of weighted classes, have had no more than 2 unexcused/illegal absences during the Junior or Senior year, no violation of the Student Honor Code during the Junior or Senior year, and no infraction of the Student Discipline Code, during the Junior or Senior year, that results in more than a two day Out of School Suspension. Rank will be determined at the end of the third nine week grading period of the senior year.

COLLEGE COURSEWORK

Courses taken at the college or university level will be used in GPA calculations and will appear on the transcript if the course being taken is replacing a course required for graduation. The grade in said class will be weighted if it is at or above the level of coursework that is weighted by the district. Determination as to whether the grade in a course is to be weighted must be done at the time of the student's enrollment in the class.

Other classes that will be taken at the college or university level after a student has acquired the necessary credits for graduation will not appear on the high school transcript and will not be used in determination of the high school GPA which is used in ranking and academic honors.

COMMONS STATEMENT

We are very proud to open a commons area for students to enjoy during their lunch period. Students will be encouraged to enjoy the outdoors during their lunch period as long as the weather permits. All school rules apply to the commons area. Admittance to the commons area is a privilege and violation of this privilege will be subject to disciplinary action.

CONTROLLED SUBSTANCES

See Controlled Substances Paraphernalia Policy- page 85

DEFINITIONS:

Drug and Mood Altering Chemicals - these terms may be used interchangeably and shall include any alcohol or malt beverage, controlled substance or illegal and abused substance or

medication (prescription and/or over the counter) not approved and registered by the health office, and any substance which is intended to alter mood. Examples of the above are marijuana, hash, chemical solvents, glue, capsules, and pills not approved and registered by the health office and any look-alike chemical. Prescription and non-prescription medication must be given in accordance with the school district's policy for administration of medication to students in school.

Confidentiality – all staff members, administration and members of the Board of Education involved in the circumstances in regard to the alcohol/drug policy/guidelines are obligated to guard the confidentiality of the student. Information will be shared only on a need to know basis.

Cooperative Behavior – willingness of the student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the administration and staff.

Distributing – passing, selling, or sharing of any chemical substance to one or more students/persons.

Licensed Drug/Alcohol Facility – a hospital, facility, or agency, licensed by the Pennsylvania Department of Health, to provide drug and alcohol related services for assessment and treatment of the disease of chemical dependency.

Paraphernalia – any equipment, material, device or container of any kind used, or designed for use, in growing, manufacturing, processing, preparing, packaging, storing, containing, injecting, ingesting, or inhaling a controlled substance, prescription drug, drug, or alcoholic beverage.

Possession – of a drug shall mean any possession which is unlawful under the Pennsylvania Controlled Substance, Drug Device and Cosmetic Act and Case Law interpreting the Act.

Student Assistance Team – a multidisciplinary team composed of school personnel (teachers, staff, administrators, nurses, and counselors). The team has been trained to understand and work on issues of adolescent chemical use, abuse and dependency and will play a role in the identification and referral process of students coming to their attention through the procedure outlined in this policy. (Also referred to as the SAFE team.)

Uncooperative Behavior – any resistance or refusal verbal, physical or passive on the part of the student to comply with the reasonable request or recommendations of a staff member.

Use – to ingest, inject, otherwise cause a drug to reach the blood stream or digestive tract.

Guidelines

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent or guardian.

SITUATIONS/RESPONSES

The following situations shall serve as guidelines to be followed by school personnel in drug and/or alcohol related situations.

SITUATION ONE

- 1. The student is caught possessing prescribed and/or over the counter medication that has not been registered in accordance with school district medication policy.**

Immediate Action

The teacher will summon the principal or escort the student to the principal's office.

Investigation

The student will be required to turn over the medication to the school nurse or principal.

Notification of Parents

The parent will be contacted immediately and the situation described completely. At this time the parents will be informed of the district's policy which requires all students to turn medication into the nurse's office or principal's office. A copy of this policy will be sent home.

Confidentiality

Information will be limited to those with the need to know.

Disposition of Substance

Substance will be registered with the nurse following verification of prescription and/or parent consent.

Discipline/Rehabilitation

Disciplinary actions as set by the principal and disciplinary policy will be taken as necessary.

SITUATION TWO

- 2. The possible drug use of a student is of concern; however, there is NO EVIDENCE of violation of law or school regulation.**

The situation may involve:

- a. The student who is suspected of using drugs but does not show extreme behavior changes and no evidence is available.
- b. The student who contacts a teacher in regard to the drug use of a "friend" or another student.
- c. The student who volunteers information about personal drug use.
- d. Student in presence of suspected drug/alcohol use.

Immediate Action

A professional staff member may approach the student in regard to behavior, classroom performance or general health. Students should not be accused of drug use. If possible,

an attempt should be made to discuss the situation in a positive manner or to refer the student to the Drug and Alcohol consultant. This situation should be brought to the attention of the principal so that, if necessary he/she may be of assistance.

Investigation

In most cases the investigation is limited to discussion with the student and is not intended to be used as the basis to punish the student. A professional staff member may contact a guidance counselor, nurse, principal or his/her designee.

Notification of Parent

Parents should be contacted on cases of suspected drug use when there is no evidence. Any contact will concern the student's actual behavior, not suspicions of drug use.

Confidentiality

Information will be limited to those with the need to know.

Disposition of Substance

Not applicable.

Discipline/Rehabilitation

Disciplinary actions as set by the principal and disciplinary policy will be taken as necessary.

Notification of Police

Not applicable.

SITUATION THREE

- 3. A student demonstrates obvious symptoms of possible drug use (staggering, slurred speech, dazed appearance, incoherence, inability to respond, and odor). This situation shall be handled as a health problem and potential emergency.**

Immediate Action

All standard health and first aid procedures will be followed. The student shall not be left alone. The school nurse and principal shall be summoned immediately. Arrangements will be made for the student to be taken to a medical facility. An attempt will be made to notify the parents. If the parents can be notified, they may choose the means of transportation to be utilized (parent transport, ambulance). If the parent cannot be reached, the school will transport the student by ambulance, at the parent's expense.

Investigation

The principal or authorized delegate will begin an immediate investigation and if alcohol or drug use is indicated, the principal or authorized delegate will employ procedures normally followed when a student is apprehended for drug alcohol use and/or possession.

Notification of Parent

Parents will be notified of the incident as a health problem or medical emergency. This will include a description of the situation and symptoms.

Confidentiality

Information will be limited to those with the need to know.

Disposition of Substance

All substances discovered at the emergency scene or subsequently uncovered shall be turned over by the school principal or authorized delegate to medical personnel for identification and aid in the treatment of the student.

Discipline/Rehabilitation

If no confirmed chemical involvement, follow standard school health procedure follow up.

If chemical use is confirmed:

- A. Student will be suspended out of school for ten (10) school days during which time an informal hearing will be scheduled to determine any need for a hearing with the School Board to consider additional disciplinary action or expulsion.
- B. During this time the student will be required to see an appropriate drug counselor from a licensed drug and alcohol facility with a parent or guardian in regard to the incident. This conference must be scheduled immediately.
- C. The following requirements must also be met during the ten (10) day suspension period.
 1. The student or parent and/or guardian will be required to pick up homework assignments daily from all teachers and return the finished assignments the following day. All work from the ten (10) day suspension must be completed and returned.
- D. Referral to Student Assistance Team to investigate school background/behavior and make findings known to parents/guardians, counselors, and principal.
- E. Required assessment by a licensed drug and alcohol facility within three (3) days and compliance with its recommendations. Evidence that the D/A assessment recommendations has been followed, must be submitted to the principal or designee. All responsibilities shall be assumed by the parent/guardian.
- F. A formal Board hearing shall be held to consider additional disciplinary action or expulsion, pursuit of legal prosecution and potential conditions of return, which may include random drug testing.

Notification of Police

If no confirmed chemical involvement: Police shall not be notified by school personnel unless the safety of the emergency victim or general school population is at risk.

If chemical use is confirmed: Contact will be limited to the transfer of confiscated substance at this time.

SITUATION FOUR

- 4. The student is caught with any amount of alcohol, drugs, or look-alike drugs or under the influence of alcohol, drugs, or look-alike drugs for the first time.**

Immediate Action

The teacher will summon the principal or escort the student to the principal's office.

Investigation

The principal and/or his/her designee will request that the student empty his/her pockets or purse and volunteer all drug-like substances. A witness will be present. The student's locker will be searched according to policy. The student will not be left alone.

Notification of Parent

The parent will be contacted, the situation described and an immediate conference arranged.

Confidentiality

Information will be limited to those with the need to know.

Disposition of Substance

Substances will be sealed, documented and turned over to the police with requests for analysis. Student's name will be withheld at this time.

Discipline/Rehabilitation

- A. Student will be suspended out of school for ten (10) school days during which time an informal hearing will be scheduled to determine any need for a hearing with the School Board to consider additional disciplinary action or expulsion.
- B. During this time the student will be required to see an appropriate drug counselor from a licensed drug and alcohol facility with a parent or guardian in regard to the incident. This conference must be scheduled immediately.
- C. The following requirements must also be met during the ten (10) day suspension period.
 - 1. The student or parent and/or guardian will be required to pick up homework assignments daily from all teachers and return the finished assignments the following day. All work from the ten (10) day suspension must be completed and returned.
- D. Referral to Student Assistance Team to investigate school background/behavior and make findings known to parents/guardians, Counselors and principal.
- E. Required assessment by a licensed drug and alcohol facility within three (3) days and compliance with its recommendations. Evidence that the D/A assessment recommendation has been followed, must be submitted to the principal or designee. All responsibilities shall be assumed by the parent/guardian.
- F. A formal Board hearing shall be held to consider additional disciplinary action or expulsion, pursuit of legal prosecution and potential conditions of return, which may include random drug testing.

Notification of Police

Contact will be limited to the transfer of confiscated substances at this time.

SITUATION FIVE

5. A student if found using, in possession of, or suspected to be under the influence of a drug/alcohol while attending as a participant or spectator at any school sponsored event on or off school property, including any athletic or activity event at another school district, school or public/private location. This included any outside school sponsored or chaperoned event.

Immediate Action

The principal or authorized delegate will be notified.

Investigation

The principal and/or his/her designee will request that the student empty his/her pockets or purse and volunteer all drug-like substances. A witness will be present. All students' property will be searched. The student will not be left alone.

Notification of Parents

The parent will be contacted immediately and the situation described. The student will be sent home immediately at the parent expense or the parent will be contacted to transport the student home. If parents/guardians are unable or unwilling to transport student, the police will be asked to transport student home.

Confidentiality

Information will be limited to those with the need to know.

Disposition of Substance

Substances will be sealed, documented and turned over to the police with requests for analysis. The substances may be used as a basis and evidence for legal proceedings.

Discipline/Rehabilitation

The student will be sent home immediately at the parent's expense or the parent will be contacted to transport the student home.

- A. Student will be suspended out of school for ten (10) school days during which time an informal hearing will be scheduled to determine any need for a hearing with the School Board to consider additional disciplinary action or expulsion.
- B. During this time the student will be required to see an appropriate drug counselor from a licensed drug and alcohol facility with a parent or guardian in regard to the incident. This conference must be scheduled immediately.
- C. The following requirements must also be met during the ten (10) day suspension period.
 - a. The student or parent and/or guardian will be required to pick up homework assignments daily from all teachers and return the finished assignments the following day. All work from the ten (10) day suspension must be completed and returned.
- D. Referral to Student Assistance Team to investigate school background/behavior and make findings known to parents/guardians, Counselors and principal.
- E. Required assessment by a licensed drug and alcohol facility within three (3) days and compliance with its recommendations. Evidence that the D/A assessment recommendation has been followed, must be submitted to the principal or designee. All responsibilities shall be assumed by the parent/guardian.
- F. A formal Board hearing shall be held to consider additional disciplinary action or expulsion, pursuit of legal prosecution and potential conditions of return, which may include random drug testing.

Further attendance at school activities shall be reviewed by the principal.

Notification of Police

During school sponsored trips the student's name will be turned over to local authorities along with the substance.

NOTE: Prior to all trips, explanation of this procedure will be included with the parent(s) permission slip.

SITUATION SIX

6. A student is caught AGAIN in possession of or under the influence of any amount of drug substance.

Immediate Action

The teacher will summon the principal or escort the student to the principal's office.

Investigation

The principal and/or his/her designee will request that the student empty his/her pockets or purse and volunteer all drug-like substance. A witness will be present. The student's locker will be searched according to policy. The student will not be left alone.

Notification of Parent

The parent will be contacted immediately and the situation described completely.

Confidentiality

Information will be limited to those with the need to know.

Disposition of Substance

Substances will be sealed, documented and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings. The students' name will be turned in to the police.

Discipline/Rehabilitation

Student will be suspended out of school for ten (10) school days. An informal hearing will be scheduled to determine the date for a formal hearing before the Board of Education to determine the term of possible expulsion, need for legal prosecution and potential conditions of return, which may include random drug testing.

Notification of Police

Contact beyond transfer of substances will be used on the outcome of the formal Board hearing.

SITUATION SEVEN

7. A student is found to be responsible for distributing or sale of chemicals and/or alcohol to anyone.

Immediate Action

The teacher will summon the principal or escort the student to the principal's office.

Investigation

The principal and/or his/her designee will request that the student empty his/her pockets or purse and volunteer all drug-like substances. A witness will be present. All students' property will be searched. The student will not be left alone.

Notification of Parent

The parent will be contacted immediately and the situation described completely. The parent will be notified of the immediate action taken against the student.

Confidentiality

Information will be limited to those with the need to know.

