

# JENNINGS COUNTY HIGH SCHOOL

800 WEST WALNUT ST  
NORTH VERNON, INDIANA 47265  
812-346-5588 Fax 812-346-4232  
ATHLETIC OFFICE 346-8068  
ATTENDANCE OFFICE 346-4081  
GUIDANCE OFFICE 346-5625 Fax 812-346-3712

**AdvancEd Accreditation**  
**First Class State Commission**

## SCHOOL SONG

(To the Tune of "On Wisconsin")  
Onward Panthers! Onward Panthers!  
On to victory!  
Pass the ball right down the floor,  
And then we'll change the score!  
Rah! Rah! Rah!  
Onward Panthers! Onward Panthers!  
On to victory!  
Fight for the blue and white, team,  
Fight! Fight! Fight!  
P-A-N-T-H-E-R-S  
Panthers! Panthers! Yea, Rah, Panthers!  
(Go back to beginning and sing up to and including the last "Fight!".)  
School Colors - Red, White & Blue  
Nickname - "Panthers"  
Member of the Hoosier Hills Conference

### Administration:

Principal: Dustin Roller  
Assistant Principal: Johnny Bright  
Assistant Principal: Taryn Kent  
Assistant Principal: Stephanie Ebbing  
Student Support Services:  
Guidance Office: Mary Lynn Whitcomb  
Athletic Director: To be determined

~~Attendance Officer:~~  
School Nurse: Janet Myers

## MISSION

Each day, each student will be provided with engaging schoolwork that brings him/her into significant contact with rich and important content and intellectual processes.

## VISION

The vision of Jennings County High School is to achieve academic and personal excellence achieved by a collaborative effort of the staff, students and community.

## Strategic plan

All large, well-run and efficient organizations have a long-range strategic plan in place. The best plans are under continuous review and evaluation as the needs and circumstances of the organization change. Strategic planning serves a variety of important purposes in any organization, including to: 1.) clearly define the purpose of the organization and to establish realistic goals and objectives consistent with their mission in a defined time frame within the organization's capacity for implementation, 2.) communicate those goals and objectives to the organization's constituents, 3.) develop a sense of ownership of the plan, 4.) ensure the most effective use is made of the organization's resources by focusing the resources on the key priorities, 5.) provide a base from which progress can be measured and establish a mechanism for informed change when needed, and 6.) bring together everyone's best and most reasoned efforts, which will have important value in building a consensus about where an organization is going.

\* For useful tips to help your child be successful in school, visit [www.ED.gov](http://www.ED.gov)

# JENNINGS COUNTY HIGH SCHOOL

## LEARNING "GUARANTEE"

### THE SCHOOL AGREES TO PROVIDE:

- QUALIFIED AND LICENSED PERSONNEL
- AN ARTICULATED CURRICULUM
- ASSIGNMENTS FOR DEVELOPING POSITIVE CONTINUOUS ACADEMIC GROWTH
- TEXT AND LEARNING MATERIALS, INDIVIDUAL ASSISTANCE AND EXTRA HELP WHEN NEEDED

- REGULAR, SYSTEMATIC AND VALID ASSIGNMENTS
- REGULAR COMMUNICATION OF PROGRESS TO STUDENTS AND PARENTS
- A SAFE LEARNING ENVIRONMENT
- A SYLLABUS FOR EACH CLASS

THE STUDENT AGREES TO:

- REGULAR ATTENDANCE EXCEPT FOR ILLNESS OR FAMILY EMERGENCY
- COMMENDABLE EFFORTS IN ALL COURSE WORK
- COMPLETION OF ALL ASSIGNMENTS ON TIME
- MAINTAIN A POSITIVE ATTITUDE TOWARD OTHER STUDENTS AND STAFF
- MAKE A GOOD FAITH EFFORT ON STANDARDIZED TESTS

## JENNINGS COUNTY HIGH SCHOOL

### BLOCK 8 TIME SCHEDULE

#### BLUE/WHITE

Period 1/5	8:25	-	9:43
Passing	9:43	-	9:50
Period 2/6	9:50	-	11:08
Passing	11:08	-	11:15
Homeroom	11:15	-	11:40
Period 3/7	11:40	-	1:40
Passing	1:40	-	1:47
Period 4/8	1:47	-	3:05

#### LUNCH

"A"	11:45	-	12:15
"B"	12:20	-	12:55
"C"	1:05	-	1:40

#### CLASS

12:20	-	1:40				
11:45	-	12:20	&	1:00	-	1:40
11:45	-	1:05				

The building is to be cleared by 3:15 PM of all students unless under the supervision of a teacher, coach, or ECA sponsor. Students are expected to go directly from one class to another without loitering in the halls.

### FULL DAY SCHEDULE

#### Red Day

Period 1	8:25 – 9:06
Passing	9:06 – 9:11
Period 2	9:11 – 9:52
Passing	9:52 – 9:57
Period 5	9:57 – 10:38
Passing	10:38 – 10:43
Period 6	10:43 – 11:23
Passing	11:23 – 11:28
Period 3	11:28 – 12:48
Passing	12:48 – 12:53
Period 4	12:53 – 1:33
Passing	1:33 – 1:38
Period 7	1:38 – 2:19
Passing	2:19 – 2:24
Period 8	2:24 – 3:05

#### LUNCH

"A"	11:23 – 11:48
"B"	11:53 – 12:18
"C"	12:23 – 12:48

#### CLASS

11:53 – 12:48
11:28 – 11:53 & 12:23 – 12:48
11:28 – 12:23

The building is to be cleared by 3:15 PM of all students unless under the supervision of a teacher, coach, or ECA sponsor. Students are expected to go directly from one class to another without loitering in the halls.

### BLOCK 8 TWO-HOUR DELAY SCHEDULE

## BLUE/WHITE

Period 1/5	10:25 – 11:20
Passing	11:20 – 11:25
Period 2/6	11:25 – 1:05
Passing	1:05 – 1:10
Period 3/7	1:10 – 2:05
Passing	2:05 – 2:10
Period 4/8	2:10 – 3:05

## LUNCH

## CLASS

"A"	11:25 – 11:55	11:55 – 1:05
"B"	12:00 – 12:30	11:25 – 12:00 & 12:30 – 1:05
"C"	12:35 – 1:05	11:25 – 12:35

\*On this schedule, students will follow a different lunch schedule and eat lunch Based on their 2/6 period teacher and not the typical 3/7.

# I. STUDENT INFORMATION

## SCHOOL CANCELLATION

In the event of hazardous driving conditions, school may be canceled for all or part of a day, or an E-Learning day may be assigned. An announcement to that effect will be given on television Comcast Channel 96, Cinergy Metronet Channel 2, WJCP (1460 AM), WKKG (101.5 FM) radio stations and [jchs.jcsc.org](http://jchs.jcsc.org). Starting at 6:00 A.M., student homes will receive a call through the Skylert System. Early dismissals or emergency closings will be announced as soon as possible. DO NOT call the school in the event of a possible school closing.

## STUDENT SOFTWARE

Jennings County School Corporation student software management is Skyward.

## ASSIGNMENTS FOR ABSENTEES

When a student has been absent for two or more days, he or she may obtain assignments for make-up work by phoning the Guidance Office at 346-5625 before 10:00 A.M., and making arrangements to have books and assignments picked up.

When a student returns to school following an excused absence, the student is responsible for asking the teacher for make-up work in each class. Failure to ask for make-up work or failure to satisfactorily complete and turn in make-up work within the time allotted will result in a loss of credit for missed work.

Following an absence, it is the student's responsibility to obtain assignments from ALL teachers from classes missed due to their absence.

## ATHLETIC PROGRAMS

Participation on varsity teams is open to boys in any of ten sports and to girls in nine sports. JCHS is a member of the Hoosier Hills Conference and enters teams in conference, non-conference and state tournaments in the following sports: Boys - baseball, basketball, cross country, football, golf, soccer, swimming, tennis, track, and wrestling. Girls - basketball, cross country, golf, soccer, softball, swimming, tennis, track, and volleyball. Information as to professionalism, amateurism, awards or participation in sports other than those under the direct supervision of the high school program, and residence requirements should be obtained from any coach or the athletic director.

## ATHLETIC ELIGIBILITY REQUIREMENTS

The Interscholastic Program at Jennings County High School is governed by the rules of the Indiana High School Athletic Association and the JCHS Athletic Code. In order to be eligible to participate in athletics, a student must:

1. Must meet all IHSA requirements.
- 2.
3. Be in good standing.
4. Not have reached the age of 20 prior to or on the scheduled date of the state tournament final in that sport.
5. Have a physician's physical examination form, proof of insurance, signed athletic code and parental permission form on file.

## ATHLETIC Spectator Expections

All spectators at sporting events conduct themselves in an appropriate manner, setting an example for our athletes. **In the case that a parent or any other spectator is not conducting themselves in an appropriate manner, the school principal or his or her designee has the right and authority to remove the parent or spectator from the school premises and ban them from that particular athletic event.** Based on the parent or spectator's misconduct, the school principal or his or her designee has the right and authority to ban the parent or spectator from future athletic events (both home and away events), until expressly permitted to return by the school principal or his or her designee. Any banned parent or spectator may request a review of the ban by the superintendent by submitting a written request for review no later than five (5) calendar days after the ban by the school principal or his or her designee.

## BOOKSTORE

The bookstore will stock all necessary school supplies, workbooks, and physical education uniforms needed by students. In addition, it will serve as the lost and found department. The bookstore hours of operation will be 8:00 A.M. to 11:00 A.M. and 11:30 A.M. to 3:00 P.M. **Bookstore contact Kelly Ernestes 812-346-5588 ext. 3195**

## FIELD TRIPS

Students must have parental permission on file in order to participate in a field trip. Any student who accumulates ten days of absences will be prohibited from attending field trips. **Students may be prohibited from attending field trips due to disciplinary concerns or inadequate academic performance.** It is the parent's responsibility to provide required medication or supplies needed to treat medical conditions. If this is not provided, students will not be able to participate in school-sponsored events away from school.

## FINAL EXAMS

All students must take a final exam in each class in which they are enrolled. Final exams will count for one-fifth (20%) of the semester grade. Only those students with excused absences will be allowed to make up a final exam. Missed exams must be made up within a reasonable amount of time that is determined by the instructor. Students are expected to be in attendance for the full day when final exams are being given. **Final exams may not be taken early. In the event of a school closing during final exams, all exams will be taken and figured into semester grades.**

## FIRE, DISASTER, AND LOCKDOWN DRILLS

Drills are held on a regular basis. Each teacher will inform the students in his or her classes as to the proper procedure in the event of a drill. For a fire drill, students must leave the building in a quiet, orderly manner, and return when the all-clear signal is given. For a lockdown drill, students are to go to designated areas and follow teacher instructions until an all clear is given. For a disaster drill, students must go to the designated area and remain until the all clear signal is given. Any student found guilty of destroying, damaging, removing, or in any way tampering with any device or equipment that is installed to assure safety, will be, at the time of apprehension, suspended from school and recommended for expulsion. This rule will apply to such items as fire alarms, fire extinguishers, fire hoses, and other firefighting equipment, all communications equipment, and first-aid materials.

