

## **Jennings County School Corporation**

### **Our Mission**

*Our mission is to inspire and empower our students to reach their full potential as lifelong learners and productive members of a global community.*

### **Our Core Values**

#### **We believe that . . .**

- An open and positive environment promotes respect, honesty and trust;
- Lifelong learning encourages creativity, responsibility and productivity;
- The partnership among schools, families and the community is essential to the complete educational experience;
- Each person is unique and has value;
- When each person contributes, the individual and community thrive;
- Understanding diversity enhances our lives and community;
- Goal setting and high expectations lead to success;
- Everyone can learn.

## **Jennings County Middle School**

### **STUDENT HANDBOOK**

**2022-2023**

### **WELCOME**

Education at Jennings County Middle School involves the cooperative efforts of the students, school system, family, and community. We provide students with the knowledge and skills necessary to attain academic and social success while promoting a safe environment which enhances continual learning and instills personal dignity. We also believe in the crucial need to provide students with basic entry-level skills for a successful transition to high school. All adults at JCMS will encourage

expected behavior by modeling positive attitudes, self-discipline, and lifelong learning.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student should read this handbook and be knowledgeable of its content. Please allow your parents to read this handbook as well. If you, or your parents, have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

The middle school is a transition from the elementary to the high school program and activity. The fundamental skills shall continue to be emphasized and improved upon. As the student gains maturity, he/she is expected to learn to rely more and more on his/her learning activity. Close supervision and personal guidance are to be provided at this level.

**PRINCIPAL**

*MRS. KAREN PEDIGO*

**ASSISTANT PRINCIPAL**

*MR. MIKE GREEN*

**DIRECTOR OF GUIDANCE**

*MRS. ZABRINA NICHOLSON*

**ASSISTANT PRINCIPAL**

*MS. ANGIE KLENE*

**ATHLETIC DIRECTOR**

*MRS. LEAH MCLEOD*

## GENERAL INFORMATION

### **I. Parents' Right-to-Know**

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

- If the teacher has met state qualification and licensing criteria for the grade level and subject area taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing are waived; the teacher's baccalaureate degree major, graduate certification, and field of discipline, and whether the student is provided services by paraprofessionals, and if so, their qualifications.
- If at any time a Title I student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, the parent is to be notified by the school of this information.
- If you have questions or concerns, please feel free to contact Jennings County Central Office at 346-4483 or visit our website at [www.jcsc.org](http://www.jcsc.org).

### **II. Expectations for All Students**

We will:

- Be responsible for our actions
- Treat people and property with respect
- Be on time
- Have our materials
- Do our best on our work
- Behave in a cooperative and courteous manner

The STUDENT has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services.

The TEACHER is expected to conduct a well-planned and effective classroom program, to establish and enforce school and classroom regulations that will facilitate learning, and to maintain written records. The teacher has a right to obedience and to take corrective measures to improve the learning atmosphere for students.

The ADMINISTRATOR is responsible for maintaining discipline, for being alert to and correcting situations likely to promote poor citizenship, for notifying parents of serious student offenses, and for suspending students when necessary. The administrator has a right to impose detention on a student, to deny school privileges, to remove a student from class, to suspend the student, to enlist parental support, and to recommend expulsion/exclusion.

## TECHNOLOGY

### I. **Student Electronic Device Program Acknowledgement**

- I understand that I am responsible for backing up my own files.
- 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 duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.
- 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.

### II. **Device Breakage and Replacement Costs**

| <b>Type of Incident</b>         | <b>Cost</b> |
|---------------------------------|-------------|
| Screen Break                    | \$100       |
| Keyboard Break                  | \$30        |
| Computer Casing Break           | \$75        |
| Laptop Bag Damage/Missing Strap | \$25/\$10   |
| Charger and/or Battery          | \$40        |
| Lost\Stolen                     | Full Cost   |

### III. 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 and Go Guardian) 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 accessed 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;

- 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 email accounts, non-district-provided email 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;
- 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;
- Google Meets- attending or conducting a JCSC Google Meet session without a staff member present in the meeting.

*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.

**ELECTRONIC SURVEILLANCE**

Electronic surveillance may occur on any school property or on any transportation vehicle. A notice placed at the main entrance to each building shall notify patrons.