Disposition of Substance

Substances will be sealed, documented and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

Discipline/Rehabilitation

- A. Student will be suspended out of school for ten (10) school days during which time an informal hearing will be scheduled to determine any need for a hearing with the School Board to consider additional disciplinary action or expulsion.
- B. During this time the student will be required to see an appropriate drug counselor from a licensed drug and alcohol facility with a parent or guardian in regard to the incident. This conference must be scheduled immediately.
- C. The following requirements must also be met during the ten (10) day suspension period.
 - a. The student or parent and/or guardian will be required to pick up homework assignments daily from all teachers and return the finished assignments the following day. All work from the ten (10) day suspension must be completed and returned.
- D. Referral to Student Assistance Team to investigate school background/behavior and make findings known to parents/guardians, Counselors and principal.
- E. Required assessment by a licensed drug and alcohol facility within three (3) days and compliance with its recommendations. Evidence that the D/A assessment recommendation has been followed, must be submitted to the principal or designee. All responsibilities shall be assumed by the parent/guardian.
- F. A formal Board hearing shall be held to consider additional disciplinary action or expulsion, pursuit of legal prosecution and potential conditions of return, which may include random drug testing.

Notification of Police

Police will be involved in the situation.

SITUATION EIGHT

8. A student is caught with paraphernalia normally associated with drug; i.e. rolling paper, bongs, clips, pipes, etc.

Immediate Action

School personnel will confiscate the object(s) in question and summon the principal or designee.

Investigation

The principal and/or his/her designee will request that the student empty his/her pockets or purse and volunteer all drug-like paraphernalia. A witness will be present. All students' property, locker, and desk will be searched according to policy. The student will not be left alone.

Notification of Parents

Principal or designee will contact parents by phone or by letter to make them aware of the situation. Parents will be requested to come to the school for an immediate conference.

Confidentiality

Information will be limited to those with the need to know.

Disposition of Paraphernalia

If paraphernalia is discovered, at the time it will be sealed, documented and

submitted to the police.

Discipline/Rehabilitation

- A. Student will be suspended out of school for ten (10) school days during which time an informal hearing will be scheduled to determine any need for a hearing with the School Board to consider additional disciplinary action or expulsion.
- B. During this time the student will be required to see an appropriate drug counselor from a licensed drug and alcohol facility with a parent or guardian in regard to the incident. This conference must be scheduled immediately.
- C. The following requirements must also be met during the ten (10) day suspension period.
 - a. The student or parent and/or guardian will be required to pick up homework assignments daily from all teachers and return the finished assignments the following day. All work from the ten (10) day suspension must be completed and returned.
- D. Referral to Student Assistance Team to investigate school background/behavior and make findings known to parents/guardians, Counselors and principal.
- E. Required assessment by a licensed drug and alcohol facility within three (3) days and compliance with its recommendations. Evidence that the D/A assessment recommendation has been followed, must be submitted to the principal or designee. All responsibilities shall be assumed by the parent/guardian.
- F. A formal Board hearing shall be held to consider additional disciplinary action or expulsion, pursuit of legal prosecution and potential conditions of return, which may include random drug testing.

Notification of Police - required

DISCIPLINE PROCEDURES

GRADES K – 12

LEVEL I VIOLATIONS

Seriousness of the violation may require initiation of discipline at a higher level.

Violations	Procedures	Disciplinary Options
<ul style="list-style-type: none"> • Running, throwing items, littering • Excessive talking • Minor horseplay • Dress Code violation (see Dress Code Policy) • Late to class • Possession of an unauthorized electronic device • Cafeteria, misbehavior 	<p>The classroom teacher or appropriate school personnel will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> • Warning • Parent contact • Loss of privileges • Change in seating assignments • After school detention • Cafeteria detention • AM detention • Saturday detention • Recess detention
		Intervention Options

<ul style="list-style-type: none"> • Hall misbehavior • Inappropriate language • Minor infractions of disrespect • Consumption of food or beverage outside authorized areas • Minor classroom disruption 		<ul style="list-style-type: none"> • Referral to Guidance Counselor • ESAP/SAP
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GRADES 7 – 12
LEVEL II VIOLATIONS

Seriousness of the violation may require initiation of discipline at a higher level.

Violations	Procedure	Disciplinary Options
<p>Illegal absence, full or partial day (Student is 17 years of age or younger)</p> <p>Unexcused absences, full or partial day (Student is 17 years of age or older and absence not recognized by state law or authorized by the district)</p>	The administrator/home school visitor will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> • Appropriate aspects of state law shall be enforced • No credit will be given for work missed • Parent contact • Withdrawal of privileges • Social Probation
Truancy, full or partial day – any absence for a student of any age that is either illegal or unexcused and occurs without the consent of the parent or guardian.	The administrator/home school visitor will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> • Appropriate aspects of state law shall be enforced • No credit will be given for work missed • Detention(various types) • Parent contact • Withdrawal of privileges
Unexcused or illegal tardiness to school	The administrator/home school visitor will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> • Appropriate aspects of state law shall be enforced • No credit will be given for work missed • Parent contact • Detention(various types) • Withdrawal of privileges
<ul style="list-style-type: none"> • Repeated Level I violations • Classroom/Lab safety 	The administrator will evaluate the violation and determine the appropriate	<ul style="list-style-type: none"> • Parent Contact • Verbal Warning

<ul style="list-style-type: none"> violation • Classroom disruption • Improper hall behavior • Misuse of pass/late to class • Public display of affection • Failure to report to or remain in an assigned area • Misrepresentation of the truth • Loitering in lavatories • Possession of lighters or other incendiary devices • Minor insubordination/ defiance • Inappropriate language • Cafeteria misbehavior • Leaving the building without permission • Unauthorized solicitation • Bullying 	<p>disciplinary option(s).</p>	<ul style="list-style-type: none"> • Behavior contract • Withdrawal of privileges • Detention/Suspension • Change or alter clothing to comply with dress code • Social skills instruction • Social Probation <hr/> <p>Intervention Options</p> <ul style="list-style-type: none"> • Guidance Counselor referral • ESAP/SAP
<ul style="list-style-type: none"> • Minor misbehavior on the bus 	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> • Parent contact • Bus warning • Assigned seat • Detention(various types) • Bus suspension

GRADES 7 – 12

LEVEL III VIOLATIONS

Seriousness of the violation may require initiation of discipline at a higher level.

Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> • Persistent Level II violation • Using profane/obscene language/gestures • Violation of District Medication Policy • Being in an 	<p>The administrator will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> • Parent contact • Suspension • Restitution for all damage or loss if appropriate • Police notification and/or citation

<p>unauthorized area of the building</p> <ul style="list-style-type: none"> • Chronic disruption to the learning environment • Insubordination, defiance, verbal disrespect (including obscene language and gestures) toward any school employee • Harassment: including verbal, physical, racial, ethnic or sexual harassment • Hazing • Threatening another student • Aiding or abetting in the delinquency of a student • Reckless operation of a vehicle on school property • Theft • Gambling • Violation of suspension stipulation(s) • Fighting/physical aggression • Unlawful trespass • Failure to serve assigned detention • Possession and/or misuse of an electronic device • Violation of computer, internet access, filtering policy • Bullying 		<ul style="list-style-type: none"> • Detention(various types) • Denied computer/internet privileges • Social Probation <hr/> <p>Intervention Options</p> <ul style="list-style-type: none"> • Guidance Counselor referral • ESAP/SAP
<p>Behavior on the bus that poses a threat to the health and safety of others by causing a</p>	<p>The administrator will evaluate the violation and determine the appropriate</p>	<ul style="list-style-type: none"> • Assigned seat • Suspension • Removal from the bus for

distraction or undermining the authority if the driver	disciplinary option(s).	<ul style="list-style-type: none"> • a period of time • Detention(various types) • Police notification
Possession of tobacco	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> • Citation to the District Magistrate for a civil offense • Social Probation • Suspension
		Intervention Options
		<ul style="list-style-type: none"> • Guidance Counselor referral • ESAP/SAP

**GRADES K – 12
LEVEL IV VIOLATIONS**

Violations	Procedure	Disciplinary Options
Persistent violations of Level III	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> • Parent contact • Social Probation • Suspension • Expulsion
	Evaluation by the Superintendent with possible hearing before the School Board.	Intervention Options <ul style="list-style-type: none"> • Guidance Counselor referral • ESAP/SAP
Use, possession or being under the influence of a non-prescribed controlled substance, alcohol, or “look-alike drugs”. Use or possession of drug paraphernalia.	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> • Parent contact • Social Probation • Suspension • Expulsion • Police Notification
	Evaluation of offense will determine if referral to the School Board is appropriate on the first offense. Second and subsequent offense – referral for hearing before the School Board.	Intervention Options <ul style="list-style-type: none"> • Guidance Counselor referral • ESAP/SAP
Sale or distribution of a controlled substance, “look a-like drugs”, alcohol, or dangerous drugs or drug related paraphernalia as defined in the “Dangerous	The administrator will evaluate the violation and determine the appropriate disciplinary option(s). Referral for hearing before the	<ul style="list-style-type: none"> • Parent contact • Social Probation • Suspension • Expulsion • Police Notification

Drugs, Devices, and Cosmetic Act”.	School Board.	Intervention Options <ul style="list-style-type: none"> • Guidance Counselor referral • ESAP/SAP
Possession, use or distribution of a weapon/fireworks/incendiary devices/pepper spray/mace or other chemical agent	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> • Parent contact • Social Probation • Suspension • Expulsion • Police Notification
	Evaluation by the Superintendent with possible hearing before the School Board.	Intervention Options <ul style="list-style-type: none"> • Guidance Counselor referral • ESAP/SAP
<ul style="list-style-type: none"> • Physical assault directed toward a district employee • Participation in or responsibility for causing willful defacing, damage destruction, or vandalism of school property or personal property of distrust employees • Terroristic or bomb threat 	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> • Parent contact • Social Probation • Suspension • Expulsion • Police Notification • Restitution for all damage or loss if appropriate
	Evaluation by the Superintendent with possible hearing before the School Board.	Intervention Options <ul style="list-style-type: none"> • Guidance Counselor referral • ESAP/SAP
Violation of any federal, state, or local law while on school property or at any school event	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> • Parent contact • Social Probation • Suspension • Expulsion • Restitution for all damage or loss if appropriate
	Evaluation by the Superintendent with possible hearing before the School Board.	Intervention Options <ul style="list-style-type: none"> • Guidance Counselor referral • ESAP/SAP

***Building principal has final authority over all consequences.**

SOCIAL PROBATION

Social probation is a consequence determined by the principal as a corrective action for disciplinary offenses of a persistent and or severe nature. Social probation is a consequence that is reviewed by the discipline council and determined by the principal. When a student is so classified, he/she is suspended from all school activities except those directly connected with the curricula. Under no circumstances may the student participate in or attend any school activities. Such activities include but not limited to: practice for any sport, all athletic activities, marching band, plays, color guard/majorette, cheer leading, or any groups or organizations. At any time during social probation, the student may not attend assembly programs (unless directly linked to the school curriculum), proms, meeting or any clubs or other functions.

Reasonable Request Rule

Faculty and administration believe that an orderly and safe environment must be established and maintained for effective education to occur. Jefferson-Morgan Middle/ High School requires that students follow “reasonable requests” made by any staff member. Failure to follow a “reasonable request” made by any staff member of a student will result in an automatic discipline from the Principal.

DRESS CODE

Student dress will conform to the present contemporary community standards of health, decency, modesty, safety, and optimum learning conditions and good taste.

Shorts, skirts, and dresses may not be higher than fingertip length with hands hanging naturally by one’s side. Pants/shorts are to be worn at the natural waistline. NO undergarments of any kind may be displayed. An undergarment is to be considered any layer worn under a top or bottom. Tank tops and halter-tops may be worn if NO undergarment is displayed. Tops may not be “low cut” or “exposing”. Any top that allows the midriff or undergarments of any kind to be exposed is not permitted.

Clothing which advertises, promotes or gives reference to drugs, alcohol, tobacco, sexual, ethnic or racial innuendoes will not be permitted.

Cleanliness must be maintained in all aspects of personal appearance. Students may be required to wear certain types of clothing while participating in physical education classes and other activities such as band or science labs.

Students are not permitted to wear their street clothes for physical education classes.

Hats, headbands or any other types of headwear are not permitted to be worn in the school building during school hours.

Chains, (except wallet chains), or any jewelry that may cause injury or constitute a hazard are not permitted.

Coats and outer garments that are worn to school should not be worn inside of the building during school hours.

Students in grades 9-12 only are permitted to carry a backpack in the hallways/classrooms. Backpacks in the classrooms are at Teacher Discretion.

All students must wear shoes or some type of footwear.

Dresses for school dances are at the discretion of the parents/guardians.

Student Guideline – If you have to ask concerning appropriateness of dress, then do not wear it.

Students violating this Dress Code shall be subject to the following discipline:

- 1st Offense: Discipline sheet issued as a warning**
- 2nd Offense: One day of lunch detention**
- 3rd Offense: After school detention**
- 4th Offense: One day OSS and conference with parent/guardian**
- 5th Offense: Three days OSS and conference with parent/guardian**
- 6th Offense: Four to ten days OSS and possible recommendation to the Board for expulsion. Parents will be notified and a conference will be required.**

If a student refuses to change their clothing due to a dress code violation, they fall under the reasonable request rule and will receive automatic disciplinary actions

In addition to ALL above instances, students will be given written warning and student will be retained in the office or behavior management room until a proper change of clothing is provided.