## FOOD AND DRINKS

Food is to be eaten in the cafeteria or commons. Food or drinks are allowed in the hallways and classrooms at staff discretion. Return all dishes, cartons, and waste paper to the clean-up and disposal area. During lunch, students are to remain in the cafeteria, and the commons. Students will not be allowed to eat on the patio due to safety concerns.

## FOOD SERVICE DEPARTMENT INFORMATION Jennings County Schools Procedure for Student Lunch/Meal Accounts

The USDA National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Jennings County School Corporation will adhere to the following meal charge procedure.

**All cafeteria purchases are to be prepaid before meal service begins. Cash and checks made out to your school are accepted for deposit.** Households with more than one child at the school may pay with one check, but must designate how much money is to go into each child's account. Different children in the same family may not share a meal account. To deposit money into their account at their school, the student will complete a meal account deposit slip. Your student will be provided with a copy of the deposit slip upon turning in the payment and deposit slip at their school. This is your proof of deposit.

Parents may also pay online using a debit or credit card by logging on to their Skyward account. Online payments will be available for your student's the same day the online deposit is made.

**Middle School and High School students may pay cash each day at the cash register, however, prepayments are highly encouraged at these schools.** If there is money left in your student's meal account at the end of the school year, it will be available to for your student to use during the next school year.

- Schools at all levels will provide one reimbursable breakfast per day to students that are approved for Free Meals at no charge.
- Students that are approved for Reduced Priced Meals may purchase one reimbursable breakfast per day for \$.30.
- Students approved for Free or Reduced Priced Meals may purchase an additional breakfast each day for \$1.50.
- Students that are not approved for Free or Reduced Priced Meals will pay \$1.50 for each breakfast purchased.
- Schools at all levels will provide a reimbursable lunch to a student who does not provide the required payment for that lunch. Parents will be responsible for payment of all lunches provided.
- A student who has a negative meal account balance may not charge breakfast or "a la carte" item(s), including extra main entrees or extra milk. Your child may bring lunch from home and purchase milk, although there must be money in their meal account to pay for it.
- The automated email system will notify parents every day of any outstanding negative balance in the student's lunch/meal account. The school office will send home letters to parents of students who carry negative balances of \$10.00 and above. At the elementary school level, the student's meal account balance will be sent home on the weekly newsletter.
- A staff member or adult community resident shall not be permitted to charge meals.
- The food service director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- Parents may log in to Skyward at any time to see their student's meal account balances and purchases. A report of your child's deposits and purchases is also available upon request from your school's office.
- All accounts must be settled at the end of the school year. Letters will be sent home approximately 15 days before the end of the school

year to students who have any negative balances. Negative balances of more than \$25.00 not paid in full at the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

• Students who graduate or withdraw from the corporation and have \$10.00 or more left in their lunch/meal food service account will be notified by mail by the school's office at the end of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within 30 days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the school food service fund.

Students approved for free meals will be served a complete meal at no charge. Students approved for reduced price meals will be provided breakfast for \$.30 and lunch for \$.40. Applications for free and reduced priced meals are available in your school's office, on the school corporation's website at [www.jcsc.org](http://www.jcsc.org), or at the Superintendent's office. You may also complete and submit the application online on your student's Skyward account. **An application must be completed each school year. All students in your household must be listed on the same application, therefore please fill out only one application per family. Parents/Guardians are responsible for the full payment of meals until your application for free or reduced priced meals has been processed and you receive a determination letter from the Food Service Department office indicating that your child has been approved for free or reduced price meals.**

The Jennings County Schools Food Service Department may be reached at 812-346-4483.

*This Institution is an Equal Opportunity Provider.*

## FUNDRAISERS

The school corporation will designate approved fund raisers each year. Approval of such fundraiser needs approval by a JCHS Assistant Principal.

## HALL PASSES

Students must have a signed pass to be in the halls during class time. Passes will be given at the discretion of the JCHS staff.

## I.D. CARDS

Each JCHS student is issued a photo identification card that is valid for his/her high school career. This card serves as a student's library card and also as identification for admission to various school events. Student I.D. cards are required for admittance to all JCHS dances, prom, and after prom.

## INSURANCE

A student insurance policy is made available to all who wish to take advantage of it. The cost is nominal for all students in grades 9-12. Accident insurance claim forms may be obtained from the main office.

## LOCKERS

Locker combinations will be distributed on registration day. In the interest of safety for your personal possessions, DO NOT reveal the combination of your lock to other students. Students should use only their own locker. It is the student's responsibility to see that their his/her locker is kept in a clean and orderly fashion and locked when unattended. Locker problems should be reported to the guidance office. Students will be responsible for replacement or repair if lockers are altered or damaged. **Lockers are school property and will be searched along with their contents when there is reasonable suspicion or probable cause.** Students are responsible for all items brought to school. In order to insure security, expensive items or money should never be left in lockers. **The school assumes no liability for loss of stolen items.** Theft or damage to any student's personal property should be reported to an assistant principal's office.

## MEDIA CENTER

The media center is open to students from 7:00 A.M. to 3:30 P.M. A pass is required when using the center during class periods. A pass must be obtained from the teacher giving an assignment that requires the use of materials which are housed in the center. Students may use the center before school and during their lunch hour without a pass **at the discretion of Library staff.**

Books and back issues of periodicals are checked out to students for a two week period. Most materials may be renewed once by bringing them to the media center. The center's collection of non-print materials is available for in-the-center use by students needing them for research. A special collection of reference materials is available for overnight check out. Students are responsible for paying for lost or damaged material.

## SCHOOL DANCES

1. Current JCHS student I.D. cards are required for admittance to all dances.
2. All high school dances are closed dances. They are not open to the public. One member of each couple must be a member of our school.
3. Tickets will be sold at the door on the night of the dance. If a student wishes to bring a guest, he/she must sign the guest up in the main office prior to the dance. Students may bring only one guest. The guest list is subject to the approval of the school administration. Anyone bringing a guest to a JCHS dance is responsible for his/her behavior. Any outsider not signed up by a student will not be allowed to attend the dance.
4. All student conduct regulations are in effect at school sponsored dances, including the student dress code policy.
5. No person shall re-enter after once leaving a school-sponsored dance.
6. Guests must be a high school student.
7. All dances that occur after sporting events shall conclude at 11:00 PM. Students not picked up by 11:30 P.M. may not be allowed to attend future dances.
8. Inappropriate dancing known as "grinding" will not be permitted.

## Freshman Induction night

JCHS will host a night during which time parents are encouraged to visit the school and meet with the teachers. The evening will begin promptly at 6:00PM and will take students and their parents through an abbreviated schedule allowing them to become acquainted with the teaching staff.

## POSTERS

Posters must be approved by an administrator prior to being displayed. Specific bulletin boards have been designated as display areas for the high school. Windows are not to be used to display posters. Posters or displays are to be removed on the day following the advertised event or activity by the sponsoring group or person(s).

## BED BUGS

The Jennings County School Corporation has a duty and obligation to make certain that each student has a safe experience while in our care. In order to exercise that

care, students that come to school must be free from parasites while attending school. In the event it is determined that a student is infested with parasites, the student will be checked by qualified personnel for a period of ten days. Parents must transport the child to school to avoid casual contact with other students on the bus during this time frame.

### **SCHOOL NURSE AND HEALTH SERVICES**

If a student becomes ill at school, has an accident, or other emergency, he/she should report to the nurse's office. The student may rest there, or if he/she is ill enough to leave the school, the nurse will contact the parents and make arrangements for the student to go home. Under no circumstances is a student to use a cell phone, or other means to make these arrangements or to leave school without the proper permission from the nurse or administration. If a student chooses to make such arrangements on their own the absence will be unexcused and the student may face disciplinary action.

**Students who must take prescription drugs or medication must submit these to the nurse's office upon arrival to school.** Students are not to take medication until they submit a note from their parents stating the reason for the medication. This policy also includes over-the-counter medication or medicines.

### **MEDICATION**

It is school board policy that neither prescription medications nor over-the-counter medications, such as aspirin and cough syrup, may be dispensed by school personnel. Under special circumstances, school personnel may administer medication if the following guidelines are met. We will not administer any medication to a student that is not prescribed by a doctor and/or (in the case of over-the-counter medication) approved by the Food & Drug Administration.

1. Written permission of parents or guardian is given.
2. All medication is kept in the school office or in the office of the nurse.
3. Medication is in original container and labeled with: a) student's name, b) name of medicine, c) dosage, and d) doctor's name. Forms for giving medicine at school may be obtained from the school office. Telephone calls to parents confirming statements will be made when necessary.
4. A student with an acute or chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event if the student's parent files an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication.
5. Medication that is possessed by a school for administration during school hours or at school functions for student in grades Pre K-12 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication, unless a doctor's note or Form 5330 F2 is completed granting permission to transport medicine to and from school.

### **USE OF SUNSCREEN**

The Indiana General Assembly recently passed legislation requiring all public and charter schools to allow a student to possess and use a topical, non-aerosol sunscreen product by July 1, 2018. The law allows students to possess and use the sunscreen product while on school property, or at a school sponsored event or activity, without being required to have a physicians' prescription or note or store the sunscreen in a specific location.

### **JUNIOR/SENIOR PROM**

1. All juniors and seniors in good standing and their guests are eligible to attend. Guests must be at least a sophomore in high school and under the age of 21 in order to attend.
2. All school conduct rules are in effect. JCHS students are responsible for the conduct of their guests.
3. Any guest who is not currently enrolled as a JCHS student must have administration approval to attend.

### **TELEPHONES**

Office telephones are not to be used for personal calls. Students will not be called from class to answer a telephone call unless an emergency exists. Messages will be delivered to students before the end of the day. Cell phones may be used during passing periods and at lunch for texting and internet use only (NO PHONE CALLS). Unauthorized use of a cell phone will result in the phone being confiscated and disciplinary action being taken. ~~Parents will be required to pick phones up in the Main Office.~~

### **TEXTBOOK RENTALS**

Rental fees are to be paid at the school bookstore. At the close of each semester, all books are to be returned and fines paid on any books that have been damaged or lost. Any student who has a problem with payment of rental fees or supplies should contact the bookstore manager. Free and reduced textbook applications are available in the bookstore.

### **VISITORS**

All visitors to JCHS must report directly to the main office and sign in upon their arrival, **and present their state issued photo ID.** The office will issue a badge to approved visitors to be worn during the visit. Due to school safety procedures, guests are strongly discouraged. Jennings County School reserves the right to deny access to a school to any visitor.

### **UNMANNED AIRCRAFT SYSTEMS (i.e. drones)**

Students are prohibited from possessing, operating, or using unmanned aerial devices (i.e. drones) on or over campus or at school sponsored events.