The use of visual surveillance shall not be used in areas where the expectation of privacy exists, such as classrooms, locker rooms, restrooms, dressing rooms, etc. However, audio surveillance may be utilized in these areas. In addition, a staff member may request that surveillance be installed in his/her classroom for good cause. This request is to be made to the building principal.

The Transportation/Safety Director shall supervise the use of electronic surveillance equipment on transportation vehicles. The use of electronic surveillance equipment on school grounds and on other School Corporation property shall be supervised by the superintendent or designee.

Electronic surveillance shall be used to aid in monitoring the order, safety, and security of students, staff, patrons, and property.

Retention schedules for transportation surveillance recordings shall be no less than 48 hours and for building/property surveillance shall be no less than 7 days (where possible). If it is known that an incident occurred, then the assigned supervising administrator or his/her designee may retain the surveillance recording containing such incident.

Access to these devices and their records will be by approved personnel only and may be shared with law enforcement personnel or officers of the court as evidence.

The use of electronic recordings from surveillance equipment shall be subject to the policies of the District as they relate to confidentiality of student and personnel records.

**METAL DETECTORS**

The Superintendent of JCSC is authorized to purchase hand-held metal detectors and permit administrative staff, school resource officers, and other



personnel trained in the usage of hand-held metal detectors to utilize such metal detectors as a part of a comprehensive program of school security and safety of students, staff, parents and other visitors.

Metal detectors, both walk-through and hand-held wands, will be used only in accordance with the Superintendent's administrative guidelines.

The Board authorizes the search of all persons, students, staff members, parents, guardians, and other visitors entering Corporation buildings, boarding or riding Corporation buses/vehicles owned by, or contracted for, the Corporation, entering Corporation property, attending events on Corporation property, attending school activities off-site. Such searches may be conducted using walk-through or hand-held metal detectors as a part of a comprehensive program of safety and security.

If a person has a medical condition that prohibits them from going through a walk-through metal detector, then only a hand-held metal detector may be used.

No person shall be selected to be searched based solely upon his/her gender, race, ethnicity, religion, disability, physical appearance, manner of dress, or association with any particular group of persons.

## **RULES OF CONDUCT**

### **I. Introduction**

In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. However, no school or school system can discharge these responsibilities if it permits the students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons. The Board of Trustees of Jennings County has the legal responsibility for all schools of the county. The Board, in turn, has set policies and has appointed administrative personnel to carry them out. Authority for such Board responsibility is included in the School Powers Act and Indiana Code 20-8.1 as amended by the Indiana General Assembly, and in the Policy Manual of the Jennings County School Corporation.

### **II. Philosophy**

The entire foundation and success of public school education depends on the basic concept of self-discipline. True self-discipline allows all individuals to exist in a world of change.

Each individual's rights are afforded them by our Federal and State Constitution and policies adopted by the Board of Trustees.

It is, therefore, our purpose at Jennings County Middle School to establish a climate for learning where all students will be motivated. An element in that climate for learning must be an orderly setting which promotes the health and safety of all individuals. We must establish rules which encourage order. We must also find a way to enforce these rules so that all individuals affected will

receive fair and consistent treatment. However, in any attempt at consistency, we must retain an element of flexibility and a degree of judgment in administration which allows for variation in circumstances, so far as they can be completely and truly known. Flexibility in the consequences will exist to allow for circumstances that might include repetition of the same offense.

### **III. Authority of Adult School Employees**

All of the adult employees of the Jennings County Middle School have certain responsibilities to the school, and in order to carry out these responsibilities, they have certain authority granted to them. Included in this authority is the authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, bus driver, or custodial, the student is expected to accept such correction as though the principal were giving such correction.

#### **A. Substitute Teachers:**

Our school is fortunate in having capable people to help us whenever regular teachers are not in the classroom. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being as polite, helpful, and considerate as you would be to your regular teacher.

### **IV. Student Code of Conduct**

This Code of Conduct has been prepared to better acquaint you with the rules and policies of Jennings County Middle School and the Jennings County School Corporation. Your knowledge of the rules and your practice of responsible conduct will insure your good standing at Jennings County Middle School.

All rules and consequences are undergirded by the fundamental principle of fairness. This Code of Conduct is dedicated to the basic philosophy that an excellent school encourages responsible conduct and practices fairness to all.