DRIVING POLICY FOR STUDENTS

The Board regards the use of bicycles and motor vehicles, including motorcycles, for travel to and from school by students as an assumption of responsibility by parent and students. The Board shall permit the use of bicycles by students in accordance with district rules, provided that students have been granted permission by the building principal and have obtained parental permission to ride a bicycle to school.

The Board shall permit the use of motor vehicles, including motorcycles, by secondary students in accordance with district rules and Pennsylvania Department of Transportation regulations, provided that they have been granted permission by the building principal to drive a motor vehicle on the paved roads on the school grounds.

The Board prohibits the use of off –road vehicles on school property.

The Board shall not be responsible for bicycles or motor vehicles that are lost, stolen or damaged.

The building principal or designee shall develop rules and regulations for operating and parking of bicycles or motor vehicles and shall disseminate those rules to affected students. Those students granted approval to operate a vehicle should understand that driving their vehicles to school is a privilege which may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to this policy.

In order to operate a vehicle on school property, students shall be required to observe the following guidelines:

1. Students may be permitted to drive their own family vehicle to school and park in the assigned parking areas upon completion of the Student Vehicle Registration Form.
2. Students may be issued a special permit on a daily basis for other reasons approved by the principal (prior approval required).
3. Student drivers are permitted to drive other students to and from school with written parental permission from both sets of parents. However, during the school day no student will be permitted to leave with another student.
4. The student's keys must be turned in to the office designee upon arrival at school.
5. The parking lot designated as student parking is the area nearest the baseball field. Students parking in unauthorized areas will have their driving privileges suspended for a time ranging from 3 days, two weeks or one year at the discretion of the administration.
6. Students are not permitted to leave the parking lot at dismissal time until all school buses have left the school property.
7. Students are not permitted to leave the school property without an early dismissal excuse, except after the buses have departed
8. All laws and regulations for operating a motor vehicle will be obeyed.
9. Student parking permits must be displayed at all times when the vehicle is parked on school property.
10. All student vehicles must be locked at all times
11. Students shall not pass buses while students are loading or unloading. Students shall not drive through load zones during loading or unloading for safety reasons.
12. Violation of any of the above regulations/and or any other school regulation may result in a temporary and/or permanent loss of driving privileges and/or school discipline.
13. Violation of student driving and parking regulations may result in the towing of the students vehicle at the student's expense.

CONSEQUENCES FOR VIOLATION OF STUDENT DRIVING POLICY

First offense- One week loss of driving privileges

Second offense- Nine weeks loss of driving privileges

Third offense- One school year loss of driving privilege

Students Driving to the CTC

Seniors only who request to drive to the CTC or are part of the Cooperative Education Program with the Greene County CTC must apply for, and receive, a parking pass at Jefferson-Morgan Middle/ High School and the Greene County CTC in order to drive. It is the student's responsibility to secure both passes in order to drive to the Cooperative Education Program or the CTC. All rules from the district's driving policy on pages 36-37 apply to the students wishing to drive to the CTC.

EDUCATIONAL TRIP PROCEDURE

If an educational field trip is desired, a parent/guardian must request approval ONE week prior to the trip on a Request for Educational Trip Form and submit it to the building principal for approval. Approval will be subject to acceptable attendance pattern (less than ten (10) total days of absence and less than four (4) illegal days.) The educational value of the trip must be explained (the purpose, itinerary and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom). It is the student's responsibility to obtain assignments from his/her teachers, which must be turned in at the conclusion of the trip. **A total of five (5) days for an Educational Trip will be granted in a school year.** Extenuating circumstances need to be addressed to the building principal prior to the trip when submitting the trip form. If a student is absent despite being denied approval, the days absent will be considered illegal absences.

Family Educational Trip Procedure

Parents/guardians and students must be aware of the published school calendar and should avoid scheduling education trips when classes are in session. When unusual circumstances force a family to plan an educational trip during the school year, those days missed will be counted as an excused absence only if the following criteria are met:

1. A Family Educational Trip Form is obtained from the middle or senior high school office, completed, and returned to the principal one week prior to the trip. Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those days.
2. The Family Educational Trip Form will be sent by the appropriate building principal to the teachers who will develop necessary assignments.
3. Upon return from the approved Family Educational Trip, it is the responsibility of the student to turn in or make up all required educational assignments.
4. Failure of the student to make up missed homework and/or tests will result in the recording of an "F" grade for said work.
5. A student is permitted up to five (5) excused school days per school year to take educational trips with his/her parents or guardians. Extenuating circumstances need to be addressed to the building principal prior to the trip when submitting the trip form.
6. Extenuating circumstances need to be address to the building principal prior to the trip when submitting the trip form.

ADVANCED PLACEMENT (AP) TESTING

Students enrolled in an AP course may choose to take the AP Exam, for that course, at the end of the school year, as offered by the College Board. Students are encouraged to take these exams and if they score high enough, can qualify for college credit at many colleges/universities.

As an incentive to take AP Exams, and score well, the J-M School District will reimburse the AP Exam testing fee at the following rate;

- AP Test Score of 5 will be reimbursed at 100%
- AP Test Score of 4 will be reimbursed at 50%
- AP Test Score of 3-0 will be reimbursed at 0%

Upon receipt of a qualifying AP Exam score, the student will complete an “AP Reimbursement Form” and attach proof of the AP Exam grade. Completed paper work will be submitted to the school district business office

ELECTIONS

The Student Council will conduct all elections, unless otherwise delegated. Elections will occur during the homeroom period only.

EMERGENCY SCHOOL CLOSING ADJUSTMENTS IN STARTING TIMES

Inclement weather or other emergencies may result in the delay, closing, or early dismissal of normal school hours. Announcements regarding any changes will be forwarded to the local radio and television stations and the One-Call system. Please listen to any of the following:

WANB	1580AM	105.1 FM
KDKA	CHANNEL 2	
WTAE	CHANNEL 4	
WPXI	CHANNEL 11	

SCHOOL MESSANGER (Automated School Calling System)

Do not call the school for this information as this ties up our phone lines, which may be needed for emergency purposes.

Please have an emergency plan in place for your children should a delay or early dismissal occurs. It is impossible to call individual parents or permit students to call home to determine what they should do or where they should go when an emergency occurs.

FINAL GRADE DETERMINATION

The requirements for receiving one unit of credit for a full year course in grades 7 through 12 in the Jefferson-Morgan High School shall be:

*A minimum average of at least .60 (60%) for the four- (4) nine-week grades and the Final Exam Grade.

The requirements for receiving one half (1/2) unit of credit for a semester course in grades 9 through 12 in the Jefferson-Morgan High School shall be:

*A minimum average of at least .60 (60%) for the two (2) nine week grades counted twice and the Final Exam.

The requirements for receiving one-fourth (1/4) unit of credit for a nine week course in grades 7 and 8 in the Jefferson-Morgan High School shall be:

*A minimum average of at least .60 (60%) for the nine-week grade counted four times and the Final Exam Grade

*All final grades are determined by using the percentage (%) earned in each of the four (4) nine weeks and the average of the mid-term and final.

+and - grades are the same value as the letter grade.

** The final exam grade is the average of the midterm and final tests.

Weighted point values will be as follows:

A = 5.0 B = 4.0 C = 3.0 D = 1.0 F = 0.0

The following courses, if offered, have been approved for weighted grading:

Honors English 10, Honors English 11, AP English 12; Honors Algebra II, Pre-Calculus, Calculus; Biology II, Chemistry II, Honors Chemistry I, Physics; AP Psychology, AP American Government, Honors American History II, Spanish III, Spanish IV and Spanish V.

GRADE POINT AVERAGES

1. A student's grade point average shall be determined by taking the sum of the product of the final grade value and the course credit value divided by the total number of credits.
2. Nine week, final exam grades and final grades shall be assigned the following value for determining grade point average except for those courses approved for grade weighting:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

3. + and - grades will not be considered in determining grade point average.

4. Nine week, final exam grades and final grades shall be assigned the following values for determining grade point average in courses approved for grade weighting:
A = 5.0 B = 4.0 C = 3.0 D = 1.0 F = 0.0
5. A student's grade point average shall be cumulative in grades 9 through 12.
6. Letter grades shall be determined based on the following percentage guidelines:
A = 92 % + C = 70- 81% F = Less than 60%
B = 82- 91% D = 60- 69%

Students entering Jefferson-Morgan from an approved home instruction with all finals, end of the year documentation and/or from a private school shall be placed at the appropriate grade level. In order to graduate, a student must complete all required courses and provide documentation of it. To be eligible for ranking and/or academic honors, students cannot have received home schooling instruction at any time during grades nine through twelve.

DEFICIENCY REPORTS/ Progress Reports

At the middle point of each nine weeks, using School Messenger, a phone call and email will go out to all families with students in grades 7-12 about the mid-way point of the grading period. The message will state that families should use MMS to check student grades as we are at the middle point of the nine weeks. Any family that does not have an account to MMS needs to contact the office about setting up an account. If they do not have computer/internet access, they can request a grade update from the teacher to be printed and sent home. Any questions about individual student grades should be directed to the teacher of the class.

MMS Parent Portal

These are the steps you need to take in order to access the JMSSD Grading Portal. To set up a parent account, you will need to go to [The Parent Grading Portal](#) (this link can also be found at jmsd.org by clicking "MMS Parent Portal" under the photo slide show). Then, you will click "Create Account" (located under the blue "Login" button) where you will see the following form:

Create Account

Complete the form below and click the 'Create Account' button to add your account to the system.

Note: Please enter your First and Last Name exactly as it is on record with the school. All fields are required.

Parent First Name:

Parent Last Name:

Parent Login Name:

Please enter the Student ID number. If you have more than one student, enter only **ONE**.

You will be able to add more students once your account is created.

Student ID Number:

[Create Account](#)

Here, you will enter your first and last name, and choose a login name. You will also need your child's Student ID Number.

After clicking the "Create Account" button, you will receive an email with your temporary password, and a link to log in.

If you have any issues, see any errors, or don't receive the log in email, please contact the High School Office

STATE-MANDATED ASSESSMENTS

“Keystone Assessments are state-mandated end-of-course exams given upon completion of Grade 10 English, Algebra I and Biology courses. “Students in grades 7 and 8 will take the PSSA Math, ELA, and Science (8th only)

- Students (class of 2019 and beyond) are required to score at a “proficient” level or higher on state-mandated Keystone assessments in Algebra I, Biology and Literature. Students who do not score at a proficient or higher level will be required to enroll in remedial instruction (i.e. additional course work, computer based learning, project based instruction, etc.) until such time as they achieve the level of “proficient” or better on a state retest or project based assessment.
- After a student has tested in each subject area twice without achieving a level of proficiency , and the student is enrolled in the CTC, they may graduate if they attain an industry-based competency certification or show they are likely to succeed on an industry-based competency test, or are ready for "continued meaningful engagement" in their program of study.
- Students who refuse to complete state-mandated assessments, disrupt the testing process, cheat or otherwise distort test performance shall immediately be excluded from testing and suspended from school for a period of not less than one day and not more than 10 days. If no legitimate score can be recorded, students shall be considered as having failed the assessment.
- Students’ exempted from state assessments by the school principal will be for reasons authorized and promulgated by the state board of education.

** Keystone/ Graduation Requirements are subject to change due to changes in state law or policy**

GUIDANCE SERVICES

The primary function of the Guidance Department is to assist each student to develop a realistic image of himself/herself and realize the opportunities available. Among the testing services rendered by the counselor are those determining achievement, interests and aptitude.

Students may refer to the guidance office for information regarding their future plans. The counselor is available at all times for students who may have problems of a personal nature.

HALL TRAFFIC REGULATIONS

Every change of class or dismissal involves a large number of students. Privileges and regulations in the corridors must be considered in terms of welfare of the entire group rather than in terms of the individual student.

Students are reminded to keep to the right at all time.

HOMEBOUND INSTRUCTION

The Board shall provide, pursuant to law and regulations, individual instruction to students confined to home or hospital for physical disability, illness, injury, or when such confinement is recommended for psychological or psychiatric reasons.

Application for homebound instruction shall be made by completing the required school Homebound Application, and signed by the parent and recommending physician so as to certify the nature of the illness or disability, stating the probably duration of the confinement and then will be reviewed by the Superintendent.

The Superintendent may grant recommended requests for homebound instruction and shall report each to the Board at its next regular meeting.

Homebound approval will be issued for 30 days increments and must be renewed every 30 days for continued instruction. Renewals require doctor's review and recommendation, as well as review and approval by the Superintendent.

The Board shall provide homebound instruction only for those confinements expected to last at least two (2) weeks. Expectations may be recommended by the intermediate unit or Superintendent. The program of homebound instruction given each student shall be in accordance with the standards established by the state. The Board reserves the right to withhold homebound instruction when:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
2. A parent or other adult in authority is not at home with the student during the hours of instruction.
3. The condition of the student is such as to preclude any benefit from such instruction.

Grades from homebound instructors are considered to have the same force and effect as those given by regular instructors in the regular classroom setting.

Illness of a limited duration requiring homebound instruction poses several grading scenarios when a student returns to the classroom. A homebound student is challenged by having fewer instructional hours and no classroom participation. Integrating homebound students back into the classroom should be done in a way that will not penalize such students with respect to grades.

The following general guidelines shall apply:

1. The teacher will keep the parent/guardian apprised for thirty (30) days of the student's progress after being integrated back into a regular classroom. Student performance prior to the illness/injury will be considered in determining progress. Progress reports shall be issued if the teacher feels that the student is not performing at the same level; this can mean even as much as one letter-grade lower performance.
2. When a student returns to the classroom, he/she will be allowed to take scheduled examinations on different make-up dates, if desired, in order to have the time to "catch-

up” to the other students. Special assignments/projects will be substituted for missed work which will be grades with equal weight as the grades given to the student’s regular attendance.

