

JENNINGS COUNTY EDUCATION CENTER

**100 Webster St.
North Vernon, IN 47265**

**Telephone: 812-346-2905
812-346-7830
Fax: 812-346-4193
Website: www.jcsc.org**

**Adult Secondary Credit/HSE
Student Handbook**

JENNINGS COUNTY EDUCATION CENTER

ADMINISTRATION

Director: *Janice Suding*

Coordinator: *Crystal Cross*

TEACHING STAFF

Janice Suding – AE Training Instructor & Adult Secondary Credit

Missy Bertram - Transition Specialist

Bobby Burns – HSE Instructor

Jennifer Herr – HSE Instructor

Stacey King – HSE & Training Instructor

Jeff Downs – Training Instructor

Josh Taylor – Training Instructor

JCEC

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Email: jsuding@jcsc.org

WELCOME TO JCEC

The staff of the Jennings County Education Center would like to take this opportunity to welcome all learners. We believe the JCEC environment will allow your learning experience to be pleasant and meaningful.

ADULT EDUCATION ADMITTANCE POLICY

To be eligible to enroll at the Jennings County Education Center:

A student must be eighteen years of age, or be between sixteen and eighteen years of age with a completed Exit Form signed by their principal. Students under the age of 18 must have the superintendent's signature as approval when taking the Official HSE Tests. Additionally, the individual must need either skill development or remediation or both in one or more of the following areas: English, mathematics or reading as determined by the Pre-TABE scores.

Any student expelled from his/her school may not enroll in the adult education program until the expulsion has been served, or adult education has been designated part of a due-process procedure and/or court ordered.

ATTENDANCE POLICY

Regular attendance is extremely important to maintain consistency in a student's instructional program and to qualify to earn credit. Students are expected to be in class on the assigned days, sign-in/out, and be punctual.

Students in the Adult Secondary Credit program must attend a minimum of 15 hours of class time every week and finish one credit every four weeks or they can be removed from the program. Students in the HSE program who have poor attendance- may be dropped for the session. During the COVID-19 Pandemic we will follow the "Rule of Five." HSE students who miss five days will lose their seat and be placed on the wait list.

Any student dropped from a session can be placed out of the program for 90 days. Any dropped student who is receiving Social Security benefits will be reported to Social Security for failure to attend school. Any dropped student who is currently on probation will be reported to his/her probation officer.

SAFETY DURING COVID-19 – Masks and social distancing are mandatory. Anyone who cannot follow these safety precautions, will need to wait to enroll until the pandemic is over.

TELEPHONE

All cell phones must be turned to vibrate while attending class at JCEC.

EMERGENCY SCHOOL CLOSING

Any emergency school closing affecting JCEC will be announced on local radio and television listings. When Jennings County Schools are closed due to inclement weather, JCEC will also be closed. If day classes are cancelled due to emergency closings, no evening classes will be held. If there is a **two-hour delay**, JCEC will delay the start of classes to 10:00 a.m.

GRADUATION

The Jennings County Education Center, Adult Division of Jennings County School Corporation, holds a graduation ceremony each spring for any student completing requirements. ASC graduates will be issued an official diploma from the JCEC. Only students who have met all requirements for adult secondary credit graduation or who have passed the HSE Test may participate in the ceremony.

Our ceremony is held in the Jennings County High School Auditorium. Caps & gowns are worn. These may be purchased or borrowed.

TOBACCO

All Jennings County Schools are to be smoke-free 24 hours a day. Therefore, all smoking and other uses of tobacco products or tobacco product substitutes in a school building, on school property, in any school related area, or at any school related activity is prohibited for all students, parents, and employees.

NEIGHBORING DAYCARE

No student shall be on the daycare property; nor shall any student communicate with the children in any way. Please be respectful of the daycare's policies.

TRANSPORTATION/PARKING

Students may drive their own cars to JCEC. All student drivers are expected to drive in a courteous and safe manner. Students who do not respect this request or violate the accepted standards for driving and parking on school property will have their driving privileges suspended.

RESTROOMS

Restrooms for student use are available in the JCEC hallway. Responsible, adult behavior is expected at all times.