### **V. Imminent Risk of Injury to Him/Herself or Others**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

### **VI. Cheating**

Cheating is a serious offense that will be dealt with severely. The first case of cheating on any type of assessment will result in an "F" grade being given for the particular assignment. The second offense on any type of assessment will result in an "F" in the class for the 9 week grading period and a possible failing grade

(F) for the class. Parents will be notified immediately by the teacher of any occurrence of cheating. When cheating occurs a classroom referral will be written for documentation.

### **VII. Dog Interdiction Program**

This program was implemented in order to ensure that JCMS is free of drugs and violence. Dogs are used to sniff lockers 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.

### **VIII. Substance Abuse Policy**

- A. 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 parents/guardian and the police will be notified.
- B. 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 has the option of recommending (a) expulsion, or (b) assignment to the Restart Program.
  - a. A student will be assigned to the Restart Program 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.
  - b. 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.
  - c. The student and parent/guardian must sign the Parent Waiver or 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.
- C. Any second offender of the Jennings County School Corporation Substance Abuse policy will be recommended for expulsion from school for two (2) semesters.

### **IX. 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 that is lewd, vulgar,

indecent, offensive, distracting, or disruptive to the educational process, which include but are not limited to:

1. Shirts/tops may not be tanktop, muscle or spaghetti straps.
2. Tops exposing a bare midriff or low cut.
3. Apparel or accessories advertising drugs, alcohol, or tobacco products.
4. Apparel displaying vulgar or obscene language or content.
5. Shorts or skirts that are above mid-thigh in length are not appropriate and will be determined appropriate by the administration.
6. Head gear or hats not specifically required by the instructor of a lab class. This includes but is not limited to bandannas and the hoods of hoodies.
7. Coats worn to class without teacher permission (acceptable apparel includes but is not limited to sweat suit tops, hooded sweatshirts, and pullovers).
8. Students may not wear wallet chains or chains as accessories that are made from heavy gauge steel of such a length as to be used as a weapon.
9. Students will not be permitted to wear any clothing which endorses violation of school policy, immoral or illegal action, or which may suggest or demonstrate any association with gangs, gang recruiting, and other related activity.
10. Any clothing which may expose undergarments.
11. Pajamas or slippers are not permitted.
12. Any clothing or personal accessories deemed unsafe or inappropriate by an administrator.

**Please Note:** All pupils are expected to be appropriately dressed for each school day. The principal or his/her designee shall determine the appropriateness of the dress.

#### X. **Phones/Cell Phones**

Students will not be called from classes to answer a phone call unless an emergency exists and students should not be contacted by their personal cell phones throughout the day. If you need to communicate with your student, please call the front office and we will deliver a message to students as quickly as possible without significant interruption of class time. Any student carrying a cell phone must keep it concealed and turned off when they enter the building. Cell phones are not to be used on school buses. Unauthorized use of a cell phone will result in the phone being confiscated and disciplinary action being taken. Parents/guardians will be required to pick up phones in the Main Office between 7:50 am and 4:00pm.

#### XI. **Tardiness**

1. Students are considered tardy if they are not in their assigned seat or work area when the 4-minute passing period ends or they arrive

late to class without a pass.

2. If a student is tardy to school (arrival after 8:10), they must report to the Attendance Officer before going to class.

**Please Note:** All student tardiness will be reported to the Attendance Office. After the fourth cumulative tardy in a quarter, and every one thereafter, a student will receive disciplinary action up to and including After School Detention, ALSO, and/or Saturday School.

## **XII. Bullying Policy**

### **A. Bullying**

1. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
2. As defined by IC 20-33-8-2, 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:
  - a. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - b. Has a substantially detrimental effect on the targeted student's physical or mental health;
  - c. Has the effect of substantially interfering with the targeted student's academic performance; or
  - d. 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.