### **WHERE TO FIND IT**

Guidance\_Office

Address Changes

Good Student Insurance Forms

Homework Assignments during Illness

Class Rank & Grade Point Average

Graduation Requirements

Lockers

Report Cards  
Scholarships  
Withdrawals  
Main,Office  
Administration  
Student Announcements  
Student Insurance  
Club Information  
Student Government  
Work Permits  
East\_Wing,Office  
Parking Permits  
Student Announcements

Scheduling Problems  
Transcripts  
Bookstore  
Book Rental & Refunds  
Lost and Found  
Class Rings  
Free or Reduced lunch & Textbook Assistance  
Attendance\_Office  
Attendance Problems  
Athletic\_Office  
Athletic Information

### **WORK PERMITS (POLICY STATEMENT 5895)**

The State Industrial Law requires students between the ages of 14 and 18 years, who work for pay, to have a work certificate, except for some occupations such as farming and domestic work. Work permits are issued in the main office. An Intention to employ card, which may be secured from the office, must be completed by the prospective employer and along with the student's birth certificate submitted to the office in order for the work permit to be issued. **Work permits may be revoked due to poor attendance, grades, or discipline.**

### **SEX DISCRIMINATION (Policy Statement 2260)**

Jennings County Schools 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 Schools.

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 Schools 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. (cf. GBA)

### **HARASSMENT POLICY and bullying policy (policy statement 5517 & 5517.01)**

It is the policy of Jennings County Schools 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 Schools 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 LAW (INDIANA CODE 20-33-8-0.2)**

Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Place the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance;
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Any confirmed cases of bullying will be reported to our Corporation Bullying Administrators at Central Office.

### **CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY**

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal organizations and criminal organization activity on its students, demonstrate its commitment to preventing and reducing criminal organization membership and eliminating criminal organization activity, educate Corporation students, employees, and parents about criminal organizations and criminal organization activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

#### **Definitions**

A. "Criminal organization," as used in this policy, means a formal or informal group with at least three (3) members that specifically:

1. Either: promotes, sponsors, or assist in

Participates in, or

Has as one (1) of its goals; or

2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

B. "Criminal organization activity," as used in this policy, means to:

1	actively participate in a criminal organization;
2.	knowingly or intentionally commit an act: A: with the intent to benefit, promote, or further the interests of a criminal organization; or B: for the purpose of increasing the person's own standing or position within a criminal organization;

3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;

4. knowingly or intentionally threaten another person because the other person:

A: refuses to join a criminal organization;

B: has withdrawn from a criminal organization; or

C: wishes to withdraw from a criminal organization; when engaged in by a student who attends a Corporation school.

### **STUDENT GANG ACTIVITY (Policy 5841)**

I. It is the policy of the Jennings County School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school sponsored functions.

II. It is the policy of the Jennings County School Corporation to prohibit reprisal or retaliation against individuals that report gang activity and similar destructive or illegal group behaviors or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar group destructive behavior on school property.

III. Definition of "criminal gang" and "criminal gang activity" "Criminal gang" defined (per IC 35-45-9-1) - "criminal gang" means a group with at least three (3) members that specifically:

A. either:

1. promotes, sponsors, or assists in; or

2. participates in; or

3. requires as a condition of membership or continued membership;

the commission of a felony, or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

B. "Gang Activity" - a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

IV. The Jennings County School Corporation will report all known gang activity Per IC 20-33-9-10.5. A school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal, the dean of students and/or the school safety specialist. The principal may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

A. The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

B. The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

C. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

D. The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

E. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

F. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action).

G. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

H. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

V. The Jennings County School Corporation shall provide information about the services available for students who are 'at risk' for and/or suspected of participating in gang activity and their families. Information about other available supports and services, should be consistent with the policies and procedures of the local board of education.



## CYBERBULLYING AND/OR ONLINE BULLYING

Cyber bullying or online bullying is a term used to refer to bullying over electronic media, usually through instant messaging and e-mail. Other terms for cyber bullying are electronic bullying, electronic harassment, e-bullying, mobile bullying, online bullying, digital bullying, or internet bullying.

JCSC considers cyber bullying to be the use of any electronic communications device to convey a message in any form (text, image, audio or video) that **is lewd, vulgar, defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated, hostile or unwanted manner under a person's false or true identity.** In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.

## ANTI-HARASSMENT COMPLIANCE OFFICERS

The following individuals serve as "Anti-Harassment Compliance Officers" for the Corporation. They are hereinafter referred to as the "Compliance Officers": Administrative Assistant for Curriculum and Instruction and Administrative Assistant for Special Programs. They may be contacted at:

812-346-4483

34 W. Main Street

North Vernon, IN 47265

## INTERNET USER AGREEMENT

Students must have the user agreement and parent permission form on file to use the internet. Any student using the internet in an inappropriate manner may have their usage revoked, suffer disciplinary action, and/or legal action if appropriate.

## TECHNOLOGY AT JCSC - ELECTRONIC DEVICE/ USE AGREEMENT

### Appropriate Use of Technology

*The purpose of this document is to inform parents, guardians and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access. Please read the following carefully before signing the JCSC Appropriate Use Form. JCSC reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available from the JCSC web site at [www.jcsc.org](http://www.jcsc.org) (located with registration forms).*

### Introduction:

Jennings County School Corporation (JCSC) is pleased to offer students access to district computers, communications systems (**which can include: e-mail, websites, blogging, wikis, podcasting, social networks, list-serves, and/or other emerging technologies**), the Internet and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

### Using the Internet and Communications Systems:

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted to use technology.

All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private.

The educational value of technology integration in curriculum is substantial.

Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. JCSC does not condone or permit the use of this material and uses content filtering software (Smoothwall) to protect students to the fullest extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. JCSC believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally access inappropriate material, they should back out of the information at once and notify the supervising adult.

### Proper and Acceptable Use of All Technology Resources:

All district technology resources, including but not limited to district computers, communications systems, and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of JCSC.

### Activities that are permitted and encouraged include:

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, employment, or further education

### Activities that are NOT permitted include:

- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- representing Copyright, Registered, and or Trademark materials as one's own work
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying computers or networks; intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters; connecting devices to school network to sniff out ip addresses and other

network information.

- use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- subscription to any online services or ordering of any goods or services;
- use of personal e-mail accounts, non-district-provided e-mail accounts, on the district network;
- online sharing of any student's or staff member's name, home address, phone number, or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- sharing or using passwords other than one's own password;
- use of district resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, state, or federal law.

*Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.*

**Privacy and Security:**

Students must use district technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

**Online Assessments:**

Student assessments may be conducted using technologies such as the Internet or audience response systems. Normally, students will use these technologies as part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

**Vandalism:**

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism and subject to repair costs at the student's expense.

**Consequences of Misuse:**

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with JCSC Board of Education policies and our school handbooks. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or Federal law.

**Reliability and Limitation of Liability:**

JCSC makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. JCSC will not be responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. JCSC specifically denies any responsibility of the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold JCSC harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

**Student Electronic Device Program Acknowledgement Form**

- I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on Google Drive, Drop-box, etc.).
- I will not leave my Electronic Device unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen.
- I understand that my family is financially responsible for the full cost if damage occurs due to my "gross negligence."
- I will not install or use file-sharing programs to download music, video or other media without staff permission, or install software, browser extensions, or use any other methods to bypass content filtering.
- I will not connect any device to the school network that has not been approved by the JCSC IT Department. This includes any type of device that is used to retrieve network information, or any device that causes a denial of service to the internet or network.
- I realize that there will be times when I am required to take my device home and that all school technology rules still apply at home.
- I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.
- I use only my password and will not share my password with others.
- I will keep the Electronic Device in the protective case, cover fully closed whenever it is moved from one point to another.
- I will read and follow general maintenance alerts from school technology personnel.
- I will report any problems with my Electronic Device to a teacher, administrator, or member of the tech support staff in a timely manner.
- I will not attempt to repair the Electronic Device outside of approved JCSC channels.
- I received the Electronic Device Insurance information
- I will bring the Electronic Device fully charged every day

Type of Incident	Cost
Screen Break	\$100
Keyboard Break	\$30
Computer Casing Break (includes hinges)	\$75

Laptop Bag Damage/Missing Strap	\$10
Laptop Charger	\$40
Battery Damage	\$40
Damaged Headphone Jack or Charging Port	\$25
Lost/Stolen	Full Cost

## SPECIAL EDUCATION SERVICES

Jennings County School Corporation provides instruction and programs, at no cost to the parent, designed to meet the needs of students who have been determined eligible for special education services. A student may be referred for an initial educational evaluation by a parent or school personnel. The referring party may make a verbal or written request for an educational evaluation. To make a referral, a parent may contact the office of the Director of Special Programs or the principal of the school at which the child is attending or will attend. A copy of the Notice of Procedural Safeguards and Parent Rights in Special Education is available in the office of the Director of Special Programs, in each school building, and on the Jennings County School Corporation website. Jennings County School Corporation follows the Special Education Rules Title 511 Article 7, Rules 32-47. Article 7 complies with all federal regulations. Any student identified to need special education services, and who is between the ages of 3 and 22, will be provided with a free appropriate public education (FAPE). Eligibility categories include: Autism spectrum disorder, Blind or low vision, Cognitive disability, Deaf or hard of hearing, Deaf-blind, Developmental delay (early childhood), Emotional disability, Language or speech impairment, Multiple disabilities, Other health impairment, Orthopedic impairment, Specific learning disability and Traumatic brain injury. A copy of these JCSC seclusion and restraint plan can be accessed at the district special education department at 34 West Main Street North Vernon, Indiana 47265.

To gain a better understanding of procedures relating to the provision of educational services to Indiana's student with disabilities contact:

Indiana Department of Education  
 Division of Exceptional Learners 115  
 West Washington Street South Tower,  
 Suite 600 Indianapolis, In 46204  
[www.doe.in.gov/specialed](http://www.doe.in.gov/specialed)

OR

Jennings County Schools  
 34 Main Street  
 North Vernon, Indiana 47265  
 (812)-346-4483

Director of Special Programs

## II. ACADEMICS

### GUIDANCE SERVICES

Every effort is made to assist students to make wise decisions based on knowledge. Special information concerning schedules, credits, required and elective courses, college and trade school information and vocational guidance may be secured from the guidance office. Information concerning test results and their application are also available from the counselors.

Students are encouraged to make use of the available guidance services and to secure as much information as possible before making decisions that affect not only the present but also the future.

In the guidance office, students may find college catalogs, brochures, books on vocations, military information, job opportunities, professional and vocational opportunities, college loans, scholarships and work study programs. Do not hesitate to visit the guidance office, meet the counselors and discuss your plans.

Ms. Whitcomb (A-C)

Mr. Ertel (K-Q)

Mrs. Taylor (D-J)

Ms. Cardinal (R-Z)

### SCHOOL DISTRICT GRADING SCALE

In order to provide more continuity to the instructional program in the Jennings County Schools, the following grading scale is recommended for all courses and grade levels two (2) to six (6), and required grade levels seven (7) to twelve (12).