STUDENTS' AND PARENTS' RIGHTS

Since the Adult Secondary Credit Program and HSE classes are designed to be an adult program, the philosophy of the Adult Education Department is that students should take responsibility for their own actions. Parents/guardians of students who are 16 to 20 years of age have all rights provided by the Family Educational and Privacy Rights Act unless the student provides proof of emancipation.

Parents of students who are 21 years of age or older will not have the same rights unless the parent can establish that the child is not emancipated.

STUDENT CODE OF CONDUCT

DRESS

JCEC students are expected to be appropriately dressed for each school day in a manner which does not cause an interference with schoolwork, or which creates a classroom or school disruption. Jennings County Education Center students are expected to exercise good judgment and good taste in their choice of clothing. Therefore, students are expected to dress within the bounds of decency, cleanliness, and safety.

If in the judgment of any staff member, reasonable discretion has not been exercised to avoid undue distraction to provide for proper cleanliness and appropriateness in dress, or to maintain proper levels of common decency, the school will intervene. The student will be sent home.

- **Students are not to wear any article of clothing displaying drug, alcohol, tobacco or gang-related symbols or language. No apparel is to be worn that displays vulgar or obscene language or sexual content.**
- **Students are not to wear any object that could be construed as a weapon (ex. large chains).**

MISCONDUCT

Misconduct is anything that disrupts the normal operation of a teacher's class:

1. Mischief or causing a disruption anywhere on school property.
2. Being rude or discourteous including conversational cursing/obscene language
3. Annoying other classmates.
4. Reporting to class unprepared to do school work.
5. Sleeping/laying head down during class.
6. Public displays of affection anywhere on school property.
7. Throwing objects on school property.
8. Defacing school property.
9. Violation of any classroom rules established by a teacher.

The following consequences may occur:

- a. Staff member or Director may ask the student to sign out for the day.
- b. Disciplinary conference--the student, teacher and director will have a conference, and an incident report will be placed on file. Further action may be taken at this time.

SEVERE MISCONDUCT

Adult behavior is expected from students attending the Jennings County Education Center. Students should take responsibility for their own actions. The following are considered serious offenses of the JCEC Code of Conduct:

1. Fighting (verbal or physical), intimidation, violence, or any conduct, which would disrupt the school.
2. Being verbally abusive to, using obscene language or gestures to, any student, teacher, or other school employee.
3. Insubordination-refusal to follow a directive or reasonable request by any staff member.
4. Behavior, which may be, considered as racial, sexual, or religious harassment.
5. Behaving in any manner, which may suggest or demonstrate any association with gangs, gang recruiting, or gang activity.
6. Causing or attempting to cause damage to school or private property.
7. Stealing, attempting to steal or possession of stolen goods including school or private property.
8. Use, possession, or being under the influence of drugs or alcohol, or mood altering chemical substances.
9. Possession, using, transmitting of any object, which may be, considered a weapon.
10. Smoking and other uses of tobacco products on school property.

If a student chooses to engage in one or more of the above offenses, one or more of the following consequences will occur:

1. An incident report will be placed on file.
2. Suspension from attending class at JCEC.
3. Expulsion for the remainder of a semester
4. Exclusion from the program may occur.

ZERO TOLERANCE POLICY

The Jennings County Education Center is committed to zero tolerance toward harassment, intimidation, slurs, violence, hate crimes and discrimination on the basis of race, religion, disability, creed, gender or national origin, including limited English Language and other differences. All students and employees in Jennings County Schools have the right to personal safety, a productive and dignified learning environment and freedom from harassment, intimidation slurs, violence, hate crimes and discrimination.

JCEC school personnel will exercise their right to question a student on suspicion of possession, distribution or consumption of drugs or alcohol on school property or prior to coming to school exist local police authorities will be notified

If individual reasonable suspicion of possession of drugs or alcohol exists, I understand that I may be subject to a search by authorized school personnel and/or school security. All searches are conducted in accordance with the provisions outlined in the Jennings County School Board Policy Manual.