- B. Any student that is suspected of bullying behavior may be placed on the "JCMS Bullying Agreement" which includes but is not limited to:

1. A written acknowledgement of the bullying behaviors by the student
2. Social restriction for a period of up to 10 consecutive days
3. Suspension
4. Expulsion

**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”.

Director of Human Resource and Director of Programs

812-346-4483

34 W Main Street

North Vernon, IN 47265

### **XIII. Student Gang Activity**

- A.** 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.
- B.** 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.
- C.** 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:
  - 1. Either:
    - a. promotes, sponsors, or assists in; or
    - b. participates in; or
    - c. 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).
  - 2. “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.
- D.** The Jennings County School Corporation will report all known gang activity Per IC 20-33-9-10.5. A school employee shall report any incidents 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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

6. 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).
7. 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.
8. 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.

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

### **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 in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action may include any of 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. Work detail and/or community service



6. Requiring a student to remain in school after regular school hours for detention
7. Restricting extracurricular activities. This includes but not limited to any dance, athletic events, after school activities and club activity
8. Removal 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
9. Assignment by the principal of:
  - A. A special course of study.
  - B. An alternative school (Restart), (ALSO), (IMPACT), (ACEP).
  - C. Saturday School: Students may be assigned to Saturday School for misconduct. Students are required to bring study materials and work to Saturday School. Failure to attend Saturday School will result in further consequences being enacted.
  - D. After School Detention: Students may be assigned to a two-hour, after-school detention for misconduct. Students are required to bring study materials and work during the duration of the detention.
10. Removal of a student from school-sponsored transportation.
11. Out of School Suspension
12. Referral to the juvenile court having jurisdiction over the student.

#### **I. 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/Horseplay
4. Excessive talking
5. Reporting to class without appropriate materials (books, paper, writing instruments, etc.)
6. Wearing coats and/or hats in class
7. Sleeping /laying head down during class
8. Throwing objects in class
9. Defacing school property
11. Violation of other classroom rules established by the instructor
12. Grooming in class (hair styling, make-up, fragrances)
13. Liquid ink is not permitted, including pens and whiteout.
14. Tardiness to class
15. Minor technology violations (emailing others, playing games, using other student's computers, etc.)

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

- A. Ask students to self-reflect on behaviors (complete a "Refocus" form) and discuss with teacher.

- B. Teacher/Student Conferences - the teacher will explain the consequences for repetition of the act.
- C. Contact - The teacher will notify the parent/guardian by phone or written notice regarding the student's misconduct.
- D. Take reasonable steps within the classroom to intervene and prevent the behavior from reoccurring.

## **II. Misconduct**

The following violations are considered misconduct:

1. Causing a disruption/distraction
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. Using any electronic device for reasons other than classroom instruction as deemed appropriate by the classroom teacher. Electronic devices, including headphones, should remain out of sight during class time unless being used for classroom instruction appropriate by the classroom teacher. The school is not responsible for theft or loss of these items.
7. Littering the hallways or school grounds
8. Failure to clean up in the cafeteria following lunch
9. Eating candy or drinking soft drinks
10. Using any locker other than the one that was assigned to you
11. Usage of cell phones, or other similar devices during school hours for texting, calling, using social media, taking pictures/video or any other action not related to their education
12. Possession of a lighter or matches
13. Nuisance items (laser lights, toys, video games, electronic devices, cards, etc.) The school is not responsible for theft or loss of these items
14. Selling items to other students
15. Exiting the building at the wrong time or from unapproved exits. All walkers leave 2nd round out of the front doors, no one is to exit from the athletic wing. Students picked up by parents will be dismissed 2nd round and must be picked up outside the auditorium wing exit
16. Running in the hallways
17. Attending Jennings County High School dances or bringing students from other schools to Jennings County Middle School dances.
18. Excessive tardiness to school
19. Hallway pass violations, including leaving class without a pass and teacher permission or using another student's pass
20. Using headsets/earbuds during the school day without permission
21. The use of VPN, proxy servers, or hotspots to circumvent the school's firewall and content filters.