3. In order to make a fair and realistic evaluation of the homebound student’s performance upon returning to class, as least five (5) classroom grades shall be given the student for the nine (9) week’s grade.
4. Every effort will be made by the district so no student is penalized

Grading of student accomplishment and homebound academic achievement shall be in accordance with present guidelines in effect for regular student attending class. In no way shall a student be penalized academically for receiving homebound instruction. In cases where a student receives instruction from an individual teacher who is not certified to instruct the subject being taught to the homebound student, then the student shall not receive a grade lower than his/her most recent academic standing over the previous nine (9) week grading period. This shall apply to only those students who have made a good faith effort to complete all assignments on a timely manner.

No student shall be tested over material that he/she has not received instruction in or been provided with the necessary information to answer such material. In those instances where a lab or other activity is part of the instruction, the student shall not be penalized. The homebound instructor must be made to spend time with classroom teacher to coordinate the homebound instruction with the classroom instructor; there must be a fact to face planning session. There should be as many sessions as are needed to make the homebound instruction meaningful and helpful.

HOMEWORK

We believe that homework is an important part of each child’s education. It gives the parent the opportunity to become aware of a child’s daily performance throughout the school year and to see what the child is studying in his/her daily class work.

Homework teaches students to be independent learners. It also gives students experience in following directions, raising additional questions for study and developing responsibility and self-discipline.

Homework assignments should be well planned by the classroom teacher and provide meaningful opportunities for learning enhancement or skill practice. Well-designed assignments relate directly to class work and extend students’ learning beyond the classroom. Homework is most useful when teachers carefully prepare the assignment, thoroughly explain it, and give prompt comments and criticism when the work is completed.

Homework expectations should be clearly shared with students and parents through communication such as parent letters at the beginning of the school year.

It is the responsibility of each teacher to establish rules and guidelines for homework in his/her classroom. These rules should be stated and consistent from the first day of school. Teachers should have these guidelines written and given to students during the first week of classes. Students should take them home and have a parent sign a form stating they have read and discussed the guidelines with the child.

Teachers should limit daily homework to what can reasonably be completed within 150 minutes of homework per week, with an average maximum of 30 minutes of homework per night. It is understood that due to differences in material being covered that sometimes the amount of work will exceed the average, but that there will also be days that the work that will be required would be less.

HONOR CODE

Jefferson-Morgan School District believes that honest and trust is cornerstones of academic learning. This policy reflects the district's desire to foster a learning environment based on academic integrity.

I. Academic Dishonest encompasses, but is not limited to:

- Copying or duplicating assignments that will be turned in as an “original”
- Using programmed materials in electronic materials
- Exchanging answers with others when prohibited
- Using another student's assignment and submitting it as your own.
- Giving an assignment to someone else for the purpose of submitting it as their own
- Copying from another student or allowing the copying of an individual assignment
- Passing test or quiz information during a class period or from one class period to members of another class period with the same teacher.
- Presenting the works or the opinions of someone else as your own without proper acknowledgement (plagiarism)
- Unauthorized use of study aids, cheat sheets, notes, books, or formulas. This includes preprogrammed information on calculators, computers or cell phones and the use of text messaging during class time.
- Purchasing papers online.
- Not following additional specific guidelines for academic honesty as established by department, class, or teacher.
- Unauthorized acquisition, use and/or distribution of test materials or answer sheets*
- Unauthorized use of teacher computer files and grading programs*

(* Designates Automatic Third Offense Violation

Cheating is defined as dishonest violation of rules or giving or receiving information in academic, extracurricular or other school works, so as to give or gain advantage (*The American Heritage Dictionary*).

Plagiarism is defined as the presentation of the words or ideas of another as one's own (*The Merriam Webster Dictionary*).

II. The following actions will be taken in regard to students in violation of this Policy:

These offenses are cumulative grades 7-8.

These offenses are cumulative grades 9-12

FIRST OFFENSE

- Automatic "0" on assignment or test.
- Teacher must document incident on Disciplinary Report.
- Teacher notifies parent/guardian of incident.
- Parent conference is scheduled
- Referral is placed in student's disciplinary file.
- Notification of offense to Junior National Honor Society, National Honor Society, Student Council, and coaches, if applicable

SECOND OFFENSE

- Automatic "0" on assignment or test.
- Teacher must document incident on Disciplinary Report.
- Most recent marking period grade is reduced by 25% (for that class only)
- Teacher notifies parent/guardian of incident.
- Parent conference is scheduled.
- Referral is placed in student's disciplinary file.
- Notification of offense to Junior National Honor Society, National Honor Society, Student Council, and coaches, if applicable.

THIRD OFFENSE

- Automatic "0" on assignment or test.
- Teacher must document incident on Disciplinary Report.
- Most recent marking period grade is reduced by 50% (for that class only).
- Teacher notifies parent/guardian of incident.
- Parent conference is scheduled.
- Referral is placed in student's disciplinary file.
- Notification of offenses to Junior National Honor Society, National Honor Society, Student Council, coaches, if applicable.
- Disqualification from school sponsored awards.
- Ineligible for Honor Roll.
- Student is removed from any and all elected or appointed leadership positions for the remainder of the school year.

- Student is removed from extracurricular activities for a period of 90 school days.

III. Student Appeal Process

- Any student who wishes to appeal these penalties may do so within 10 days of the date of notification.
- Student must submit written notice of appeal to the Principal within 10 days.
- Three members of the Middle/High School Design Team will listen to the student's appeal. One of these members will be an administrator.

IV. Student Responsibilities

- Maintain and support the academic integrity of the school.
- Understand the school wide Honor Code.
- Clarify with the instructor any questions concerning the Honor Code.
- Avoid situations which might contribute to violation of the Honor Code.
- Ensure that other students do not make inappropriate use of their work.

V. Teacher Responsibilities

- Maintain and support the academic integrity of the school.
- Understand the school wide Honor Code.
- Clarify any questions concerning the Honor Code.
- Trust students unless give a reason to think otherwise.
- Create and share specific guidelines for students to follow.
- Take immediate action when violations are determined.
- Report the action on a discipline referral form.
- Contact the student's parent.
- Review guidelines after a violation have occurred and discuss why the violation was inappropriate.

VI. Parent/Guardian Responsibilities

- Support the academic integrity of the school
- Be knowledgeable of the school wide Honor Code.
- Support the imposition of penalties if the Honor Code is violated.

VII. Administrator Responsibilities

- Maintain and support the academic integrity of the school.
- Make available to all students, teachers, and parents a copy of the school's Honor Code

- Administer fair consequences for Honor Code violations
- Maintain records of Honor Code violations.

HONOR ROLL

The Jefferson-Morgan Middle School will prepare and publish a school honor roll at the end of each nine-week grading period. The requirements for being included on the honor roll are:

Highest Honor..... 4.00 Grade Point Average
High Honors..... 3.50 Grade Point Average
Honors..... 3.00 Grade Point Average

A student receiving a D in any subject will not be included on the Honor Roll.

Students receiving an incomplete will **NOT** be eligible for the Honor Roll until the incomplete is made up according to the procedures for incompleteness.

INTERSCHOLASTIC SPORTS

The Jefferson-Morgan Middle School offers students the opportunity to participate in the following interscholastic sports:

- Basketball – 7th and 8th grade boys
- Basketball – 7th and 8th grade girls
- Cheerleading – 7th and 8th grade girls
- Football – 7th and 8th grade boys
- Soccer – 7th and 8th grade girls and boys
- Softball – 7th and 8th grade girls
- Volleyball – 7th and 7th grade girls
- Wrestling – 7th and 8th grade boys

Jefferson-Morgan High School offers students the opportunity to participate in the following interscholastic sports:

- Baseball (boys' varsity)
- Basketball (boys' varsity, junior varsity)
- Basketball (girls' varsity, junior varsity)
- Cheerleading (varsity, junior varsity)
- Football (varsity, junior varsity)
- Soccer (girls and boys)
- Softball (girls) varsity)
- Wrestling (varsity, junior varsity)
- Volleyball (girls' varsity, junior)

Rifle (Co-ed)

In order to participate in any of these activities a student must have a physical examination, waiver and consent forms signed by a parent and be in compliance with academic and attendance regulations set forth by the PIAA.

All students who choose to participate in any interscholastic sport fall under all established school rules & guidelines for behavior and conduct during practices, contests and events, whether those events are at home, or away.

Students will be required to wear the uniform issued by the school.

INTERNET/COMPUTER PROCEDURE

PURPOSE

Access to unique resources and the opportunity for collaborative work is now available in the Jefferson-Morgan School District through the use of technological/telecommunications systems. All such must be in support of education and research and consistent with the goals and policies of the District; therefore, the technological/telecommunications systems will be used to support the District's curriculum, the educational community, projects, communications and research for students, faculty, and staff.

The Jefferson-Morgan School District Acceptable Use Policy is designed to provide information and guidelines for utilizing the District's technological/telecommunications systems. In order to assure the understanding of this Acceptable Use Policy regarding the Internet, Local Area Networks (LANs), computers, and related technological/telecommunications systems use in the Jefferson-Morgan School District, the student, parent, and a sponsoring teacher must read and sign this document.

AUTHORITY

Jefferson-Morgan School District reserves the right to record the use of the technological/telecommunications systems and monitor the server space utilizations by District users while respecting their privacy rights. In addition, the District reserves the right to remove a user account from their networks to prevent unauthorized use of illegal activity.

- Technological/telecommunications systems operation in the District will be approved by the Superintendent and Board of Education, and monitored by the building principal.
- The classroom teacher and/or librarian will administer individual terminal control.

GUIDELINES/PROCEDURES

All use of the District's technological/telecommunications systems are intended to be used for educational purposes and to carry out the legitimate business of the District. Appropriate use of

these resources includes instruction, independent study, authorized research, and the official work of the offices, departments, recognized student organizations, and agencies of the District.

The policy shall apply to all users – District students, faculty, and staff – of all technological/telecommunications systems which are entered via equipment and access lines located at the Jefferson-Morgan School District, or who obtain their access privileges through association with this district.

Only the authorized owner of the account will use network accounts for its authorized owner of the account for its authorized purpose. All communications and information assessable via the technological/telecommunications systems should be assumed to be private property and shall not be disclosed. User shall respect the privacy of other users on the system.

The use of video, technology materials, computer software, etc., which is protected under the copyright laws will not be transmitted nor stored without the express written permission of the copyright owner.

PRIVILEGES AND RIGHTS

Access to the Jefferson-Morgan networks is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. As a user of the technological offerings available in the District, one has the privilege of intellectual freedom, privacy, equal access and safety.

RESPONSIBILITIES OR PROHIBITIONS

With the rights and privileges of membership in the network community come certain responsibilities. Users must familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network privileges. Each user has full responsibility for his/her account. All violations of this policy that can be traced to an individual will be treated as the sole responsibility of said individual. Under no condition should a user give his/her password to another user or share his/her account.

It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts leading to some justifiable personal growth on the Internet and local area networks. The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local area networks or the Internet.

Every student who receives an account will discuss with a faculty member, the proper usage of the systems and ramifications if improper usage. Based upon the acceptable use guidelines outline in this document, a designated district-wide review committee will deem what is appropriate use of the systems and take appropriate action for improper usage.

The use of the Jefferson-Morgan School District's technological/telecommunications systems, which includes the Internet and local area networks for illegal, inappropriate or unethical purposes by students, staff or faculty members, is prohibited. More specifically:

- Use of the networks to facilitate illegal activity is prohibited
- Use of the networks for commercial or for-profit purposes is prohibited.
- Use of the networks for non-work or non-school related communications is prohibited.
- Use of the networks for product advertisement or political lobbying is prohibited.
- Malicious use of the networks to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial communications on the networks are prohibited.
- Use of the networks to access obscene or pornographic material is prohibited.
- Use of the networks to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Use of the networks to intentionally obtain or modify files, passwords or data belonging to other users is prohibited.
- Use of the networks to misrepresent other users on the networks is prohibited.
- Use of the school technology or the networks for fraudulent copying, communication or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
- The networks shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified, or abused in any way.
- The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Services. Therefore, to tamper, interfere, intercept, or use electronic mail for criminal purposes is prohibited.

CONSEQUENCES FOR INAPPROPRIATE USE

The technological/telecommunications systems user, student, staff, faculty members, etc., shall be responsible for damages to the equipment, network systems or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions outlined in this document will be subject to the loss of network privileges. Other appropriate disciplinary procedures may take place as needed in accordance with the Collective Bargaining Agreement.

Illegal use of the networks, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services is a violation of State and Federal Laws and violators will be reported to the appropriate legal authorities for possible prosecution.

CONSEQUENCES FOR VIOLATION OF INTERNET/COMPUTER POLICIES

Students will receive either lunch or after school detention based on the severity of the violation.

Internet access, one of the many technological services available at Jefferson-Morgan School District, is now available through the elementary and high school libraries. While the Internet

provides thousands of World Wide Web sites that provide information for education, it is impossible to control access to all materials available through the Internet, and an adept user may discover controversial information. Therefore, students will use the World Wide Web in supervised settings and the District requires parent permission for student World Wide Web access.

In order to insure adequate resources for all users, the Jefferson-Morgan School District reserves the right to log network (s) use and monitor fileserver space and bandwidth while respecting the privacy of the user accounts. Users must delete e-mail messages on a daily basis to conserve fileserver space.