100-99	A+	89-88	B+	79-78	C+	69-68	D+	59-0	F
98-93	A	87-83	B	77-73	C	67-63	D		
92-90	A-	82-80	B-	72-70	C-	62-60	D-		

### WEIGHTED COURSES

GERMAN III, IV, V

BOTANY

ALL AP (ADVANCED PLACEMENT) COURSES

FRENCH III, IV, V

DIGITAL ELECTRONICS

ALL ACP (ADV. COLLEGE PROGRAM) COURSES

SPANISH III, IV, V

PROBABILITY & STATISTICS

MEDICAL INTERVENTION

BIBLICAL LITERATURE

ORGANIC CHEMISTRY

BIOMEDICAL INNOVATION

CHEMISTRY II	HUMAN ANATOMY	ENGLISH COMPOSITION/ LITERATURE
PHYSICS	ZOOLOGY HONORS	COMPUTER INTERGRATED MANUFACTURING
HUMAN GENETICS	AB CALCULUS	PRINCIPLES OF ENGINEERING
CHEMISTRY I	CALCULUS BC	HUMAN BODY SYSTEMS
PRE-CALCULUS	FINITE MATH	

### WEIGHTED GRADE SCALE

The following courses will be considered advanced courses for the calculation of grade point average. All other courses will be considered standard and will receive the points applicable.

STANDARD	LETTER GRADE	WEIGHTED
12	A+	15
11	A	14
10	A-	13
9	B+	12
8	B	11
7	B-	10
6	C+	9
5	C	8
4	C-	7
3	D+	6
2	D	5
1	D-	4
0	F	0

The grade point average is obtained by dividing the total credits attempted into the total points accumulated. Transcripts include the following notation: Jennings County High School has a weighted class rank only on specified college preparatory advanced courses.

### HONOR ROLL AND HONORABLE MENTION

Jennings County High School uses a weighted grading scale in calculating the student's average for qualifying for the Honor and Honorable Mention rolls.

To qualify for the Honor Roll published at the close of each grading period, a student must be taking at least six classes for credit and have an average of 11 or higher. Students qualify for Honorable Mention by meeting the above criteria with their average falling between 9.0 and 10.999.

### HIGH HONORS AND HONORS

The recognition of valedictorian and salutatorian, a distinction ONLY allowable to an eight-semester graduate, will coincide with the recognition of High Honors (G.P.A. of 11.50 and above) and Honors (G.P.A. of 11.00 to 11.49). We have followed and will continue to follow the practice of using .05 as the margin for determining what is considered a tie for valedictorian and salutatorian.

#### High Honors (G.P.A. of 11.50 and above)

#### Honors (G.P.A. of 11.00 to 11.49)

The High Honors students will be recognized with a plaque displaying their names and pictures. The plaque would be placed on the wall beside the current valedictorian plaques. High Honors and Honors students would wear stoles or honor cords during graduation ceremonies to recognize their academic achievement.

### GRADUATION REQUIREMENTS

#### 8 semesters of attendance

#### CORE 40 – 44 Credits

Language Arts

8 Credits

Credits must include literature, composition, and speech

Mathematics

6 credits

2 credits Algebra I\*

2 credits Geometry \*

2 credits Algebra II \*

Students must have a math or quantitative reasoning course each year in high school.

Science

6 credits

2 credits Biology I

	2 credits Chemistry I or Physics I or Integrated Chemistry- Physics
	2 credits any in Core 40 science course
Social Studies	6 credits
	2 credits U.S. History
	1 credit U.S. Government
	1 credit Economics
	2 credits World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages
	Fine Arts
	Career/Technical
Physical Education	2 Credits
Health and Wellness	1 Credit
Electives*	6 Credits (College and Career Pathway courses recommended)

### with ACADEMIC HONORS – 48 Credits

For the Core 40 with Academic honors diploma, students must also:

- Complete all requirements for Core 40
- Earn 2 additional Core 40 math credits, and
- Earn 6-8 Core 40 world language credits, (6 credits in one language or 4 credits each in two languages)
- Earn 2 Core 40 fine arts credits, and
- Earn a grade of “C” or above in courses that will count toward the diploma, and
- Have a grade point average of “B” or above, and
- Complete one of the following:
  - Earn 4 credits in @ or more AP courses and take corresponding AP exams
  - Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
  - Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the priority course list.
    2. 2 credits in AP courses and corresponding AP exams.
    3. 2 credits in IB standard level courses and corresponding IB exams
  - Earn a combined score of 1750 or higher on the SAT critical reading, mathematics, and writing sections and a minimum score of 530 on each
  - Earn an ACT composite score or higher and complete written section
  - Earn 4 credits in IB courses and take corresponding IB exams

### with TECHNICAL HONORS – 48 Credits

For the Core 40 with Technical Honors diploma, students must also:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College and Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits.
- Earn a grade of “C” or above in courses that will count toward the diploma, and
- Have a grade point average of “B” or above, and
- Complete one of the following,
  - A. Any one of the options (A-F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information-Level 6, Applied Mathematics-Level 6, and Locating Information –Level 5
  - C. Earn the following minimum score(s) on Accuplacer” Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Ccompass; Algebra 66, Writing 70, Reading 80

General Diploma: Students and their parents may choose to opt out of the Core-40 diploma and pursue a general diploma requiring 42 credits.

### EARLY GRADUATES

Six-semester graduates will have the option of participating in any honorary action afforded to a *graduate* not including valedictorian or salutatorian.

### JENNINGS COUNTY SCHOOLS - Policy Statement: JBCBC

#### GRADUATION WAIVER WITH LESS THAN SEVEN SEMESTERS

Most students enrolled at Jennings County High School can realize a greater benefit from their secondary education by attending the full term (8 semesters). However, students who have completed all local and state requirements for graduation may graduate upon completion of seven semesters in high school. For extenuating circumstances the Department of Education has made provisions for requesting graduation for less than seven semesters in a four-year high school of grades nine through twelve. When these special circumstances appear to exist, a student may petition to the high school principal for such a graduation opportunity.

## WAIVER PROCEDURES

1. The student wishing to graduate with less than seven semesters must secure a recommendation from his/her guidance counselor and principal.
2. The waiver may be granted only under the following conditions:
  1. Failure to waive the requirement would effectively prevent the student from graduating from high school; or
  2. The student likely would have qualified for a gifted and talented education program and
    1. The waiver is for the purpose of enrolling in an accredited post-secondary educational institution, and the student has been accepted for enrollment; or
    2. The waiver is for the purpose of furthering the student's education through military enlistment and the student has an enlistment contract that contains an educational component.
  3. The counselor must communicate with the student's parents, explain the procedure to them, and receive approval. A Request for Early High School Graduation form must be completed, along with a counselor checklist.
  4. Prior to the effective date of the waiver, those students shall be permitted to participate in any curricular activity and shall enjoy the same rights and privileges as a regular student at Jennings County High School.
  5. After the effective date of the waiver, these students shall not be permitted to continue regular membership in school sponsored activities which require meetings on school time during the regular school day.
  6. After the effective date of the waiver, these students shall be permitted:
    - a. To attend school events where an admission is charged at regular student rate.
    - b. To attend Junior-Senior Prom
    - c. To receive full consideration for scholarships and awards given except those which require seven/eight semesters of attendance.
  7. Students completing work for graduation with less than seven semesters are encouraged to graduate from Jennings County High School at the same time and in the regular manner as seven/eight semester graduate.
  8. In the event the request for waiver is denied by the high school principal, such denial may be appealed to the school superintendent.
  9. In the event the request for waiver is denied by the superintendent, such denial may be appealed to the school board.

## **RIGHTS AND PRIVILEGES OF EARLY GRADUATES**

As stated previously, "these students shall be permitted" the same rights and privileges as any other graduating "student at Jennings County High School." This includes but is not limited to:

1. Recognition at an extra-curricular senior-night/senior-activity
2. Participation on the senior-trip
3. Recognition within their cohort at the Academic Honors Banquet as a graduate in fewer than seven semesters
4. Participation in graduation practice and graduation breakfast activities
5. Recognition as a High Honors/Honors graduate completing fewer than seven semesters

Any and all of these activities may only be offered once to any Jennings County High School student. If for any reason an Early Graduate would choose to return for a seventh or eighth semester, they would, under these special circumstances, forfeit the right to any all of these recognitions a second time.

## **GRADUATION**

In order to participate in the JCHS graduation ceremony, a student must have successfully completed and received a passing grade in all required courses and earned the minimum number of credits for the student's graduating class. **All requirements must be completed prior to the student's participation in the graduation ceremony.**

## **NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE**

Information can be found in the JCHS athletic handbook and school website.

### **Core Units Required for NCAA Certification**

#### DIVISION I

4 years of English  
3 years of mathematics (Algebra I or higher)  
2 years of natural/physical science  
(1 year of lab if offered by high school)  
1 year of additional English, Mathematics  
or natural/physical science  
2 years of social science  
4 years of additional courses (from any  
area above, foreign language or  
comparative religion/philosophy)

\*NCAA – approved core courses.

*For more information see the athletic director or guidance office.*

#### DIVISION II

3 years of English  
2 years of mathematics (Algebra I or higher)  
2 years of natural/physical science  
(1 year of lab if offered by high school)  
3 years of additional English, Mathematics  
or national/physical science  
2 years of social science  
4 years of additional courses (from any  
area above, foreign language or  
comparative religion/philosophy)

## **NON-CREDITED CLASSES**

Students are not allowed to enroll in more than one non-credited class per semester, i.e. study hall, office worker or teacher assistant. **EXCEPTIONS TO THIS POLICY SHALL BE MADE ONLY WHEN BEHAVIORAL PROBLEMS NECESSITATE.**

## **CLASS DROP OR CHANGE PROCEDURES**

During the spring semester, each student, with the aid of his/her counselor plans a program of studies for the coming year. After classes have been arranged, changes are not made in programs unless errors have been made, students have failed courses which must be repeated, or summer school attendance necessitates a change. If a course is dropped after nine weeks of a semester, the student will receive a (W) withdrawal grade for the semester which will be counted as an (F) in computing the GPA. A student who drops or changes a course must complete a Drop/Add slip which must be signed by the counselor, parent, and both teachers involved and then

returned to the counselor. **No teacher changes will be made.**

## **PROCEDURES FOR AUDITING A CLASS AT JENNINGS COUNTY HIGH SCHOOL**

- The course must be a weighted course.
- The student may audit only one class per year.
- A request to audit a course must be made prior to the start of the class.
- The request must be approved by the instructor and the student's guidance counselor.
- Students who are granted an audit are required to fulfill all classroom requirements including homework, tests, etc. In addition, the student must maintain a passing grade in the course.
- Students who fail to meet these requirements will be removed from the course.

## **RECORDS AND TRANSCRIPTS**

A permanent record of the courses taken by each student, the grades received, his/her attendance record, scores on special tests, and list of activities is kept in the Guidance Office. When a student transfers to another high school, college or technical school, the office will forward a transcript of this record.

## **EXTRA-CURRICULAR CODE OF CONDUCT**

The extra-curricular/co-curricular activity programs at Jennings County High School afford all students the opportunity to participate in a wide variety of activities. By their participation, students learn the value of hard work, dedication and teamwork in achieving the goals of the group. For a student to be eligible for participation in extra-curricular activities, he/she may not be failing in more than one subject. The Interscholastic program at Jennings County High School is governed by the rules of the Indiana High School Athletic Association and the JCHS Athletic Code. All students are held to a high standard of behavior as an expectation of their membership in these organizations. A signed code of conduct and parental permission form must be on file in order to participate. Any student who is not in good standing may be removed from any leadership positions within his/her sport, club, or group. He/she may also be removed from the program altogether.