The following are considered serious offenses and will result in dismissal for the remainder of the semester:

1. Damage, or attempted damage, to school or private property.
2. Possession of any object that may be considered a weapon.
3. Use, possession or being under the influence of drugs or alcohol, or mood altering chemical substances.
4. Possession of drug paraphernalia (items intended for ingesting, testing, or enhancing the effect of a controlled substance.)
5. Fighting, if the student instigates the fight or fights back. Students who refrain from active participation in a fight will not be dismissed.
6. Intimidation, violence, being verbally abusive or any conduct, which would disrupt the school.
7. Harassment, slurs, hate crimes or discrimination, especially on the basis of race, national origin or sex.
8. Theft and/or possession of stolen goods.
9. Insubordination-refusal to follow a directive or reasonable request by an administrator, teacher or other staff member.

DRUG INTERVENTION

To ensure JCEC is free of drugs and violence, unannounced visits of drug dogs may occur throughout the semester. Dogs are used to sniff possessions and motor vehicles. If anything is found that is illegal, the student, parent/guardian, and law enforcement officials will be notified immediately.

Re-admission after expulsion for any form of drug abuse, other than distribution or sale, may be considered at the discretion of the adult education director and the administrative team, if a student can verify that he/she is actively participating in a recognized program of rehabilitation.

LICENSE REVOCATION

As requested by the Jennings County School Corporation, JCEC students under the age of 18 who withdraw or are excluded from adult ed. will be subject to the State of Indiana License Revocation Regulations, Public Law 51-1990.

- 1. An operator's license or a learner's permit may not be issued or may be revoked if:**
 - A. An expulsion from school occurs under 20-8.1-5-4; or**
 - B. An exclusion from school due to misconduct under IC 20-8.1-5-5 (1).**
 - C. In an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the school corporation in which the student is enrolled, withdraws from school before graduating or is determined to be a habitual truant under IC 20-8.1-3-17.2.**

MISCELLANEOUS

1. PARENTS' RIGHT-TO-KNOW In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT-TO-KNOW, this is a notification from Jennings County Schools to every parent of a student in a Title I school has a right to request and receive information in a timely manner, regarding the professional qualifications of his/her student's classroom teacher which shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject area taught;
- If the Teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline, and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time a Title I student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, the parent is to be notified by the school of this information.

If you have questions or concerns, please feel free to contact Teresa Helton, Title I Director, at 346-4483.

HARRASSMENT AND BULLYING POLICY

It is the policy of Jennings County School Corporation to maintain a learning and working environment that is free from harassment and bullying. It shall be a violation of this policy for any employee or student of Jennings County School Corporation to harass and/or bully another employee or student through unwelcome conduct or communications relative to race, color, national origin, religion, sex, age, handicapping condition, marital status, or sexual preference. Bullying is defined as "overt behaviors committed by a student, group of students against another student or group of students,

employee or group of employees against other employees or group of employees with the intent to harass, ridicule, humiliate, or harm the other student.” This policy also applies to non-employee volunteers who work subject to the control of school authorities. This rule applies when a student is on school grounds immediately before, during, or after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; or using property or equipment provided by the school.

Bullying will not be tolerated. Bully is defined as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” This rule applies when a student is on school grounds immediately before, during or after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school for a school activity, function, or event; or using property or equipment provided by the school (example: use of school owned computer to bully/harass someone via e-mail or the internet). Bullying is considered to be severe misconduct and will be dealt with accordingly. Principals will take appropriate disciplinary actions for bullying up to expulsion from school.

SEX DISCRIMINATION POLICY

Jennings County School Corporation does not discriminate, and is required by Title IX, 1972 Education Amendments, not to discriminate, on the basis of sex in the operation of its educational programs or activities. Such educational programs or activities include employment and admission to employment within Jennings County School Corporation.

The central office shall be responsible for the implementation of this policy including the establishment of an appropriate grievance procedure. Any student or employee of Jennings County School Corporation who believes he or she has been discriminated against, denied a benefit or excluded from participation, in any district education program or activity, on the basis of sex, may file a written complaint with the Title IX Compliance Administrator, 34 Main Street, North Vernon, IN 47265.