Jefferson-Morgan School District makes no warranties of any kind, whether express or implied, for the service it is providing and will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information obtained through Jefferson-Morgan School District networks is at the user's own risk. Jefferson-Morgan School District specifically denies any responsibility for the accuracy or quality of information obtained through its technological/telecommunications system.

INTERNET/COMPUTER PROCEDURE

Required Signatures (Student Use): Sign and return this form to your sponsoring teacher.

I understand and will abide by the terms and conditions for Internet, Local Area Networks (LANS). Computers and Related Technological/Telecommunications Equipment access at Jefferson-Morgan School District. I further understand that any violation of the regulations as outlined in the preceding pages is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

User Signature _____ Date _____

Parent/Guardian (If user is under the age of 18, a parent/guardian must read and sign this agreement)

As the parent or guardian of this student, I have read the terms and conditions for Internet, Local Area Networks (LANS), Computers, and related Technological/Telecommunications Equipment access. I understand that this access is for educational purposes; however, I must recognize it is impossible to restrict access to all controversial materials and I will not hold Jefferson-Morgan School District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child uses the Internet, Local Area Networks, etc., outside of school-sponsored activities. I hereby give permission for my child to use the World Wide Web and certify that the information contained on this form is correct.

Parent/Guardian (Please Print) _____

Signature _____ Date _____

Sponsoring Teacher (Must be signed if the applicant is a student)

I have read the terms and conditions for Internet, Local Area Networks, etc., access and agree to discuss this agreement with the student. Because the student may use the networks for individual work in the context of another class, I cannot be held responsible for the student's use of the networks. As the sponsoring teacher I do agree to instruct the student on acceptable use of the networks and proper network etiquette.

Teacher's Name (Please Print) _____

Signature _____ Date _____

**APPLICATION FOR INTERNET, ETC., ACCESS: (PLEASE PRINT)
STUDENT APPLICATION**

User's Full Name _____

Home Address _____

Home Phone _____ Parent's Work Phone _____

I am a student at Jefferson-Morgan School District and will graduate in _____

LIBRARY

The function of the school library is to aid the student by supplying him/her with supplementary material for his/her studies, as well as recreational reading material. The librarian will assist students in finding materials they need.

Books may be checked out for two (2) week periods with the exception of reference books and overnight material. Reference materials may not be taken from the library except with special permission of the librarian. Overnight materials may be checked out at the end of the last period and must be returned prior to the first period of the next school day. The fine for overdue overnight materials is ten (10) cents a book for each period. Numerous magazines and periodicals are available on the library for research and/or enjoyment. Current issues of all magazines must remain in the library; however, back issues may be checked out for overnight use.

The Jefferson-Morgan Middle/Senior High School Library belong to Access PA. If the library does not have a book that is needed by the student, the librarian can search the state database of school and public libraries and request o to borrow the book. The lending library will mail the book to us for the student to uses for a period of two week.

The librarian passes out overdue notices to the students through the homeroom teacher throughout the school year. After a book or magazine has been on loan for an extended period of time, the librarian will mail a notice to the parent. Included in this notice will be the price of the book/magazine.

The library begins to check out books on the first day of school and continues until the last month of school. The circulation desk closes early at the end of the school year to allow proper notices of overdue library books and replacement costs. If a book is returned damaged, the student will be required to pay for the book. All materials must be returned in the same condition in which it was borrowed.

GENERAL LIBRARY PROCEDURES

- ❑ Only those students with permits will be admitted to the library.
- ❑ The teacher requiring the research must issue research permits. They must state the nature of the research and be initialed by the principal for admittance to the library.
- ❑ Three to five students (in addition to those with research passes) will be admitted to the library.
- ❑ Books are not to be taken from the library until they have been checked out.
- ❑ Students are not to leave the library except with a written pass signed by the librarian or until the dismissal bell rings.
- ❑ Books will not be checked out to a student who has any overdue books until his/her record has been cleared. Lost books should be reported immediately and payment made for the appropriate cost of replacement.
- ❑ Books may be returned at any time during the day. They should be placed in the charging desk at the spot marked "Return Books Here."

- ❑ Failure to comply with any of these policies may mean that a student will lose his library privileges.

LOCKERS

An attempt is made to assign a hall locker for books and coats in the vicinity of the student's homeroom. Combination locks may be purchased by students and placed on their assigned locker. Students who elect to place a combination lock on their assigned locker must give the combination to their homeroom teacher. If access to the locker is required by the building administration, the combination will be requested from the homeroom teacher. If the student has not provided the combination to the homeroom teacher, the lock will be cut-off and NOT replaced by the district. **Do not give the combination to other students.** Students are permitted in their lockers between classes. Locker visitations are not an excuse for tardiness.

It should be remembered that the locker is the property of the Jefferson-Morgan School District, District officials, and/or their agents may search a student's locker and seize any illegal materials (s). The search of a student's locker may be without warning if there is a reasonable suspicion to believe that the locker contains materials (s), which may pose a problem to the health, safety, and welfare of students, employees, or visitors. Furthermore, District authorities shall conduct random canine sniffing of each locker through the year, even without probable cause to do so. Any illegal items may be seized by the District authorities and/or law enforcement agencies and used as evidence against the student in a proper forum. Prior to a locker search, the student shall be notified and given an opportunity to be present. An administrator will usually request the presence of another member of the District's staff to be present during the locker search. Students are assigned a locker and are responsible for its contents.

Hanging items of any type and/or writing are not permitted on the inside or the outside of the lockers – this includes stickers.

Book bags may be brought to school, but must be kept in the locker. They may not be carried throughout the day.

Students are totally responsible for all items left in their lockers. Valuables should never be left in the locker. Do not put any materials in someone else's locker.

LOST AND FOUND

The principal's office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to the principal's office as soon as possible. Students looking for lost possessions should check in the principal's office. If lost and found articles are not claimed within a reasonable time, they will be discarded.

NATIONAL HONOR SOCIETY

The National Honor Society is one of the oldest and most prestigious national organizations for high school students and is sponsored by the National Association of Secondary School Principals (NASSP). Chapters exist in three-fourths of the nation's high schools with our chapter being chartered in 1982. The purpose of the NHS is fourfold; (1) to develop an enthusiasm for scholarship, (2) to stimulate a desire to render service, (3) to promote leadership and (4) to develop character.

All chapters are governed by the national NHS constitution. Local needs and conditions are addressed through the chapter bylaws.

At the national level, the National council and NASSP Board of Directors are responsible for administering the affairs of NHS. Locally, the principal reserves the right to approve all activities and decisions of the chapter, except in the case of a dismissal appeal through normal school district appeal channels. The chapter advisor is responsible for the day to day supervision of the chapter. The faculty council establishes and implements and reviews selection and dismissal procedures.

Requirements for Membership and Selection Procedure

Membership in the Jefferson-Morgan Chapter of the National Honor Society is open to all sophomores, juniors and seniors who meet the qualifications required by the national constitution and the sponsoring organization. These qualifications include scholarship, leadership, service and character. Although a school may raise the standards, they cannot be lowered.

A student must have completed a minimum of one semester at this high school to be eligible for membership. Additionally, a student must be a sophomore, junior or senior with a minimum cumulative scholastic average of 3.7 from ninth grade to their present status.

After qualifying scholastically, eligible students will complete a Student Activity Information Form which details areas of leadership and service. Leadership is defined as elected or appointed positions held in school, community or work activities. Students should note positions in which they were directly responsible for directing or motivating others. For example: elected student body, class or club officer; committee chairperson; team captain; newspaper editor; work area manager; or community leader.

Community service is defined as activities inside or outside of school in which you participated for the betterment of your community. For example: church groups, clubs sponsored outside of school, Boy or Girl Scouts, or volunteer time at local charity organizations. It is strongly suggested that students participate in activities that occur both during school as well as on their own time. A student wishing to become a member of NHS must document 8 hours of service for every grade level they have completed prior to induction. For example, a sophomore who is eligible for induction must have 3.7 G.P.A as well as 16 hours of community service,

junior must have a 3.7 G.P.A as well as 24 hours of community service and a senior must have a 3.7 G.P.A. as well as 32 hours of community service. A service timesheet and additional information on this requirement is available from the NHS advisor.

In order to determine character, faculty members are invited to evaluate students. Faculty members may provide one of three ratings: a positive rating means the student would make a good member; a neutral rating means that not enough information is known about the student; and a negative rating means the student does not meet the character standard. As per the NHS constitution, faculty members do not vote on the selection of members. The actual selection must be made by the five appointed members of the faculty council.

Membership is by invitation only and final selection of members is by majority vote of the faculty council. Students will be notified by mail of selection or non-selection. A formal induction ceremony is held annually. Membership dues are \$5.00 annually.

Once inducted, members must maintain scholastic achievements as well as excel in the areas of character, leadership and service. New Members will receive a handbook outlining chapter bylaws, individual service projects, and other obligations of membership. Jefferson-Morgan High School's policies are in compliance with the National Guidelines from the governing body, the National Association of Secondary School Principals. Questions should be directed to the Chapter Advisor, Mrs. Michelle Huba.

NATIONAL JUNIOR HONOR SOCIETY

The National Association of Secondary School Principals (NASSP) sponsors the Junior National Honor Society. The purpose of the JNHS is fourfold: (1) to develop an enthusiasm for scholarship; (2) to stimulate a desire to render service; (3) to promote leadership; and (4) to develop character.

The National NHS Constitution governs all chapters. Local needs and conditions are addressed through chapter bylaws. At the National level, the National Council and NASSP Board of Directors are responsible for administering the affairs of JNHS. Locally, the principal reserves the right to approve all activities and decisions of the chapter, except in the case of a dismissal appeal through normal school district appeal channels. The chapter advisor is responsible for the day-to-day supervision of the chapter. The faculty council establishes implements and reviews selection and dismissal procedures.

Membership is open to seventh and eighth grade students. Active members must maintain honor roll status and meet other obligations as determined by the chapter. All members shall participate in chapter service projects and are expected to be active in supporting the ideals of scholarship, character, leadership, and service. Members become graduate members upon graduation.

Selection is based on four criteria: **scholarship, leadership, service, and character**. To fulfill the **scholarship requirement**, students must have a cumulative scholastic average of at least **3.5 from grades 6 to their present level**. **Leadership** is based on the student's participation in one or more community activities and one or more school activities. To meet the **service requirement**, the student must have been active in one or more service projects in the school or community. **Character** is measured in terms of integrity, behavior, ethics, and cooperation with both faculty and students.

The faculty council screens the students. Students may not apply for membership. Membership is an honor bestowed upon a select group of students (those who fulfill the four criteria) by the faculty council on behalf of the school faculty.

Members shall be governed by the discipline/dismissal code set forth by the faculty council in accordance with the guidelines mandated by the national council and the NASSP Board of Directors.

NURSE

The nurse's office is located on the second floor near the high school office. Before going to the nurse, except in an emergency when first aid is required, a student must be excused by the classroom teacher with a signed pass to report to the high school office. At the discretion of the nurse, the parent will be notified and asked to pick up the student. Students are not permitted to call home before consulting with the nurse about the illness.

PARTIES

There are to be no parties during instructional time in the middle/high school. The principal will consider requests for parties during activity periods

PASSES

1. Each student will be issued a pass when leaving the room.
When a student needs to leave the room the teacher will sign the pass, put the destination and put the time leaving the room. If a student is in the hall they must have the pass with them at all times.
2. Students must sign out when leaving the classroom for any reason.
3. To complete make up work and /or tests, the pass must originate with the teacher accepting the student and be initialed by the releasing teacher. These passes must be obtained and signed either in the morning before homeroom or at lunch time.
4. Passes will be issued for emergencies only. Students are urged to use the restroom facilities during the 3 minutes between classes whenever possible.
5. A hall pass must be used any time a student needs to be outside the classroom during class periods. Each classroom teacher will establish the policy regarding hall pass usage in his/her class. Hall passes may only be used by one student at a time.

Jefferson-Morgan Middle/ High School places a premium on "instructional time." It is imperative that students are in their classes as scheduled to maximize their learning opportunities and student achievement. In addition to the attendance policy for school absence, students and

parents are advised that an unexcused absence from a single class period [commonly referred to as a “class cut”] is also a violation of school policy and the Pennsylvania School Code of 1949. Consequences for students who are absent from class without appropriate excuse include, but are not limited to: loss of credit for class work; detention; social probation; truancy citation with the local magistrate; or out of school/ in-school suspension. It is the belief of the administration of Jefferson-Morgan that students who fail to attend class [and take full advantage of their education] are not deserving of the co-curricular privileges and opportunities afforded them by the Jefferson-Morgan School District.

PROMOTION AND GRADUATION REQUIREMENTS MIDDLE SCHOOL

1. Seventh grade students must earn at least five and one half (5.50) seventh grade credits to be promoted to eighth grade. **Students failing more than one core subject (Reading, ELA, Science, Math, or World History) will not be promoted.**

2. Eighth grade students must earn at least five and one-half (5.50) eighth grade credits to be promoted to ninth grade. **Students failing more than one core subject (Reading, ELA, Science, Math, or World History) will not be promoted.**

3. Summer school credits will be accepted only from institutions, which have received accreditation from the Commonwealth of Pennsylvania or approved by the principal.

HIGH SCHOOL

1. Ninth grade students must earn at least six (6) credits to be promoted to tenth grade.
2. Tenth grade students must earn a total of twelve (12) credits in ninth and tenth grade to be promoted to eleventh grade.
3. Eleventh grade students must earn a total of nineteen (19) credits in ninth, tenth and eleventh grades or be able to earn a total 27 credits by the end of their senior year to be promoted to twelfth grade.