22. Gaining unauthorized access to the school network, an individual computer (through remote access), or any other electronic device
23. Purposefully damaging school computers and electronic devices or damaging personal devices that belong to any other individual
24. Installing unauthorized software or web extensions
25. Downloading or sharing of copyrighted electronic media
26. Defiance or disrespect showed towards a substitute teacher
27. Cheating on homework or classwork assignments. This includes plagiarism on homework and classwork assignments
28. Chronic classroom misconducts

**Please Note:** All of the above offenses apply to students on school grounds before, during, and immediately after school hours, on the school grounds at any time the school is in use by a school group, or off the school grounds at a school function. This includes, but is not limited to, a school-sponsored bus, an athletic event, or a field trip. **Students who violate the school or classroom misconduct rules may be subject to, after-school detention, Saturday School, Detention, Period Detention, In-School Suspension (ALSO) or out-of-school suspension, or other discipline as designated by principal or principal designee.**

### **III. Severe Misconduct**

- A. Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or the safe, normal operation of the school corporation. School officials may find it necessary to remove a student from the school. In this event and in accordance with provisions of IC 20-22-8-1, the Board of School Trustees authorized administrators and staff members to take the following actions:
  1. After School Detention
  2. Saturday School
  3. ALSO – In School Suspension
  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 of no longer than the remainder of the current semester plus the following semester, excluding summer school.
- B. The following actions are considered severe misconduct:
  1. Possessing, using, or transmitting any object that can be considered to constitute 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
  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, 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, look alike, or substitute anywhere on the school grounds, school building, or at bus stops. This includes "E-Cigarettes" or any other object that produces a vapor to be inhaled. Violations of this tobacco policy may result in the following punishments:
  - 1st Offense- 1 day suspension from school and all school activities or 1 day in ALSO, plus 1 Saturday School
  - 2nd Offense- 2 day suspension from school and all school activities or 2 days in ALSO, plus 2 Saturday Schools
  - 3rd Offense- recommendation for expulsion from school pending due process
11. Behavior which may be considered as sexual, racial, or religious harassment
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. Using on school grounds, during school hours, an electronic paging device, a cell phone, or any other electronic device in a situation not related to a school purpose or education function.
17. Repeated bullying or intimidation
18. Taking, possessing or transmitting inappropriate pictures or video. This includes but is not limited to nude images, drug related images and exceptionally violent images.
19. Removing a school owned device from school grounds without permission. This action could also subject a student to criminal prosecution.

**Please Note:** Students violating these rules may receive up to 120 hours of assigned community service, ALSO, assignment of counseling services and programming, out-of-school suspension for 1-10 days, Saturday School, and/or a recommendation for expulsion pending due process.

#### **IV. Grounds for Suspension or Expulsion**

**A.** Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes 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 as to the type of conduct prohibited by this subdivision:
2. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
3. 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.
4. Setting fire to or damaging any school building or property.
5. 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.
6. 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.
7. Causing or attempting to cause damage to school property, stealing, or attempting to steal private property.
8. 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.
9. 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 not welcome.
10. Possessing a knife, pepper spray, mace, firearm, or dangerous device or something that appears to be a dangerous device, or a destructive device. 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 intended for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

11. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, **unauthorized prescription medication** or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.

12. 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 chemicals 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 limited to "White Lightning", "K-2, 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.

13. 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 substance 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.

14. 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.

15. 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.

16. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or educational

function. This includes, but is not limited to, bomb threats, false reporting of 911, and pulling fire alarms.

17. 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;
- 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 under the influence of 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 under the influence of any non-prescription drug.  
Failing to submit any medications either prescription or non-prescription to the school nurse.

18. Possessing, handling, or transmitting any firearm, explosive, or weapon on school property.

- a. The penalty for possession of a firearm is a 10 day suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent 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.

19. Repeatedly committing acts to be considered as bullying.

**B.** 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.

**C.** 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.

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

**E.** Students that 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 calendar year in accordance with adopted school policy and Indiana Code.

## **V. Grounds for Exclusion**

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

A. If the student has a dangerous communicable disease or parasite infestation transmissible through normal school contact that poses a substantial threat to the health or safety of the school community.

B. 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 the student's presence in school would constitute an interference with an educational function.

## **VI. 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 civil courts may follow in sequence.

## **VII. Suspension Procedures**

A. 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.



B. 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.

C. 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.

## **VIII. Expulsion/Exclusion Procedures**

A. 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 is given notice of their right to appear at an expulsion meeting conducted by the superintendent or 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.

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/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

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.

6. Legal counsel may be present for consultation during a hearing recess only. They may not participate in the hearing itself.