## **STUDENT PUBLICATIONS**

Any student publications should not include or portray any violation of school rules.

## **MID-TERM PROGRESS REPORTS**

Progress reports will be available to student and parent(s)/guardian(s) at the mid-term via the Skyward information systems

## **REPORT CARDS**

Report cards will be distributed during the week following the end of each nine-weeks grading period.

Mid_Term_Date	Nine_Weeks_End_Date	Report_Card_Date
September 9	October 11	October 25
November 18	December 20	January 10
February 7	March 13	March 20
April 21	May 20	May 27

## **RETAKE COURSES**

Students wishing to repeat a course for grade improvement must have the permission of their counselor. Credit for a course will be given only once, but both grades will appear on the transcript and both grades will be calculated for the GPA. The repeat grade will be recognized as the official grade for the course. A student must have an initial grade of (82%) or lower in order to re-take a course.

## **TRANSFER CREDIT**

Transfer credit is any credit that is received from courses taken at schools other than Jennings County High School. Transfer credits will be adjusted in accordance with JCHS requirements. Transfer credits from unaccredited programs will not be accepted unless the student demonstrates adequate knowledge of each course through assessments administered by JCHS. A transfer student must complete the last semester (6 credits) of the senior year at JCHS in order to receive a diploma from Jennings County High School.

## **JCHS COURSE TAKEN FOR HIGH SCHOOL CREDIT AT JCMS**

Algebra I, French I, German I or Spanish I taken while in middle school will be recorded on the student's high school transcript with the grade earned and credit awarded. The student may elect to repeat Algebra I, French I, German I or Spanish I freshman year in high school, in which case the grade and credit from the middle school will not appear on the high school transcript. If the student changes the world language freshman year from the language studied in the middle school, the middle school language grade and credit will appear on the high school transcript. The student who takes Algebra I in 7<sup>th</sup> grade and progresses to Geometry Honors at the high school while in 8<sup>th</sup> grade, will not have the opportunity to repeat Algebra I freshman year.

## **VOCATIONAL SCHOOL**

Southeastern Career Center at Versailles offers vocational programs for students in their junior and senior years Transportation is provided by the Jennings County Schools. Students may attend either A.M. or P.M. classes, which are approximately 2 ½ hours in length. Six credits are given for each year's work, with the exception of cosmetology. Cosmetology is a junior/senior half day program in which students may earn eight credits for each year's work. Cosmetology students will need to provide their own transportation due to their extended half day schedule. In accordance with I.C. 20-33-8-29d, disciplinary actions imposed by the Southeastern Career Center shall be reciprocated by Jennings County High School.

## **COLLEGE/CAREER DAYS INFORMATION**

Jennings County High School encourages juniors and seniors to visit college campuses during the decision-making process in selecting a college. Most colleges, trade schools, technical schools, and other educational programs conduct organized visitation days for high school students on Saturdays and Sundays. Students are encouraged to attend those weekend programs whenever possible. However, if a student needs to visit a college campus during school time, the following procedure must be used:

- Plan your visit in advance. Write or call ahead for an appointment with the Admissions and the Financial Aid Office, and with other people on campus whom you need to see.
- JCHS allows two (2) days for juniors and three (3) days for seniors to make college visitation during school time.
- While on campus, the student must get a signed form (on letterhead) from the college specifically stating they were on a college visit that day
- Upon returning to school, the completed form must be submitted to the attendance office.

No excused passes will be issued for college days without presenting a properly completed and signed Visitation Form to the attendance office.

NOTE: College/Career days may also be used for career exploration and military testing purposes. If you have further questions about this matter, contact your counselor.

## COLLEGE NIGHT PROGRAM

There will be a College Night Program in October at JCHS. Representatives from many Indiana and out-of-state colleges, trade/technical schools, and other post-secondary programs will provide information to students and parents. This is a chance for sophomores and juniors to begin their exploration of educational options beyond high school. It also gives seniors the opportunity to ask questions that they may have as they go through the college application process. Additionally, throughout the year many college representatives come to JCHS to meet students during the day. These visits are publicized in the bulletin and interested students must sign up in the guidance office to attend these sessions.

## FINANCIAL AID FOR COLLEGE

Financial Aid for college comes in the forms of scholarships, grants, loans, or work-study. Getting the necessary information to apply for financial aid and meeting mandatory deadlines is extremely important. Financial aid comes from three primary sources: federal and state programs, college/university programs, and the private sector. Most financial aid is available only when a family can show a need for financial assistance. There are some financial aid programs not based on financial need, but upon academic excellence or particular talents (art, music, athletics, etc.).

Information about financial aid opportunities can be obtained by contacting the college financial aid office, obtaining information from printed material in the guidance office, library, success center, and by listening to the announcements on the daily bulletin.

In the fall, the school will conduct a Financial Aid Night which informs families about the financial aid process, important deadlines, and how to complete the Free Application for Federal Student Aid (FAFSA). In addition JCHS hosts College Goal Sunday in November & February. Financial aid experts from college are available to assist families in completing FAFSA. There are several documents that must be completed to apply for aid. Colleges and universities, private providers, and local organizations all have documents to be completed. One of the most important documents is the FAFSA, and in the case of some private colleges, the Financial Aid Form (FAF). These forms are used to evaluate a family's ability to pay for its child's college education. Most financial aid cannot be obtained unless a FAFSA has been submitted. The FAFSA can be completed and submitted after October 1st of the senior year - BUT MUST BE SUBMITTED BY MARCH 10<sup>th</sup> to be eligible for most financial aid.

There are several local organizations, businesses, and trust funds that provide scholarships. The application process for most scholarships is during the month of March. FAFSA's and applications can be obtained from the guidance office.

## PSAT/NMSQT TEST INFORMATION

Sophomores and juniors have an opportunity to take the PSAT/NMSQT each fall. Taking the PSAT/NMSQT serves two purposes for students; (1) a warm-up for taking the ACT or SAT, and (2) to qualify for scholarship programs.

The PSAT/NMSQT may be taken by juniors and sophomores, but only the junior year's selection index score is applicable to the National Merit Scholarship Program. Juniors who are even remotely considering college are encouraged to take the PSAT. It will be given here in October at Jennings County High School. The fee is \$4.00 and will be paid by the state.

The test consists of verbal and math selections which test academic skills considered essential for college success. Students also have the option of participating in the College Search Program which might help them to identify schools which work with students with their particular level of skills, interests and abilities.

## SAT/ACT TEST DATES FOR 2018-2019

SAT_Test_Dates	ACT_Test_Dates
August 24*	September
October 5*	October
November 2*	December
December 7*	February
March 14*	
May 2*	
June 6	

\* indicates tests given at JCHS

## ASSESSMENTS

The School Board, in compliance with law and rules of the State Board of Education, shall implement the Indiana Statewide Testing for Educational Progress - Plus (ISTEP+) to assess student achievement and needs in English/language arts, mathematics, social studies, science, and other designated subjects in order to determine the progress of students and to assist them in attaining Corporation and State Department goals. Additionally, the Board shall administer any end of course exams as may be required by the State Board of Education in grades 9 through 12. The end of course examinations for algebra one and English 10 comprise the graduation examination. The Board shall comply with the requirements of the State Board of Education in administering the Indiana Reading Evaluation and Determination (IREAD-3) Assessment to students enrolled in grade 3.

*The Board has determined that students who opt out of statewide assessments can/may be retained up to two times per grade level in grades 3-8.*

## TIPS FOR **completing** SCHOLARSHIP APPLICATION

- TYPE your application.
- If a goal statement or cover letter is required, tell them why you deserve and/or need this scholarship. Explain any special circumstances.
- Be sure that you FOLLOW DIRECTIONS explicitly. Information for writing good essays is available in the guidance office.
- Keep everything neat and clean.
- PROOFREAD your application.
- ASK FOR HELP if you need it.
- IMPORTANT - Turn your scholarship application in before the deadline. Many times the guidance office must add transcripts before it is sent.

Purdue Online Writing Lab:

MLA Style Format – <http://owl.english.purdue.edu/owl/resource/747/01/>



APA Style Format – <http://owl.english.purdue.edu/owl/section/2/10>

Chicago Style Format – <http://owl.english.purdue.edu/owl/resource/7,17/0,1/>

All Styles – <http://www.easybib.com>

## **NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS**

The Principal is the Custodian of Records and is responsible for the supervision of student records at the school. (His) (Her) office is located at the school's main office or s/he can be reached by calling the office during business hours.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, and eligible student who is eighteen (18) years of age or older, and those authorized by Federal and State statutes and regulations, School Board policy and School Corporation administrative guidelines.

A parent of eligible student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or eligible student of the time and place where the records can be inspected.
- B. request amendments if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or eligible student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. challenge Corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or eligible student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. Obtain a copy of Board Policy 8330 and AG 8330 on student records.

In addition to school officials with a legitimate educational purpose, the Board may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- A. to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R.99.34.
- B. to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Indiana Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- C. in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- D. to organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.
- E. to accrediting organizations to carry out their accrediting functions.
- F. to parents of an eligible student if the student is a dependent of IRS tax purposes.
- G. to comply with a judicial order of lawfully issued subpoena.
- H. to State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released upon certification that the information will not be unlawfully released to third parties.
- I. to appropriate officials in connection with health or safety emergencies
- J. information the school has designated as "directory information," as defined below, and subject to the restrictions explained below.

The Corporation has established the following information about each student as "directory information": Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board has designated as student "directory information": a student's name; address; telephone number; date and place of birth; e-mail address; photograph; major field of study; grade level; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards

received; honor rolls; and/or scholarships.

The Corporation will make the above information available upon a legitimate request unless a parent, guardian, or eligible student notifies the School in writing within ten (10) days **refer to Board Policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information.

Parents or eligible students who choose to prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or school email address in a class in which the student is enrolled.

#### NOTICE OF RESTRICTION TO RELEASE DIRECTORY INFORMATION TO MILITARY REPRESENTATIVES

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by Federal law (10 U.S.C. 503, 10 U.S.C. 9528, 20 U.S.C. 7908, and 34 C.F.R. Part 99). A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student's sophomore year in high school (10 U.S.C. Section 9528).

#### RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION

Any parent or student who believes that the School Corporation has failed to comply with the Family Education Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA) with regard to student records, may file a complaint directly with the following:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

12/10/12, 4/25/16 - **NEOLA 2015**

### **III. ATTENDANCE**

Regular school attendance will aid greatly in promoting the success of students. The educational process requires a continuous sequence of instruction and when broken by a period of absence, this instruction can never be fully regained by extra work. The regular contact of students with one another in the classroom and their participation in learning activities under the supervision of a qualified teacher will assist each child in attaining his or her maximum potential. The primary purpose of this attendance policy is to develop a sense of responsibility, to promote punctuality, to develop traits of good citizenship, and to enhance academic success. It is with these purposes in mind that this attendance policy and the implementation procedures described are approved.