4. Twelfth grade students must satisfy the following requirements for graduation:

CREDITS	COURSE
4	English (9, 10, 11, 12)
.5	English Electives
4	Mathematics
4	Science
3	Social Studies
1.5	Physical Education
.5	Health
9	Electives

.5	Computers
<hr/>	
27	Total Credits

GCCTC Graduation Requirements

CREDITS	COURSE
4	English (9, 10, 11, 12)
3	Math
3	Science
3	Social Science
1.5	Physical Education
.5	Health
.5	Computers
11.5	Electives
<hr/>	
27	

If a student drops out of the Career/Technology Center for any reason, they will be required to follow the graduation requirements for home school students.

5. Credits toward graduation begin in the ninth grade.
6. Summer school credits will be accepted only from institutions which have received accreditation from the Commonwealth of Pennsylvania or approved, by the principal.
7. Students can only receive credit for the same course one time. Students who retake a class for which they have already received credit will not receive credit for that course. The grade earned the first time a course is passed will be used in all grade calculations.

PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, the Jefferson-Morgan School District will provide to each protected disabled student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected disabled student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation, or access to, any aspect of the school program.

These services and protections for the “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

In order to qualify for services as a “protected handicapped student” the referred person must be of an age which public education is offered in his/her school district, usually 4.7 to 21 years of age.

For further information on the evaluation procedures and provisions of services to protected handicapped students contact the appropriate principal at Jefferson-Morgan School District, 1351 Jefferson Road, Box 158, Jefferson, PA 15344 or 724-883-2310.

SCHOOL PHONE NUMBERS

The telephone number for the High School/Middle School office is 723-883-2310 (Ext.1210). The school phone is for business purposes only. Students are permitted to use the school phone, only in an emergency, with permission from the principal. Students will not be called from class for phone calls nor will messages be delivered to students except in an emergency. Parents/guardians are requested not to call the school requesting to speak with their child. Emergency messages should be directed to the principal.

SCREENING, EVALUATION, AND PLACEMENT PROCEDURES

The Jefferson-Morgan School District uses the following procedures for screening, identifying, and evaluating specified needs of school-aged students requiring special programs of service.

The District meets the health requirement screen as described in Section 1402 of the School Code. The District routinely conducts screening of a child's hearing acuity in the following grades: Kindergarten, 1, 2, 3, 7, 11, and others according to need. Visual acuity is screened in every grade. Height and weight data are collected yearly at every grade level. Visual acuity, hearing acuity, height and weight screenings are conducted throughout the school year at the child's home school. Dental exams are conducted in the spring of each school year in Kindergarten, 3, and 7. TB testing is completed in the winter months of each year in grade 1 and 9.

Kindergarten screening is held in April or May of each school year at the Jefferson-Morgan Elementary School. Speech and language skills are screened during Kindergarten in the fall of each school year and upon referral from parents and/or professional staff. Gross motor and fine motor skills, academic skills, and social-emotional skills are assessed by classroom teachers on an on-going basis and referrals made when needed.

From time to time the School District will administer standardized tests and district-wide assessments to students, beginning during the first grade year. Reports of these tests are provided to parents each year. In addition, most elementary students will be tested by their teachers to determine whether they have learned the particular skill being taught. These tests are given throughout the year. Other testing occurs on the basis of individual need. Vocational interest tests and/or aptitude tests may be given in the secondary school. Any parent who has a question about the testing program should contact the Jefferson-Morgan Middle/High School Principal or Guidance Counselor.

At the elementary level, screening information is used by the Building Principal to address the specific needs of the student and/or to document the need for further evaluation. If it is determined that the child needs additional services, the classroom teacher, Building Principal and School Psychologist will consult and the necessary adjustments relative to such areas as learning, behavior, and physical performance will be attempted to keep the child involved with traditional classroom experiences. If a student does not make progress, parents will be asked to give written permission for a multidisciplinary evaluation.

At the secondary level, screening information is reviewed by a team consisting of a minimum of a classroom teacher, Building Principal and School Psychologist to determine if adjustments can be made in the child's current program and/or if a multidisciplinary evaluation is warranted.

Parents with concerns regarding their student may contact the Building Principal at any time to request a screening or evaluation. The request shall be in writing. If the request is made orally, the parent will be asked to make the request in writing and will be provided with the proper form. Communication with parents and students shall be in English or their native language. For parents with a hearing impairment, the School District will provide a person to communicate in sign language.

After the multidisciplinary evaluation is completed, and Evaluation Report (ER) is compiled with parent input and includes specific recommendations for the types of intervention necessary to accommodate the child's specific needs. Parents are then invited to participate in a meeting where the results of the evaluation are explained and discussed. An Individual Education Program (IEP) is developed for those students qualifying for special education services. The IEP team consists of the following: the parents, the Building Principal/LEA, a special education teacher and a regular education teacher. Other team members may include: the student when appropriate, the School Psychologist, public agency representative, other teachers or specialists, other administrative staff, etc. Parents are an integral part of the IEP Team and are encouraged to be physically present at the IEP meeting. The District makes every effort to ensure parent participation. The District notifies the parent in writing and makes documented phone calls to make parents aware of the IEP conference and the importance of parent participation. Parents are then presented a Notice of Recommended Educational Placement (NOREP) with which they agree or disagree. If parents agree, the IEP is implemented. If parents disagree with the recommendations, the issue may be taken to a pre-hearing conference, mediation, or due process hearing.

The Jefferson-Morgan School District operates a comprehensive continuum of services for special needs students. Types of services available include: Learning Support which is primarily for students with academic learning needs, Emotional Support which addresses social and emotional difficulties, Physical Support for students whose need is the result of a physical disability, Autistic Support for those students diagnosed with Autism and/or Pervasive Developmental Disorder, Speech and Language Support which for students who have articulation and/or expressive/receptive language difficulties, Hearing Support for students who

are hearing impaired/deaf, Vision Support which is for students who are blind or visually impaired, and Gifted Support for those students identified as mentally gifted. The small number of students whose needs cannot be accommodated in the public school setting can receive services in an approved private school or other licensed facility at School District expense. No such placement is made without an IEP meeting and parental agreement.

If a child does not qualify for special education services, he/she may still be considered a protected handicapped student and require services under Chapter 15. A protected handicapped student is a student who is school age with a physical or mental disability, which substantially limits or prohibits participation in or access to any aspect of the school program. Jefferson-Morgan School District provides each protected handicapped student with aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra curricular activities to the maximum extent appropriate to the student's abilities. If you believe your child comes under this classification and is in need of a service to assist him/her in benefiting from his/her education, you should contact the Building Principal.

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed, and provided services.

The Jefferson-Morgan School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of exceptional children. The Jefferson-Morgan School District Confidentiality Assurance Policy has been prepared to insure the privacy rights of both the parents and the exceptional child in the collection, maintenance, release, and destruction of these records. The Jefferson-Morgan School District and its staff are required the Federal Law and State and Federal Rules and Regulations to protect the rights of students. The foundation of these rights comes from Federal Legislation entitled the Family Educational Rights and Privacy Act of 1974 – FERPA (also known as the Buckley Amendments). All students are protected by the State Regulations contained in Chapter 12 known as Students' Rights and Responsibilities. In addition, State Rules and Regulations protect regular and special education students' rights and privacy. School records are always open and available to parents and only to school officials who have legitimate "need to know" information about the child. Disclosure of information means to permit the release, transfer or other communication of education records to any party, by oral, written and/or electronic means. This means that information about a student cannot be shared in conversation without permission. This also applies to other personnel who do not have an educationally relevant reason to possess knowledge of a student.

The parents of a student or eligible student have the right to inspect and/or challenge their child's or their own educational records, to receive copies of the records, and to have a school official explain the records if requested as outlined in the Jefferson-Morgan School District Policy. The School District will disclose directory information which includes: the student's name, address,

telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information, a written notice of refusal of disclosure of directory information must be sent to the Principal within twenty (20) days of this public notice. To inspect your child's or your record, contact the Building Principal.

The Jefferson-Morgan School District will not release information from a student's education record without prior consent to officials of other primary or secondary schools or school system in which a student seeks or intends to enroll. Transcripts to secondary institutions in which a student seeks or intends to enroll will be sent upon request of parents of a student or eligible student. Parents, upon written request, may receive a copy of records that may be released by the School District. The parents have the right to request that their child's or their own educational records be changed if they are inaccurate, misleading or violate students' rights and to a hearing if that request is refused. A more detailed explanation of these rights, the procedure to follow, and the limitations on the release of records is presented in the School District's policy on the collection, maintenance and release of student records. You may obtain a copy of this policy by contacting the Building Principal.

For further information on the screening procedures, evaluation procedures, and provision of services to protected handicapped students, contact the Jefferson-Morgan School District, 1351 Jefferson Road, Box 158, Jefferson, PA, 15344, or call 724-883-2310.

STUDENT ASSISTANCE PROGRAM

The goal of the Student Assistance Program is to systematically and professionally respond to young people's problems as they are exhibited in inappropriate behaviors. At Jefferson-Morgan this goal is addressed by the SAFE team (Save Adolescents From Extinction). The "job" of the student is to learn to be a responsible citizen of the school community. When the student is unsuccessful at this "job", the SAFE team can assist the student by intervening, identifying the underlying problems and attempting to solve the problems (or help the student cope with an unsolvable problem)

SAFE intervention often (but not always) discloses a drug and/or alcohol problem. Problems such as student or parent use/abuse, medical, psychological, social, child abuse or learning disability problems may be uncovered. Problem solving may be in-house or may require professional referral.

SAFE serves students and the school community well when it intervenes in student problems early and supports the student through not only recovery but also aftercare.

SAFE OPERATING PROCEDURES

The operating procedure of the SAFE team will consist of:

1. Receive referrals from the following sources but not limited to those sources:
 - a. Teachers
 - b. SAFE team members
 - c. Coaches
 - d. Other school staff
 - e. Peers
 - f. Self
2. Referrals will be addressed at SAFE team meetings. (Team will meet at designated times set by the building administrator.
3. The SAFE team will assign a case manager.
4. Behavior checklist forms will be distributed to the school staff members who have current association with the referred student by the case manager.
5. Information from behavior checklist forms will be tabulated by the case manager and presented to the SAFE team.
6. The SAFE team will review information and a plan of action will be determined.
7. Possible action plan to be suggested-
 - a. Parent interview to be conducted if deemed necessary.
 - b. Behavior and/or academic contracts with student.
 - c. Recommend attendance to insight groups
 - d. Intervention
 - e. Recommendation for D/A or Mental Health assessment by licensed agency
 - f. Monitor student for a specific period of time
8. Case manager contacts person who made original referral and other staff members who completed behavior checklist to explain the plan of action taken by the SAFE team.
9. A follow up to the plan of action to determine its effectiveness by original case manager and SAFE team.

The SAFE team will consist of:

Central Office Administrator

Building Administrator

School Nurse

Guidance Counselor

Three Teachers

Ad Hoc Members

Professional Staff- VISIONS, Comprehensive, Addiction, Prevention Services

All members of the SAFE team must have received training by an approved provider.

CONFIDENTIALITY

All information received and discussed by the SAFE team must remain confidential and cannot be shared outside of SAFE team meetings except as permitted in specific instances where permission has been granted.

TELEPHONE

A telephone is available in the Main Office for use by students in emergency situations. Permission to use the telephone must be given by the principal.

Transportation arrangements should be made in advance. The phone is not to be used for this purpose. All school phones are reserved for business purposes.

Students will not be called out of class to receive telephone calls. The principal will deliver a message to students in an emergency only.

TRANSPORTATION PROCEDURE

Also see Transportation Policy – page 96

STUDENT RESPONSIBILITIES ON THE SCHOOL BUS

For your safety, the safety of others and the safety of the bus driver, students must adhere to the following rules:

1. Obey all directions and requests of the bus driver. The bus driver is in charge of the students and the bus.
2. Remember that your safety, even your life depends upon the driver, never distract or disturb the driver.
3. Be on time for your bus in the morning and the afternoon.
4. Ride the bus to which you are assigned. No student will be permitted to ride another bus unless he/she brings a note from the parent/guardian and with permission from the principal. Notes must be presented to the school office prior to homeroom period. Notes from both parents are necessary for one student to ride the bus to the home of another student.
5. Approach the bus only after it has come to a complete stop.
6. Board the bus one person at a time; do not crowd around the bus or push one another.
7. Take your seat promptly and face the front of the bus at all times; do not stand while the bus is in motion. The driver has the right to assign seats.
8. Be considerate of the driver and other passengers. Keep conversation at a low volume; do not make unnecessary noise. Keep your hands inside the bus at all times. No waving out the windows or throwing objects from the bus,
9. Maintain orderly behavior that promotes the safe operation of the bus. Profanity, smoking, and/or fighting will not only result in the suspension of bus privileges but also in the appropriate disciplinary procedures according to the discipline policy.

10. Get off the bus at your stop. Move away from the bus promptly; go directly to your home.

Remember that riding the school bus is a privilege, not a right. You may lose the privilege for misconduct or violation of regulations.

CONSEQUENCES FOR VIOLATION OF BUS REGULATIONS

First Offense – One day of after school detention

Second Offense – Three days of bus suspension. Parent must provide transportation.

Third Offense – Five days of bus suspension. Parent must provide transportation.

Fourth Offense – Ten days of bus suspension. Parents come to school and conference with the appropriate building principal before student bus privileges are resumed.

Fifth Offense - Possible expulsion from bus.

*All infractions are subject to damage costs and possible expulsion for repeated violations.