## **TRANSPORTATION AND GETTING TO SCHOOL**

### **I. To and from School**

- A. Bicycle riders are expected to park their bicycles in the designated area. Recreational riding is not permitted at any time-this includes skateboards.
- B. Students who WALK to and from school are requested to walk on established walkways and paths and not cut across grassy areas. NEVER walk between buses! Walkers are to leave at the 2nd round dismissal and exit through the main front door only.
- C. School rules and policies will be in effect for all students en route to and from school and at bus stops.
- D. The main entrance is the bus loading zone and should be kept clear of unnecessary traffic.
- E. Students who are transported to and from school by automobile are to be let out as quickly and safely as possible at the auditorium/patio entrance to the building (West side). This is for the before and after school delivery and pick up of students. Students getting picked up by parents at the end of the school day are to leave at the 2nd round dismissal.
- F. During school hours, student delivery and pick up are at the main entrance (bus traffic has the right of way before 8:30 AM and after 2:30 PM).
- G. Given inclement weather conditions, all students will be allowed to ride student transportation to and from School.

### **II. Student Walkers**

- A. Students residing in close proximity to any Jennings County School are not provided transportation. In some areas transportation is provided to elementary school age students only. Transportation is provided based on distance, presence of sidewalks for all or a large portion of the way, and the age of the students involved. If you have questions regarding eligibility of bus ridership, please contact your child's school. In the future additional areas may be added based upon funding provided for transportation from the State of Indiana. As a general rule Middle School and High School students that reside on the following streets would not be provided transportation to and from school:

- West side of Norris Avenue between Walnut and S St
- Gilbert Street
- Harms Street
- Oakridge Drive
- Long Street
- Durbin
- Woodside

- Child's Lane
  - Westwood Place
  - Byram Lane
  - Mount Street
  - Platter Drive west of Norris Avenue
  - Wheeler Lane, Twin Oaks Drive, and Hayden Pike between Walnut and Edgewood
  - Oak Meadows
  - Village Apartments
  - Dallas Drive
  - South Street
  - Brownstown Road between Hayden Pike and Walnut
  - East and West Noon Drive
  - Woodfield Court
  - Persimmon Drive
  - Daniel Drive
  - Barlow Drive
- B. Crossing Guards are provided at two locations on Walnut Street; one at the access road to Oak Meadows and a second at Brownstown Road where it intersects with Walnut Street (U.S. 50). Parents are responsible for making certain that students arrive to school in a timely fashion.
- C. Review safe practices to follow when crossing streets as well as good practices and manners when walking sidewalks as a pedestrian. Students should also try to walk with a friend to and from school. If there are nuisance pets or other problems en route notify your parent and school personnel so they may be addressed.

### III. **Bus Transportation**

- A. 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 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 that distracts the driver. Driving a school bus is a serious profession, and we are concerned for the safety of everyone.

#### **B. 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 peoples' lawns and private property.

**C. 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.

**D. 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 before you cross the street.
6. Go directly to your residence from the bus; do not go to the mailbox or a neighbor's home.

**E. 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 older student will be acquainted with emergency procedures.

**F. Conduct on the Bus:**

1. Follow the directions of the driver.
2. Walk to your assigned seat and remain there. Absolutely no standing or moving around while the bus is in motion. Face forward with both feet on the floor.
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 the 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 and vaping 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.
13. The use of video games, music devices, cell phones,

cameras, and musical instruments, or other nuisance items on the bus are prohibited.

**G. Riding a Bus Other Than the One Assigned:**

1. If a student is riding home with another student, they both must have a note written by a respective parent.
2. The note from the parent must be given to the main office no later than 10:30am.
3. A phone call will be made to each of the parents to confirm.
4. Each bus note will be signed by the principal after confirmation and then can be picked up in the main office by the student on their way out of the building.
5. The signed note must be presented to the bus driver then for the student to be allowed to board.

Note: If notes are not received by the main office by 10:30 or cannot be confirmed, students will not be allowed to ride a bus other than their original, assigned bus. We do this for the safety and security of all of our students.

**III. BUS CONDUCT DISCIPLINE PROCEDURE**

- A. Riding Jennings County Schools' buses is 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, ALSO, Saturday School, and/or expulsion from school. Do not bring large items onto the bus such as book bags on wheels, large musical instruments that cannot be held on the lap or between the feet, or school projects.