The attendance policy governing the high school and middle school would consist of the following:

1. In order for an absence to be excused, the parent/guardian must call the attendance office, send a note from home, or provide a medical excuse within **2 days following the absence**. The parent/guardian must make prior arrangements for absences due to special events or personal business **3 days prior to the absence**.
2. Upon the third and seventh absences, a letter will be sent home to the parent/guardian notifying them of their student's excessive absenteeism and reinforcing the importance of good attendance.
3. Upon the tenth **unexcused** absence, the student will be placed on an attendance agreement. The student will also be required to see his/her ~~counselor~~ or administrator to discuss his/her attendance. Any absence beyond the tenth day must be for medical or dental appointments, serious illness, injury, or death to a member of the student's immediate family. Extenuating circumstances will be taken into consideration by the principal or his/her designee. Any student who accumulates ten days of absences will be prohibited from attending field trips or college days, unless they receive administrative permission due to extenuating circumstances.
4. Any absence after the 10<sup>th</sup> unexcused day can/will result in being referred to the corporation's Attendance Council and appropriate disciplinary action unless excused by a doctor's note:
5. Severe cases of poor attendance may be prosecuted under Indiana's compulsory attendance laws.

a. Sec. 4(a) If a child who is an AFDC recipient fails to meet the school district's standards for attendance because of unexcused absences as defined by the school district, an evaluation of the circumstances shall be completed to determine the reasons for the child's attendance problems, establish milestones for attendance, and re-address problems associated with an inadequate level of attendance. (b) AFDC benefits shall be reduced by ninety dollars (\$90) per month if the parent or caretaker relative fails or refuses, without good cause, to comply with the written plan developed under subsection (a) and the child's school attendance in any subsequent report period is at an unacceptable level.

#### **ABSENCE CLASSIFICATIONS**

Absences will be classified as excused, unexcused, or truant depending on the reason for the absence.

A. **EXCUSED** - A student will be excused for the following reasons:

- a. Personal illness up to 10 total days without a doctor's note and must include parent phone call or note.
- b. Personal, medical or dental appointments. (Medical note is required within **2 days of the absence**. Also, the medical note should specify the amount of time that the student should be absent from school.)
- c. Serious illness or death in the immediate family.
- d. Students may be excused for other reasons if the parent makes a request in writing in a timely fashion **PRIOR** to the requested absence. The school may approve an absence without prior notice if circumstances reasonably prevented the student from having obtained prior permission. Approval will be contingent upon attendance history and academic standing.
- e. If a school bus is unable to reach a bus pick-up due to poor road conditions, flooding, or other issues and cannot pick-up a child and the child has no other means whereby he/she may be transported to school; that child's absence will be considered a weather omission day.

f. The following are excused days not counted toward the ten day absence limit:

1. Absences covered by a doctor's written statement verifying each date of absence.
2. Death in immediate family.
3. Work rendered on election (required documentation) or work rendered as a legislative page.
4. Court subpoena.
5. College visit.
6. Field trips.

B. Unexcused - All other absences from school will be considered unexcused. ~~A student with an unexcused absence may receive no make-up work, a zero for all missed work, and a zero for classroom participation for the day.~~ Students with unexcused absences or who are on an attendance agreement may not be allowed to attend field trips.

C. Truant - A student will be considered truant if he or she is absent from school all or part of a day if:

1. The absence is without the prior knowledge and consent of either the parent or the school.
2. A "fictitious" phone call is received by the school excusing the absence.
3. A forged note is received excusing an absence.
4. The student forges or alters a pass.
5. A student is released to another room, office, or assigned area and the student does not report and/or does not stay after reporting.
6. A student is found in an unauthorized hallway, room, or area without a valid pass.
7. A student leaves school grounds once they arrive, or leaves the building once they have entered without permission from a principal or designee.

On the fifth truancy (this includes both out of school and out of class trancies) the student can be placed on 10 days OSS pending a due process hearing. A student who commits an act of truancy will receive no make-up work.

## ABSENTEEISM

In order for an absence to be excused the parent/guardian must call the attendance office, send a note from home or provide a medical excuse within **2 days following the absence**. The parent/guardian must make prior arrangements for absences due to special events **3 days prior to the absence**.

Upon the third unexcused absence a letter will be sent home to the parent/guardian notifying them of their student's excessive absenteeism and reinforcing the importance of good attendance.

Upon the tenth absence, the student will be placed on an attendance agreement.

Any absence beyond the tenth day during the entire school year must be for medical or dental appointments, serious illness, and injury to the student or funerals to be excused for the student to receive make-up work. Extenuating circumstances will be taken into consideration by the principal or his designee.

Any student who accumulates ten days of absences will be prohibited from attending field trips or college days, unless they receive administrative permission due to extenuating circumstances.

### Work permits may be revoked due to poor attendance.

Severe cases of poor attendance may be prosecuted under Indiana's Compulsory Attendance Laws.

## ATTENDANCE REQUIREMENT

If a student who is an AFDC recipient fails to meet Jennings County School's standards for attendance because of unexcused absences, AFDC benefits shall be reduced by ninety dollars (\$90) per month if the parent or guardian fails or refuses to comply with the school and the student's attendance is at an unacceptable level. The Jennings County School District considers three (3) unexcused absences as unacceptable.

## STUDENT RESPONSIBILITY

1. It is the student's responsibility to remind their parent/guardian to call the school on the day the student is absent. When such a call has been made, students are to report directly to class when they return to school.
2. When a student returns to school following an absence and there has been no parent/guardian contact, the student will be unexcused for that day or the portion of the day missed.
3. When a student returns to school following an excused absence, the student is responsible for asking the teacher for make-up work in each class. Failure to ask for make-up work or failure to satisfactorily complete and turn in make-up work within the time allotted will result in a loss of credit for missed work. Following an absence, it is the student's responsibility to obtain assignments from ALL teachers from classes missed due to their absence.
4. SCC students are expected to follow the same attendance procedures as all other students. Morning cosmetology students who have appointments in the afternoon still need their parent to make arrangements with the attendance office prior to the appointment

## PARENT RESPONSIBILITY

On the day that a student is absent from school, it is the responsibility of the parent/guardian to call the school ATTENDANCE OFFICE 346-4081 and report the reason for the student's absence. Calls are to be made within 2 days of the absence.

If parent/guardian does not have access to a phone or calling school would create a hardship or problem, he/she should contact the attendance office so arrangements can be made to accept notes in lieu of phone calls.

In the event of an extended absence (3 or more days) from school, the parent/guardian should contact the JCHS Guidance Office at 346-5625 to request homework. The attendance office still needs to be notified for absence-reporting purposes.

**Parent phone calls and notes will only be counted as EXCUSED absences for up to 10 days. Absences beyond 10 must be accompanied by a medical note.**

## TARDINESS-STUDENT RESPONSIBILITY

1. Students considered to be tardy if they are not in their assigned seat, classroom, or work area when the tardy bell rings or they arrive late to class without a pass.
2. Students tardy to first or fifth period must report to the attendance office before going to first or fifth period.
3. All student tardies are to be reported to the attendance office. After the fifth cumulative tardy, in each class students will receive after school detention. Upon

the tenth tardy and any following the tenth, students will begin receiving appropriate disciplinary action up to and including Saturday School and/or ALSO.

### **LATE ARRIVAL TO SCHOOL**

All students who arrive at school after 8:25 a.m. must report to the attendance office. If a student fails to report to the attendance office when they arrive late to school, absences in the missed classes will be considered as unexcused. This procedure includes morning SCC students. Students who are habitually late to school may lose their driving privileges. Any student arriving after 1<sup>st</sup> or 5<sup>th</sup> period without parent notification will be considered truant.

### **EARLY DISMISSAL**

1. Any student who needs to leave school early must receive approval to leave from the attendance office or health center. **A picture ID is required at all times when picking up any student from the high school.**
2. When a student leaves school early for an appointment, verification of the appointment is required to be excused.

### **PERFECT ATTENDANCE**

To qualify for a perfect attendance certificate, a student must be enrolled for the entire year, and not record any absences and have no more than (1) tardy to any class during the year. Habitually going to the health center, or leaving school early would disqualify a student for a perfect attendance certificate.

### **COMMENDABLE ATTENDANCE**

To qualify for a commendable attendance certificate, a student must be enrolled for the entire year and not record more than ½ day absence out of classroom for any reason and no more than (1) tardy to any class the entire year. Repeated requests to leave school early may disqualify a student from commendable attendance.

### **CLOSED CAMPUS**

Students coming on campus are to remain in the school building for the rest of the school day. Students are not allowed in parking lot areas. Permission from the attendance office must be obtained before a student may leave the school grounds during the school day.

## **IV. STUDENT CODE OF CONDUCT**

This Code of Conduct has been prepared to better acquaint you with the rules and policies of Jennings County High School and the Jennings County School Corporation.

Jennings County School's Board of Education has set policies and appointed administrative personnel to carry them out. These rules and regulations are in effect from the time that the student departs for school and returns home from school.

### **SCHOOL DISCIPLINARY ACTIONS**

School personnel, including members of the administrative staff, teachers or other school staff members who have students under their charge may take disciplinary action that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action may include the following:

1. **PERIOD DETENTION:** Students will be sent to the Guidance Office for period detention. This is a counseling step intended to correct the student's behavior. Students sent to period detention for a second time will be issued detention to be served after school until 4:00 P.M. on the next Friday. Students who fail to attend are assigned Saturday School. Subsequent referrals to period detention may result in the assignment of after-school detention, Saturday School or out-of-school suspension.
2. **MORNING/ LUNCH DETENTION:** Students may be assigned morning or lunch detention for various acts of misconduct.
3. **AFTER-SCHOOL DETENTION:** Students may be assigned to an after-school detention for misconduct from 3:15 P.M. to 4:00 P.M. on Tuesdays and Thursdays. Students are required to bring study materials and work during the duration of the detention. Failure to attend after-school detention will result in further disciplinary action.
4. **RESTART / ACEP:** These programs may serve as an alternative to student expulsion. Expelled students may be recommended to the Restart committee by a building administrator or expulsion examiner.
5. **SATURDAY SCHOOL:** Students may be assigned to a Saturday School detention for various acts of misconduct. Students are required to bring study materials and work during the duration of the detention which is held from 8:00 A.M. to 11:30 P.M. Failure to serve Saturday School will result in one day of ALSO being assigned.
6. **ALSO:** This program is an alternative to suspension. A student assigned to the ALSO program must report to the assigned location in order to complete daily assignments.
7. **OUT OF SCHOOL SUSPENSION:** Students may be assigned out of school suspension for one or more days. ~~Students will not be given credit for daily work during out of school suspension.~~

### **OTHER DISCIPLINARY ACTIONS**

Other disciplinary actions may include the following:

1. Counseling with a student or group of students
2. Conferences with a parent or group of parents
3. Assigning additional work
4. Rearranging class schedules
5. Requiring a student attendance before/after regular school hours for detention or for counseling.
6. Restricting extracurricular activities
7. Removal of a student by a teacher from that teacher's class for a single class period if the student is assigned regular or additional school work to complete in another school setting
8. Assignment by the principal of:
  - A. a special course of study;
  - B. an alternative educational program; or
  - C. an alternative school
9. Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides.