USE OF BOOKS/EQUIPMENT

Books are loaned to the students and proper care must be taken of them. The student is responsible for the books and materials given to him/her. Teachers will keep a numbered inventory of all books issued to students and collect the same at the conclusion of each year. Books should be covered at all times. Books that are left lying about the classroom, hall, gym, and locker room or outside and are found should be taken to the lost and found area in the principal's office.

All furniture, equipment, walls and floors in the classrooms and halls should be used properly and kept clean. Desks, heating units, tables are not to be used as a chair. Student desks are to be used appropriately without damage occurring. This means sitting in the chair properly without creating force which could damage the desk.

Every student can help to make homerooms, classrooms, shops and corridors attractive and inviting. If any damage is done, the student will have to pay for the repairs and/or replacement of the books and equipment. Students are not permitted to sit or stand on desks, tables, unit ventilators, etc. at any time.

VISITATION

Visitors to the school must report to the main office. Visitors must sign in, secure the principal's permission to be in the building, obtain and wear a visitor's pass. Visitors are permitted in the building only for educational and school related matters. Teachers cannot take time for conferences/visits during instruction time. A conference with a teacher requires a prior appointment. Visitors are not permitted to visit with students at school. Visitors who do not sign in and wear a visitor's pass may be subject to reprimand by the administration and the Board.

Students from other schools are not permitted as visitors, except through permission of the principal.

STUDENT WATER CONSUMPTION

Students will be permitted to have water bottles in the hallways and classrooms. Students will not be permitted to have other types of beverages in hallways or classrooms after the 7:30 bell. Students may carry beverages to the cafeteria for consumption during their assigned lunch period. Students who abuse this privilege will be disciplined according to the school code found on page 33

WEAPONS

Also see Weapons Policy - page 102

Investigative Procedures

1. Every school employee and/or student who has knowledge of a weapon being impermissibly on or in school property shall immediately inform the principal or other appropriate school official who will immediately conduct an investigation. A student who has knowledge of a weapon being in school or on school property shall be subject to disciplinary proceedings if the student does not report the same in a timely manner.
2. Upon reasonable suspicion that a student possesses a weapon, the principal or his designee will request that the student voluntarily empty his/her pockets, and remove any coat, book bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult.
3. If the student resists such a voluntary search, the principal or school officials shall immediately summon the local police and request assistance. The parent/guardian of the student shall likewise be notified. Officials and administrators of the District shall cooperate with the police investigation arising out of a possession of a weapon on school property by a student.
4. The school official shall also follow the procedures for student locker searches.

Reporting

1. All incidents involving the possession of a weapon prohibited by this policy shall be reported by the Superintendent or Principal to local law enforcement officials.
2. All incidents involving the possession of a weapon prohibited by this policy shall be reported by the Principal to the Superintendent, who shall likewise report to the School Board.
3. The Superintendent shall report to the Department of Education, Office of Safe Schools, all incidents relating to expulsions for possession of a weapon pursuant to this policy. Reports shall include the following:
 - a. The age or grade of the student.
 - b. Name and address of the School District.
 - c. Circumstances surrounding the incident, including the type of weapon

- d. The disciplinary sanction imposed by the District
- e. Notification of law enforcement officials
- f. Remedial programs used in the disciplinary response
- g. Any parental involvement required in the disciplinary sanction
- h. Any arrests or convictions and adjudications, if known

Students, staff and parents shall be informed at least annually concerning this policy. An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

WORK RELEASE

Only seniors may participate in work release. A student may be excused after 11:30 AM provided that all credits required for graduation can be scheduled prior to that time. The student must provide a letter from the parent as well as the employer. The parent letter should state that they are giving permission for the school to allow their child to leave school in order to participate in work release and that the district is no longer liable for their child at that time. The employer letter should state that the student will work at least 4 days per week beginning within half an hour of the student's dismissal time. The employer must notify the school district monthly with a written statement that the student is still employed. If the student loses their job they will be placed in classes and required to make-up work missed.

A student must declare their intent for work release at the beginning of the first semester or second semester.

ADMINISTRATION OF MEDICATION

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

For the purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent, giving permission for such administration and relieving the Board and its employees of liability for administration of medication; and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request.

All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.

Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medication and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

Prescribed medications of any type will not be administered except under the direct order of a physician. This direct order must be in the form of a written order from the student's physician and must include the following information: date, full name of school administrator involved, full name of student, name of medication, prescribed strength and dosage, time schedule for administration, length of time to be administered, possible side effects, signature of physician, and signature of the parent(s) or guardian(s).

It is the responsibility of the parent(s) or guardian(s) to provide the school with this written order. The building administrator shall review the physician's written order and allow the administering of medication following any necessary consultation with the school physician

POLICY CONCERNING NON-PRESCRIPTION DRUGS

Non-prescription medication is not permitted in the building. If a child is to receive non-prescription medication, the parent/s or guardian/s must come to the school and administer the medication. We realize this procedure may cause some inconvenience to parents; however, parents'/guardians' assistance and cooperation is necessary for the school district to continue to administer medication of any type.

Nonprescription Drugs

Employees of the district shall not administer nonprescription medication, such as cough drops, nose drops, eye drops, aspirin, etc. If it becomes necessary for a student to use nonprescription medication, the student or parent(s) or guardian(s) will be completely responsible for student administration of such drugs. In this case, a note of information must be furnished to the school.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name
2. Identify his/her medication
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

ASTHMA INHALERS – POSSESSION/USE OF

The Jefferson – Morgan School Board of Directors shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent – authorized.

Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician certified registered nurse practitioner or physician assistant.

2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis of reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If the child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of an asthma inhaler.

Violation of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession of asthma inhalers and self-administration of prescribed medication.

The district shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers.

When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Maintain an individual medication log for all students possessing asthma inhalers.

ATTENDANCE

The philosophy of this policy is based upon years of experience in education that tells us without any equivocation or reasonable doubt that a child must be present in his everyday classes to develop continuity and make learning an effective process. Our experience also tells us that failures and poor grades are more often reflected in attendance than perhaps any other single factor. We find, through the years, that many students stay home at the slightest provocation and develop a poor attitude toward school attendance. We, therefore, state this attendance policy in a positive manner and suggest school and home cooperation to make school attendance a positive factor in every child's educational process and eventual success.

The attendance Policy in the Jefferson-Morgan District is designed to comply with the Pennsylvania School Code, and in addition, to assist the students and families in resolving problems which contribute to poor attendance. The Pennsylvania School Code deals with school attendance as follows:

“A child must attend school regularly from the time he enters, which shall not be later than at the age of eight (8) years until age of seventeen (17).” Code Section 1326. “Every parent, guardian or other person having control or charge of any child or children of compulsory school age is required to send a child to a day school . . . and they . . . shall attend such school continually through the entire term, during which the public schools in their respective districts shall be in session . . . “ - Section 1327.

“The Board of School Directors of any school district may, upon certification by a licensed practitioner of the healing arts or upon any other satisfactory evidence being furnished to it showing that any child or children are prevented from attending school or from application to study, on account of any mental, physical, or other urgent reasons, excuse such child from attending school as required by the provision of this act, but the term “urgent reasons” shall be strictly constructed and shall not permit irregular attendance. In every such case, such action by the Board of School Directors shall not be final until the approval of the Department of Public Instruction has been obtained. Every principal or teacher in any public, private or other school

may, for reasons enumerated above, excuse any child for non-attendance during temporary periods” - Section 1329.

BULLYING/CYBERBULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying and/or cyberbullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying and or cyberbullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Bullying consists of a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

1. Physical—includes hitting, kicking, spitting, pushing and taking personal belongings.
2. Verbal—includes taunting, malicious teasing, name-calling, and making threats.
3. Psychological or Relational—involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
4. Cyberbullying—forms of verbal and psychological bullying may also occur on the through email, instant messaging, personal profile websites and/or social media, texting, and the like. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including Blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings.

Bullying/Cyberbullying includes unwelcome verbal, written, or physical conduct that has the effect of:

1. Physically, emotionally, or mentally harming a student.
2. Damaging, extorting or taking a student’s personal property.
3. Placing a student in reasonable fear of physical, emotional, or mental harm.

4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational or extracurricular opportunities.

Verbal or physical actions that may not clearly come within this meaning of bullying may be deemed bullying in particular situations, on a case-by-case basis, by the school principal under the following conditions:

1. The principal shall warn the offending student that the principal considers the conduct to have reached the level of inappropriate behavior.
2. The warning shall be verbally issued and shall be confirmed in writing to the offending student and the offending student's parent.
3. The warning shall advise the student and the parent that the school principal is available to further explain the purpose for the principal's warning.

If the offending student continues the inappropriate behavior, the student shall be in violation of this policy.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying/cyberbullying by district students.

If the conduct occurs off school grounds, but would reasonably cause or does cause actual and material disruption or interference with school operations, the school district administration may impose consequences.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

Students shall be informed that they may choose to report bullying complaints to the school principal, teachers, counselors, nurses, coaches, activity sponsors, and/or administrators.

Any employee, who receives a bullying complaint, whether verbal or written, shall report such to the school principal. Each staff member shall be responsible to maintain an educational environment free from all forms of bullying.

The Board directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

REPORTING PROCEDURES and INVESTIGATIVE PROCEDURES A student, who believes he or she is a victim of bullying, should bring the matter to the attention of the teacher, counselor, principal, administrator, coach, or activities sponsor in written or verbal form.

Any school employee who receives a bullying complaint, or observes or otherwise learns of any bullying, shall immediately report it to the principal. If requested to do so, the reporting employee shall prepare a summary statement providing background information regarding the bullying.

The principal and/or designee shall promptly and thoroughly investigate all matters or allegations of bullying in the same manner as any other student infraction, in a confidential manner.

The principal has the discretion to initiate discipline, including suspension, prior to completion of any investigation. All formal and informal due process as required by law should be followed.

When appropriate, a reasonable attempt may be made to bring resolution to the bullying under the mediation of the principal or designee. The principal or designee shall not undertake mediation without the consent of both students' parents or guardians.

In determining what is an appropriate response to a bullying incident, school officials shall consider the following:

What response is most likely to end the bullying; whether a particular response is likely to deter similar future conduct by the perpetrator or others; and the amount, severity, and kind of harm suffered by the bullying.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revision to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges
4. Transfer to another classroom or school bus.
5. Exclusion from school-sponsored activities. (Social Probation)
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.
11. Mediation

CAFETERIA CHARGE POLICY

The Board deems it necessary and appropriate to implement procedures for charging items to student cafeteria accounts. This procedure is in compliance with Jefferson-Morgan Charge Policy and the Federal Child Nutrition Program regulations.

Parents will be formally notified (3) three times when their child has attained a negative balance equal to the value of (3) three lunches through one of the following means: phone call directly to the parents, use of the One-Call system, or written notice sent home. In addition, students will receive verbal notice directly from the cashiers. Cashiers will send a notice home weekly at the elementary level.

A student that has received 3 or more formal negative balance notices will be provided an alternative breakfast/lunch until payment is made in full, or until payment arrangements have been made with the Food Service Director or Business Office.

An alternative meal consisting of a cheese sandwich, fruit, vegetable and milk for lunch and toast and milk for breakfast. Accounts will be charged for alternate meals.

Students will not be permitted to charge anything other than a regular meal should they have a negative balance. No charging of snacks, beverages, extra meals, or milk is permitted.

The school social worker may be notified of unusually high negative balances. Prior to providing an alternative meal, phone calls are made to parents of Elementary school students by Elementary school office. Middle/High school students are called to Principal's office and

reminded of the negative balance. Principals will also make phone calls to parents of Middle/High students prior to student receiving alternate meals.

Notices are sent out at the end of the year to all students who have any negative balance on their account. JMSD retains report cards (and diplomas) at the end of the year until the debt is paid.

Middle/High school students with negative balances of \$15 or more will not be permitted to participate in after school activities/sports/clubs or will not be permitted to go on scheduled trips until balance is paid in full or payment arrangements are in place.

CHILD/STUDENT ABUSE

The Board requires district employees to comply with identification and reporting requirements for possible child abuse as well as victimization of students by other school employees. The Board directs the district, and independent contractors of the district, to provide their employees with training for recognition and reporting of child abuse as required by law.

Administrator - the person responsible for the administration of a district school. The term includes a person responsible for employment decisions in a school and an independent contractor. The principal of the school where the abused student is enrolled will serve as the administrator under this policy.

Applicant - an individual who applies for a position as a school employee. The term includes an individual who transfers from one position as a school employee to another position as a school employee.

Child Abuse - means any of the following:

1. Any recent act or failure to act by a perpetrator which causes nonaccidental serious physical injury to a child under eighteen (18) years of age.
2. Any act or failure to act by a perpetrator which causes nonaccidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.
3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.
4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.

Perpetrator - a person who has committed child abuse and is a parent/guardian of a child, a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian. The term does not include a person who is employed by or provides services or programs in district schools.

School Employee - an individual employed in a district school. The term includes an independent contractor and employees. The term excludes an individual who has no direct contact with students.

Serious Bodily Injury - bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

Serious Mental Injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious Physical Injury - an injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently.

Sexual Abuse or Exploitation - includes any of the following: the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in any sexually explicit conduct or simulation of sexually explicit conduct for the purpose of producing visual depiction, including photographing, videotaping, computer depicting and filming of any sexually explicit conduct; or any of the following offenses committed against a child: rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse or sexual exploitation.

Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

Student - an individual enrolled in a district school under eighteen (18) years of age.