- A. A principal may not assign a student under this subdivision unless the student's parent or guardian approves the nonprofit organization where the student is assigned and the community service plan.
  - B. Assignment of community service suspends the implementation of a student's suspension or expulsion. A student's completion of assigned community service to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.
10. Removal of a student from school sponsored transportation.

### **Academic dishonesty**

This includes cheating and helping another student to cheat. Academic Dishonesty is a serious offense that will be dealt with severely. The first case of academic dishonesty will result in a 0% grade being given for the particular assignment. The second offense will result in a 0% in the class for the 9 weeks grading period and a possible failing grade (F) for the class. Parents will be notified immediately by the teacher of any occurrence of academic dishonesty.

### **DOG INTERDICTION PROGRAM**

This program was implemented in order to ensure that JCHS is free of drugs and violence. Dogs are used to sniff lockers, backpacks/bags, hallways, classrooms, and motor vehicles. Students, faculty and staff are notified over the P.A. system when this program is in progress. If anything is found that is illegal, the student, parent/guardian and law enforcement officials are notified immediately.

### **STUDENT DRESS CODE**

Students are expected to dress within the bounds of decency, cleanliness, and safety. Students will not be permitted to dress in a manner which is lewd, vulgar, indecent, offensive, or disruptive to the educational process. If a student fails to follow or adhere to this policy, they will first be asked to change/address the issue. If the student is still non-compliant, the result will be a suspension from school until said requirements are met.

Shorts, dresses, and other similar articles of clothing are acceptable. However, they should not be so short as to cause a disruption. No bare midriffs will be allowed for ladies or gentleman. No tops causing an educational disruption, including but not limited to tops with straps too narrow, see-through tops, low-cut tops, backless tops, tops exposing undergarments, should be worn while in class or during the normal school day. Leggings or tights may be worn with shorts or appropriate length skirts, shirts, dresses, etc. but may not be worn by themselves. Excessively ripped or torn clothing is not appropriate. Clothing with insignias or words referencing alcohol, tobacco, drugs, profanity, or clothing of a suggestive nature is also deemed inappropriate. Students may not wear wallet-chains or chains as accessories which could be used as a weapon. No jewelry with spikes will be allowed; no jewelry which could be a danger to others or that could be used as a weapon will be permitted. Jewelry that causes a disruption to the educational process should not be worn (i.e. no jewelry can be worn during PE). No hats, hoods, sunglasses, or bandanas unless otherwise approved by the administration as a part of a school activity will be worn in class or during the normal school day. Coats will be at the discretion of the individual classroom teacher depending on the time of year and climate in the classroom. For reasons of safety and general health, shoes should be worn at all times.

No clothing which endorses a violation of school policy, an immoral or illegal action, or which may suggest or demonstrate any association with gangs, gang recruiting or gang-activity (Indiana Code 20-33-9-10.5) is permitted.

No clothing/item of dress which causes a disruption to the educational process will be permitted in class or during the normal school day.

If a student or parent is unclear whether a particular article of clothing is acceptable at Jennings County High School, please contact administration prior to wearing said clothing to school.

### **CLASSROOM MISCONDUCT**

Misconduct that disrupts the normal operation of a teacher's class is categorized as follows:

1. Being rude or discourteous
2. Annoying other classmates
3. Mischief
4. Excessive talking
5. Reporting to class without appropriate materials (laptops, books, paper, writing instruments, etc...)
6. Leaving the student desk without permission
7. Wearing coats and/or hats in class
8. Sleeping/laying head down during class
9. Throwing objects in class
10. Defacing school property
11. Eating or drinking in the classroom
12. Excessive tardiness
13. Violation of other classroom rules established by the instructor

The teacher, depending upon the severity of the infraction, will take the following steps:

- A. Teacher/Student Conference - The teacher will explain the consequences for repetition of the act.
- B. Parent/Guardian Contact - The teacher will notify the parent/guardian by phone or written notice regarding the student's misconduct.
- C. Period Detention - If the student fails to correct the problem after parent/guardian notification or if the teacher cannot conduct class due to the student's behavior, the teacher may assign period detention for that student during the class period. The teacher will maintain a record of conferences, notices and detentions.
- D. Disciplinary Report - If the above outlined steps do not correct the student misconduct, a disciplinary report will be sent to the main office for further action.

### **MISCONDUCT**

The following violations are considered misconduct:

1. Causing a disruption
2. Throwing snowballs and/or the use of water guns, bottles or balloons
3. Public displays of affection
4. Wearing a hat in the building

5. Violation of the dress code
6. Listening to MP3/CD players, iPods, headphones or other similar device during instructional time or without permission from staff. These devices should be put away when not in use.
7. Littering the hallways or school grounds
8. Failure to clean up in the cafeteria following lunch
- ~~9. Eating or drinking outside the cafeteria or commons~~
9. Using any locker other than the one that was assigned
10. Use of cell phones or other similar devices between the hours of 8:25 a.m. and 3:05 p.m. unless the device is being used during passing periods and lunches. During these times texting is allowed, however, no phone calls are permitted. Unauthorized use of a cell phone will result in the phone being confiscated and disciplinary action being taken. ~~Parents will be required to pick phones up in the Main Office.~~
11. Possession of a lighter or matches
12. Taking photos or listening to music with the cell phone can be used for a classroom activity only with teacher's permission

Students who violate the school or classroom misconduct rules may be subject to period detention, after school detention, Saturday School, ALSO or out-of-school suspension.

### **SEVERE MISCONDUCT**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8-1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. After-School Detention
2. Saturday School
3. ALSO
4. **SUSPENSION:** A school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten school days
5. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, excluding summer school
6. Up to 120 hours of community service.

#### **The following items are considered as severe misconduct:**

1. Possession, using, or transmitting any object that can be considered a weapon or weapon-like object
2. Damaging school property or the property of other students, teachers or other staff members
3. Fighting or provoking a fight
  - 1st Offense - 4 days OSS, 1 Saturday School
  - 2nd Offense - Expulsion from school
4. Theft and/or possession of stolen goods
5. Being verbally abusive to, using obscene language or gestures to, any student, teacher or other school employee
6. Forgery, theft, or alteration of school forms, notes from parents, doctors, or fictitious phone calls
7. Acts of truancy
8. Violation of the closed campus regulations
9. Insubordination - refusal to follow a directive or reasonable request by an administrator, teacher, teacher assistant or other staff member
10. Smoking, usage and/or possession of any tobacco products, or electronic cigarettes anywhere on the school grounds, school building or at bus stops. Violations of this tobacco policy will result in the following punishment:
  - 1st Offense - 1 day ALSO, 1 Saturday School & citation
  - 2nd Offense -2 days ALSO, 1 Saturday School & citation
  - 3rd Offense - Expulsion from school or RESTART Program and citation
11. Behavior which may be considered as sexual, racial or religious harassment or bullying
12. Wearing any clothing or behaving in any manner which may suggest or demonstrate any association with gangs, gang recruiting or other gang related activities
13. Repeated violations of student dress code regulations
14. Repeated violations of student misconduct rules
15. Student hazing or initiation
16. Any use of a VPN, Proxy Server, or hotspot to circumvent the school firewall or content filter is strictly prohibited.
17. Hacking into the school computer network or the electronic device of another individual
18. Sharing school passwords of logging onto any other password protected account that belongs to another individual.
19. Streaming of movies or any other video is prohibited unless it is for a class related activity and is approved by the teacher.

Students violating these rules may receive up to 120 hours of assigned community service, out-of-school suspension for 1-10 days, and/or a recommendation for expulsion pending due process. In accordance with I.C. 20-33-8-24, after an expulsion, an expelled student who is at least sixteen years old may be required to attend an alternative school or alternative educational program.

### **GROUND FORSUSPENSION OR EXPULSION**

Severe student misconduct or substantial disobedience constitutes grounds for suspension or expulsion. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - C. Setting fire to or damaging any school building or property.
  - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal private property.
  3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
  4. Harassing, threatening or intimidating another person. "Harassing" behavior is behavior directed toward another person for non-school purpose after that person has clearly indicated the behavior is unwelcome.
  5. Possessing a knife, firearm, dangerous device, or something that appears to be a dangerous device, or a destructive device.

For purposes of this rule, a destructive device is: a: an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above, b: a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or c: a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

6. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Exception to Rule 6: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
  - A. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - B. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - C. The student has been instructed in how to self-administer the prescribed medication.
  - D. The student is authorized to possess and self-administer the prescribed medication.

Any student known to be dealing, buying, selling, or dispersing alcohol or any type of illegal drug, or any student in possession of enough drugs to constitute a felony will be recommended for expulsion from school for two (2) semesters. His/her parent/guardian and the police will be notified.

Any student who is a first time offender for possessing, using, or being under the influence of alcohol or any type of illegal drug at school or at school related activities will be suspended for ten(10) days and the administration will recommend either (a) expulsion or (b) assignment to the Restart Program. When considering expulsion versus Restart, such factors as attendance, grades, and previous behavior, among other things, will be considered.

If a student is assigned to the Restart Program, the assignment will be for a minimum of one (1) semester. If a student is recommended for placement in the Restart program during the last nine-week grading period of a semester, he/she will complete the current semester and continue in Restart for the entirety of the following semester.

If the student and parent/guardian fail to comply with any of the following requirements, the student will immediately be expelled from the Jennings County School Corporation as per the Parent Waiver of Due Process Rights: Probationary Continued Education Agreement signed at the intake meeting.

- A. The parent/guardian must arrange for the student to enroll in and participate in a substance abuse interdiction program that is approved by school officials. The student must attend the interdiction program until release by the interdiction counselor. All costs will be borne by the parent/guardian.
- B. The student and parent/guardian must agree to a minimum of two (2) drug/alcohol tests per semester during the student's assignment to Restart. School officials will determine when testing is to be conducted. All costs will be borne by the parent/guardian.
- C. The student and parent/guardian must sign the Parent Waiver of Due Process Rights: Probationary Continued Education Agreement at the Restart intake meeting.
- D. If a special education student is recommended for expulsion from Restart, a case conference will be scheduled to review the current IEP and explore other educational alternatives.

Any second offender of the Jennings County Schools' Substance Abuse Policy will be recommended for expulsion from school for two (2) semesters.

7. Possessing, using, dispensing, or transmitting any mood altering or mind altering substance which is represented to be or look like or act in the same or similar fashion to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. This would include "herbal" substances as well as any synthetically designed chemical that would in any way mimic any illegal controlled substance or other substance that would lead to an "altered state". This would include but not be limited to "White Lightning", "K-1", or "Salvia". This would also include substances sold that are represented to be any of these items which may in fact be innocuous or inert.
8. Possessing, using, transmitting, or providing any instrument, device or other object which might be used for:
  - A. Introducing into the human body any of the prohibited substances that are listed in (6) above
  - B. Testing the strength, effectiveness, quantity or quality of a prohibited substance listed in (6) above.
  - C. Enhancing the effect of a prohibited substance listed in (6) above.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under this supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. This includes but is not

limited to bomb threats, false reporting of 911, and pulling a fire alarm.