In accordance with Board policy, the Superintendent or designee shall:

1. Require each applicant for employment to submit an official child abuse clearance statement issued within the preceding year, except for those exempted by law.
2. Require each applicant for transfer or reassignment to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant has already obtained an official child abuse clearance statement.

The Superintendent or designee shall annually inform students, parents/guardians and staff regarding the contents of this Board policy. District staff shall annually receive notice of their responsibility for reporting child abuse and student abuse in accordance with Board policy and administrative regulations.

Training - The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Professional Educator Discipline Act, including mandatory reporting requirements.
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.

CHILD ABUSE BY PERPETRATOR

Duty to Report - School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of district employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.

Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.

School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, and/or school nurse.

Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.

A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree.

A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.

Reporting Procedures - School employees who suspect child abuse shall immediately notify the school principal. Upon notification, the principal shall report the suspected child abuse.

Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.

Investigation - School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

The school official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child.

STUDENT ABUSE BY SCHOOL EMPLOYEE

Duty to Report - A school employee shall immediately contact the principal when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.

If the accused school employee is the principal, the school employee shall immediately report to law enforcement officials and the district attorney.

The principal who receives a report from a school employee or who has independent cause to suspect injury or abuse shall immediately report to law enforcement officials and the appropriate district attorney. The principal shall exercise no discretion but has an absolute duty to report when receiving notice from a school employee.

A school employee or principal who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.

A school employee who willfully fails to report suspected student abuse or who willfully violates the confidentiality of such a report commits a summary offense.

An administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a misdemeanor of the third degree.

Reporting Procedures - The principal's report to law enforcement officials and the district attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the principal; name, work and home address of the school employee; nature of the alleged offense; any specific comments or observations directly related to the alleged incident; and the individuals involved.

The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.

Investigation - Upon receipt of a report of suspected student abuse, an investigation shall be conducted by law enforcement officials, in cooperation with the district attorney.

If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.

School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, including permitting authorized personnel to interview a student while in attendance at school.

Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency.

The principal has an independent duty to report to the Superintendent or designee that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the principal's responsibility to use the information received to initiate and conduct an independent school investigation into the allegations. The independent school investigation shall be conducted in cooperation with the county agency and law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action necessary to curtail wrongdoing.

CONTROLLED SUBSTANCES PARAPHERNALIA

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities - This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.

Provide education concerning the dangers of abusing controlled substances.

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids - The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

Reasonable Suspicion/Testing -If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

ELECTRONIC DEVICES

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Definition - Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to: radios, walkmans, CD players, iPods, MP3 players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

From 7:30AM TO 2:47PM, IPODS, MP3, Smart phones and all other media playing are permitted for use in DESIGNATED AREAS OF THE BUILDING ONLY. Students may use these devices, WITH EARPHONES, in the morning before homeroom (in the front lobby, library, cafeteria, and the downstairs lobby), and in the cafeteria and common area at lunch. These items may also be used for INSTRUCTIONAL PURPOSES at teacher discretion. When electronics are being used for instructional purposes, the students may not text, access social media, or take pictures/videos, unless permitted as part of an educational assignment. Violations of this privilege will be subject to disciplinary action (See page 90 of the student handbook.) Any violations of the discipline code conducted from an electronic device or social media will be subject to appropriate disciplinary action (See page 28 of the student handbook.)

The Board prohibits possession of laser pointers and attachments, telephone paging devices by students on school grounds, on buses, and other vehicles provided by the district, and at school sponsored activities.

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Such prohibited activity shall also apply to student conduct that occurs off school property if:

There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.

The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on-school property to complete a transaction outside of school that would violate the Code of Student Conduct.

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for a student's Individualized Education Program (IEP).

This prohibition shall not apply in the following cases, provided that the building principal approves in advance the presence of the telephone pager:

A student who is a member of a volunteer fire company, ambulance or rescue squad.

A student who has a need for a telephone pager due to the medical condition of an immediate family member

Abuses of any of these exceptions will result in a discontinuation of privilege.

CONSEQUENCES FOR VIOLATIONS OF ELECTRONIC DEVICES POLICY:

1st Infraction - Warning, confiscate device, return to student at end of day

2nd Infraction - Confiscate device, parent must pick up

3rd Infraction - Confiscate device for a period of seven days, parent must pick up/lunch detention

4th Infraction - Confiscate device for a period of thirty days, parent must pick up/pm detention

5th Infraction - Confiscate device for remainder of school year, parent must pick up/multiple detention

6th Infraction - Suspension

NONDISCRIMINATION/QUALIFIED STUDENTS WITH DISABILITIES

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Director of Pupil Personnel Services as the district's Section 504 Coordinator.

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.

Identification And Evaluation - The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement - If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.

Educational Programs/Nonacademic Services/Extracurricular Activities - The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

Parental Involvement - Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

Confidentiality of Student Records - All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

Discipline - When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

Referral To Law Enforcement And Reporting Requirements - For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.

PROCEDURAL SAFEGUARDS - The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

Parental Request for Assistance - Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.

Informal Conference - At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.

Formal Due Process Hearing - If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.

Judicial Appeals - The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.

COMPLAINT PROCEDURE - This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.

Reporting - A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator.

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee is encouraged to use the report form available from the Section 504 building administrator, but oral complaints shall be acceptable. Oral complaints shall be documented by the Section 504 building administrator.

Investigation - Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the district's Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Section 504 building administrator shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Investigative Report - The Section 504 building administrator shall prepare and submit a written report to the Section 504 Coordinator within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

District Action - If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure -

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Section 504 building administrator who conducted the initial investigation.

TERRORISTIC THREATS

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.

TOBACCO USE

The Jefferson-Morgan Board of Education recognizes that use of tobacco products during school hours and on school property presents a health and safety hazard which can have serious consequences for both the smoker and non-smoker as well as for the safety and integrity of the district and is, therefore, of concern to the Board. In addition, the negative image of adults working with school children on school property or in school buildings while use of tobacco products is unacceptable to the Board.

Smoking is the use or possession of a lighted cigarette, cigar, electronic cigarette, pipe or other lighted smoking equipment.

Tobacco Use is the use or possession of smokeless tobacco in any form, including, but not limited to, chewing tobacco.

There will be no smoking or use of tobacco products by any student in any school buildings, buses, vans, vehicles and/or grounds owned, leased or controlled by the district. The total ban of tobacco products applies to Jefferson-Morgan Middle School/High School, Jefferson-Morgan Elementary School, Cary Kolat Training Center and Field House and the High School Stadium bleachers at Parker Stadium.

Tobacco possession and use by student is prohibited at district activities conducted away from district property, under property, under any circumstances.

Citations will be filed with local magistrate for violators of this policy.

A student convicted of possession or using tobacco in a school building or on a school bus or school property shall be fined up to \$50.00 plus court costs or admitted to alternative adjudications.

TRANSPORTATION

According to the School Law of Pennsylvania, it is the privilege of every pupil living beyond a distance of two (2) miles from a public school to receive free transportation to school. For many years now, it has been the policy of the Jefferson-Morgan School Board to go beyond meeting

the requirements of the State of Pennsylvania in this respect. It is our desire to continue with our previous practices and provide the very best transportation that we can afford to the boys and girls of our school district.

We recognize the rights of all people to receive the benefits offered by the various levels of government, but we also believe that for every right there is also a responsibility. In keeping with this philosophy, we intend to try to protect the rights of all people by defending them against the irresponsible actions of some of the pupils.

The actions listed below are considered by the Board and other officials of this school district to be detrimental to the health, safety and welfare of other pupils on the same vehicles, as well as other users of the highway. All students shall be required to conduct themselves in a manner that will comply in the proper way with the items listed herein.

1. **CLEANLINESS AND SAFETY:** The following is strictly prohibited: spitting or throwing trash on the floor of a school bus, bringing disagreeable objects or materials on the bus. Food brought onto a school bus as part of the lunch shall not be opened, eaten or left on the school bus. Pupils shall never extend their arms or any part of the body from the windows.
2. **GENERAL CONDUCT:** No one will ever throw or shoot objects of any kind through the air, within the bus or out the windows. Annoying or striking any other student is prohibited. Drivers shall have the authority to assign seats to any or all pupils and that assignment must be obeyed. There should be no pushing or disorderly rushing in getting on or getting off the bus. No one shall illegally use the emergency door. Pupils should never move from seat to seat while the bus is in motion. All pupils shall conduct themselves in the proper manner at a bus stop or on the way to and from there.
3. **LANGUAGE:** Loud or boisterous noises could distract the bus driver; any foul, vulgar or profane language shall not be permitted at any time.
4. **SMOKING:** Smoking on buses shall be strictly prohibited. In case of any accident, this could be one of the most serious offenses.
5. **DESTRUCTION OR MISUSE OF PROPERTY:** Marking or destroying any part of the bus, bus stop or any other person's property shall not only be considered misconduct, but destroyed property shall be paid for.

The school bus driver has the same authority on the bus as the teacher in the classroom, and it shall be the driver's duty to report all misconduct to the principal in charge of the offending pupil.

Student transportation is a service provided by the School Board and the State and this service can be denied any student at any time by the action of the school directors or the chief school administrator. These officials of the school district shall have the authority to deny transportation to any child, regardless of age or sex, who shall refuse to comply with the policies established above.

When a student is denied transportation because of misconduct on a school bus, an official notice will be sent to the parents. Following that notice, it will be the responsibility of the parent to provide transportation to and from school. Lack of transportation shall not be considered a lawful excuse. Any unlawful absences from school will be treated in accordance with the provisions of the school law of Pennsylvania. Section 1222 of the School Code provided for the arrest, fine, and or imprisonment of parents guilty of violating the compulsory attendance requirements

UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an Individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal , written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Coordinator of Curriculum and Instruction as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that she/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, she/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Should you have any questions contact the Compliance Officer,

1351 Jefferson Rd.
PO Box 158
Jefferson, PA 15344
724-883-2310 ext.286

WEAPONS

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students - When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

WELLNESS POLICY

Jefferson-Morgan School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.

4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations

Staff members responsible for programs related to school wellness shall report to the K-12 Assistant Principal regarding the status of such programs.

The K-12 Assistant Principal shall annually report to the Superintendent regarding compliance in the district.

The Wellness Committee Chair shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include

1. Assessment of school environment regarding school wellness issues
2. Suggestions for improvement in specific areas.
3. Recommendations for policy and/or program revisions
4. Listing of activities and programs conducted to promote nutrition physical activity
5. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee Wellness Committee Co-Chair and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.

The district shall annually inform and update the public, including parents/guardians, students and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:

1. The written School Wellness policy
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public.

It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption

The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues.

The Wellness Committee may make policy recommendations to the Superintendent related to other health issues necessary to promote student wellness.

The Wellness Committee may survey parents/guardians and/or students with prior Board approval; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives

Nutrition education lessons and activities shall be age-appropriate.

Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.

Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.

Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Extended periods of student inactivity, two (2) hours or more, shall be discouraged.

Physical activity shall not be used or withheld as a form of punishment.

Before and/or after-school programs shall provide developmentally appropriate physical activity for participating children.

District schools shall partner with parents/guardians and community members and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.

District schools shall promote physical activity through encouragement of walking and biking as a means of transportation to and from school.

Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All

district students must participate in physical education.

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program

Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.

Physical activity shall not be used or withheld solely as a form of punishment.

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day. Secondary students will be permitted access to bottled water in the classroom throughout the school day.

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program.

Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, “grab & go breakfast” and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (15) minutes sit down time for lunch

Students shall have access to hand washing or sanitizing before meals and snacks

Access to the food service operation shall be limited to authorized staff

Nutrition content of school meals shall be available to students and parents/guardians upon request

Students may be involved in menu selections through various means, such as taste testing and surveys

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness

The district shall provide appropriate training to all staff on the components of the School Wellness policy.

Goals of the School Wellness policy shall be considered in planning all school based activities.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

Fundraising projects that include the sale of food or distribution of food or beverage items by staff, students, or others will only take place off-campus or 30 minutes after the school day ends.

Fundraising items intended to be taken home to prepare or consume, such as cookie dough or frozen pizzas, may be distributed towards the end of the school day.

Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods. The district shall maintain a healthy school environment, including but not limited to indoor air quality, in accordance with the district's healthy learning environment program and applicable laws and regulations.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards

The district will encourage the offering or selling foods and beverages at school-sponsored events outside the school day, such as athletic events and dances, include healthy alternatives in addition to more traditional fare.

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch. For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties, events and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives
 - a. The district discourages the use of foods and beverages as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).

2. Classroom Parties and Celebrations:
 - a. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in for scheduled parties when requested by the classroom teacher
 - b. Classroom parties/celebrations with food/beverages shall be limited to no more than two (2) per month in each classroom.
 - c. Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and are encouraged to provide the following:
 - i. Fresh fruits/vegetables; and
 - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk
 - d. Only store-bought, packaged snacks are permitted. Homemade foods or beverages shall not be offered to students during the school day.
 - e. The district encourages any foods/beverages for parties and celebrations be provided by the district food service department to help prevent food safety and allergy concerns.
 - f. The food service department will provide teachers and parents a list of items available for purchase.
 - g. Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.
 - h. The district encourages offering non-food items for birthdays and celebrations
3. Shared Classroom Snacks
 - a. Classroom snacks shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and are encourage to provide the following
 - i. Fresh fruits/vegetables; and
 - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk
 - b. Only store-bought, packaged snacks are permitted. Homemade foods or beverages shall not be offered to students during the school day

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbook, newsletters, posted notices and/or other efficient communication methods.

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including

applicable marketing restrictions.

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.