12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - A. Engaging in sexual behavior on school property or at any school-sponsored activity;
  - B. Disobedience of administrative authority;
  - C. Willful absence or tardiness of students;
  - D. Possessing, using, or transmitting any substance which is represented to be or look like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - E. Possessing, using, transmitting, or being affected by any caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  - F. Possessing, using, transmitting, or being affected by any non-prescription drug.
  - G. Failing to submit any medications either prescription or non-prescription to the school nurse.
13. Possessing, handling, or transmitting any firearm, destructive device, or weapon on school property.
  - A. The penalty for possession of a firearm or a destructive device is a 10-day suspension and expulsion from school for at least one calendar year. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
  - B. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.
  - C. Possessing a deadly weapon.
    - No student shall possess, handle or transmit any deadly weapon on school property.
    - The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
      - a weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
      - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
    - The penalty for possession of a deadly weapon: up to 10 days suspension or expulsion from school for a period of up to one calendar year.
    - The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

The grounds for suspension or expulsion listed above apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event, or
3. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Student Due Process procedures may be instituted for violation or repeated violations of student conduct rules involving fighting, usage of tobacco products, failure to comply with reasonable requests, and attendance/truancy regulations.

Students who are in possession of a weapon on school grounds or at a school sponsored event will be expelled from school for a period of one year in accordance with adopted school policy and Indiana Code.

## **GROUND FOR EXCLUSION**

Any student may be excluded from school in the following circumstances, subject to the procedural provisions of Indiana Law:

1. If the student has a dangerous communicable disease transmissible through normal school contact that poses a substantial threat to the health or safety of the school community.
2. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where on account thereof the student's presence in school would constitute an interference with an educational function or school purposes.

## **DUE PROCESS**

Due process is guaranteed to individuals by the Fourteenth Amendment of the Constitution. Due process in education implies that rules and regulations of schools are published and distributed; that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur, and that, if expulsion or exclusion from school is a recommended consequence, and if the student or his/her parent wishes, a hearing must be held by a hearing examiner. Appeals to the School Board and to the civil courts may follow in sequence.

## **SUSPENSION PROCEDURES**

When a principal or designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
  - A. A written or oral statement of the charges;
  - B. If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - C. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

## **EXPULSION/EXCLUSION PROCEDURES**



When a principal or designee recommends to the superintendent or designee that a student be expelled from school, the following procedures will be followed:

1. The superintendent or designee may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - A. Legal counsel
  - B. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent/guardian are given notice of their right to appear at an expulsion meeting conducted by the superintendent of the person designated above. Failure by a student or student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. **An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting at the discretion of the hearing officer.**
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

## **BUS TRANSPORTATION**

Students riding school buses are subject to the school rules and regulations. These rules and regulations are in effect from the time that the student departs for school and returns home from school. Proper conduct is an important factor for the safety of all children riding buses. The school bus driver shall be responsible for discipline on the bus, just as the teacher is in the classroom. Upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct themselves in an acceptable manner on the bus. A notification to parents in the form of a school bus discipline report should be followed for any misbehavior which distracts the driver. Driving a school bus is a serious profession and we are concerned for the safety of everyone.

### ***Before the Bus Arrives***

1. Leave home on time each day.
2. Walk facing traffic if there are no sidewalks.
3. Arrive at the pick-up spot five minutes before the bus.
4. Wait off the roadway, not in the street.
5. Stay off people's lawns and private property.

### ***Boarding the Bus***

1. Wait for the bus to come to a full stop.
2. Be polite and take your turn getting on the bus.
3. Use the handrail.
4. Sit in assigned seat, if applicable.

### ***Leaving the Bus***

1. Do not leave your seat until the bus comes to a full stop.
2. Take your turn; don't crowd in front of others.
3. Use handrails.
4. Watch your step.
5. Look both ways and check for turning cars before you cross the street.

### ***In Case of an Emergency and When the Driver Leaves the Bus***

1. Stay seated.
2. Do not touch emergency equipment.
3. Depend on the driver's training to take care of the situation.
4. A responsible student may be assigned to assist in emergency procedures.

### ***Conduct on the Bus***

1. Follow the directions of the driver.
2. Absolutely no standing or moving around while the bus is in motion. Walk to your assigned seat and remain there.
3. Do not talk to the driver unless it is an emergency. (Drivers need to keep their minds on driving and their eyes on the road).
4. Talk quietly so that the driver can hear traffic sounds.
5. Keep arms, feet and school books out of the aisles.
6. Do not open or close windows.
7. Keep hands and head inside the bus. Do not stick anything out of the windows.
8. Loud talk, profane language or yelling is not permitted.
9. Tobacco products of any kind are prohibited at the bus stop and on the school bus.
10. Do not deface or litter the bus.
11. Do not tamper with any safety device or any other equipment.
12. The possession of knives or any weapon-like objects on the bus is forbidden.

## **BAND INSTRUMENT AND SPORTS EQUIPMENT BAGS**

As long as there is room, we will allow students to have their instruments or sport equipment bags. The following rules apply:

1. The instrument or sports equipment bag may not take away the seat of another student so as to deny them a ride.
2. To allow room for other students, the instrument or sports equipment bag must be carried on the student's lap or stored on the floor between their legs.

3. The instrument or sports equipment bag may not block the aisle or any emergency doors or windows.
4. For liability purposes the cargo bay cannot be used for storage or items during regular routes.
5. Large instruments or large sports equipment bags will **not be** allowed.
6. Crutches may not take the seat space of another student.

## **BUS CONDUCT DISCIPLINE PROCEDURE**

Riding Jennings County School's buses are a privilege. All students deserve a safe, uninterrupted ride to and from school. It is the function of the driver to make certain that the bus is safe for all students and it is the function of the individual school administrators to support the drivers when they have problems with student behavior on the bus. The following guidelines are for students of Jennings County Schools that ride buses to and from school. These guidelines are meant to provide a general outline for drivers and administrators to follow when disciplining students. Drivers and administrators are not bound by these guidelines and need not follow them in every case. All disciplinary problems will not fall under these categories and drivers and administrators must frequently use their own judgment when resolving these situations. Likewise though the guidelines are listed in order, this does not mean that this order must be strictly adhered to. Under certain circumstances due to the severity of an infraction, steps may be skipped to address the seriousness of the incident. In addition, any school rule which is violated while riding the bus may also carry additional consequences such as detention, after school detention, out of school suspension, and/or expulsion from school.

Minor offenses:

These would include but are not limited to the following:

1. Gum chewing, candy, pop or food on the bus.
2. Littering on or off of the bus.
3. Feet, arms, books, etc...in the aisle.
4. Name-calling.
5. Talking loud or yelling on the bus.
6. Yelling out of the window.
7. Opening windows without permission.
8. Switching seats without permission.
9. Rude or discourteous to other students.
10. Arriving late to bus stop repeatedly.

Procedures:

Verbal warning by driver

Driver contact of parents

Disciplinary report resulting in bus probation

Disciplinary report resulting in a bus suspension 1-3 days from all JCS regular or late buses

Disciplinary report resulting in a bus suspension 3-5 days from all JCS regular or late buses

Disciplinary report resulting in a bus suspension 5-10 days and a recommendation for bus expulsion for the remainder of the semester or school year

Severe offenses - These would include but are not limited to the following:

1. Fighting
2. Profanity
3. Drugs, alcohol, tobacco-possession, sale, use, being under the influence of, transportation or distribution. This includes prescription and non-prescription medication that is represented to be another substance or which is in the possession of a student without the school's knowledge or permission.
4. Weapons of any kind (guns, knives, razors, razor blades, box cutters, etc...) or any item which is used as a weapon.
5. Insubordination - refusing to follow the directions of the driver. Arguing, or talking back to the driver when given directions.
6. Vandalism - causing damage to the bus inside or outside or the property of others at the bus stop or on the bus.
7. Any safety violation.
8. Throwing objects on the bus, out of bus window, or at the bus stop.

Procedure:

Depending on the infraction any of the following could be employed:

- Disciplinary report resulting in a 1-3 day bus suspension from all JCS buses.
- Disciplinary report resulting in a 3-5 day bus suspension from all JCS buses.
- Disciplinary report resulting in a 5-10 day suspension from all buses and possibly a recommendation for expulsion from all buses for the remainder of the semester or the year, pending due process.

ALL BUS SUSPENSIONS REQUIRE NOTIFICATION BY AN ADMINISTRATOR.

SEVERE CLAUSE: A STUDENT MAY BE SUSPENDED ON ANY BUS CONDUCT VIOLATION IF THE BEHAVIOR IS CONSIDERED SEVERE AND THREATENING.

- STEPS MAY BE SKIPPED FOR A SEVERE INCIDENT.

## **JENNINGS COUNTY HIGH SCHOOL ATHLETICS/EXTRACURRICULAR TRANSPORTATION POLICY**

Any student involved in a school sponsored athletic, extracurricular or co-curricular activity or event will be transported on approved school corporation transportation. Students who submit a written parent/guardian excuse to the activity/event sponsor may be excused to ride home from the activity/event with their parent/guardian.

Students who are involved in school sponsored individual or small group activities or are involved in multiple school events on the same date may be transported by a parent/guardian with prior approval of the school administration or their designee.

## **V. AUTOMOBILE REGULATIONS**

1. Students must have "Driving Permission" forms signed and on file in the office.
2. Students must purchase a parking placard from the East Wing office and must be displaced and hanging for the rear view mirror. Student parking placard are valid for the entire school year and are non-transferable.
3. Students must be parked in their assigned parking space.
4. Vehicles not parked in a marked parking space or displaying a valid placard may be towed at the owner's expense.
5. Students must park their cars and enter the building IMMEDIATELY upon entering the parking lot. Sitting in parked cars is NOT PERMITTED.
6. Students are not to be in the parking lot during the school day without prior administrator permission.
7. Reckless driving or excessive speed is NOT PERMITTED.
8. Violation of any student driving policy is grounds for suspension of driving privileges.
9. A student's car may be searched if there is reasonable suspicion to believe that the car contains material forbidden by school rules.

### **DRIVER LICENSE REVOCATION REGULATION**

Driving is a privilege that is governed by law. The Governor/State Superintendent's Education Bill P.L. 51-1990 states the following:

The Bureau of Motor Vehicles may not issue an operator's license or a learner's permit may not be issued to a person less than eighteen (18) years of age who:

- (1) Is under at least a second suspension from school for the school year;
- (2) Is under an expulsion from school due to misconduct;
- (3) Is under an exclusion from school due to misconduct;
- (4) In an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the school corporation in which student is enrolled, withdraws from school before graduating;
- (5) At least thirteen but less than fifteen who has been determined a habitual truant.

The Bureau of Motor Vehicles will invalidate a student's license or permit for the reasons listed above.

The Student's license will be revalidated upon the earliest of one of the following events:

- (1) The person becomes eighteen years of age.
- (2) One hundred twenty (120) days after the person is suspended.
- (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing.

After driver's license has been revoked, the person may file a petition that requests a hearing in any circuit, superior, county, or municipal court.

This policy is not exclusive to Jennings County High School. It is an Indiana State Law and will apply to all high school students in the State of Indiana.

Reference our website [www.jcsc.org](http://www.jcsc.org) with any question.