**B. 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 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 the bus stop repeatedly.
11. Use of a musical item such as a game or a cell phone.

### **C. PROCEDURES**

Depending on the infraction, any of the following could be employed for minor offenses:

1. Verbal warning by driver.
2. Driver contact of parent.
3. Disciplinary report resulting in bus probation.
4. Disciplinary report resulting in a bus suspension 1-3 days.
5. Disciplinary report resulting in a bus suspension 3-5 days.
6. Disciplinary report resulting in a bus suspension 5-10 days and a recommendation for bus removal for the remainder of the semester or school year.

### **D. Severe Offenses**

These would include, but are not limited to, the following:

1. Fighting.
2. Profanity.
3. Drugs, alcohol, vaping paraphernalia, 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, pepper spray, mace, etc.) or any item which is used as a weapon or may be considered a weapon.
6. Insubordination-refusing to follow the directions of the driver; arguing or talking back to the driver when given directions.
7. 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 or out of the bus, or at the bus stop.
9. Rude, discourteous, harassing, bullying, intimidating, threatening, or sexual behavior.

## **E. PROCEDURES**

Depending on the infraction, any of the following could be employed for severe offenses:

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

Note: All bus suspensions require notification by an administrator.

## **F. SEVERE CLAUSE**

A student may be suspended on any bus conduct violation if the behavior is considered severe and/or threatening.

- A. Steps may be skipped for a severe incident.

## **G. School Board Policies**

A complete copy of School Board Policy Statements is available for public inspection at the administration office and the principal's office of each building.

## **GENERAL INFORMATION**

### **Non School Officials**

A law enforcement officer, social services staff member, or other public or private professional service agency may confer with a student on school premises if done in the presence of the student's parent, or the building principal, or his/her designee.

### **Student Assistance**

There are programs available for students eligible for assistance to attend JCMS. The student or parent may request applied-appropriate forms to reduce or pay the cost of book rental or the cost of lunch/breakfast. Parents will be notified if their student qualifies for either program after review of the completed application(s).

### **Bookstore**

The bookstore is operated as a service to our students. Most necessary school supplies such as pencils, paper, folders, pens, etc. are available for purchase. The bookstore is located by the office and is open between 7:50-8:10 am and in an as-needed basis.

### **Fundraising Sales**

The school does not permit the selling of any items at school, regardless of whether it is for personal profit or to be donated to a nonprofit organization. The school system will designate approved fundraisers each year.

### **Lost and Found**

Students who find lost articles of clothing are asked to take them to the office during the school day. Lost articles which are not claimed within a reasonable

time will be given to charitable organizations. Students are expected to check frequently in the office for articles or books they have lost.

### **Lockers**

All lockers made available for student use on the school premises, including lockers located in the hallways and physical education area are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause or can reasonably cause, or can reasonably be foreseen to cause an interference with school purposes or any educational function, or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. Lockers are assigned to students only by the guidance office. Students who experience difficulty with a locker and need repairs should report the information in the guidance office. PE lockers are assigned by the teachers in that area. Students are responsible for keeping PE equipment locked at all times. Lost PE locks are the responsibility of the student.

### **Visitors**

Under no circumstances is a student to bring a visitor to the school, this includes young children. Visitors who are parents and who show an interest in the welfare of the school and the students are most welcome. No one will be permitted to visit the school who does not come to the principal's office and properly identify himself/herself stating the purpose of his/her visit. Parents wishing to discuss problems with teachers should call the-School Counseling office to arrange a conference.

### **Announcements**

Daily announcements related to school and student affairs will be given each morning or afternoon. It is important that students listen carefully. Students who wish to have activities announced must have the information written and approved by the sponsor. Special announcements will be kept to a minimum, so as not to disturb regular class procedure. Regular announcements are emailed to teachers to be read during homeroom and will be emailed to parents once per week.

### **Field Trips**

Students must have signed written permission slips on file before being allowed to go on any field trips. Students that are on an attendance contract are not allowed to attend any field trip. 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.

## **ATTENDANCE**

### **I. Philosophy**

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.

#### **A. The attendance policy governing the high school and middle school would consist of the following:**

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. The parent/guardian must make prior arrangements for absences due to special events or personal business.

#### **SEVENTH EXCUSED/UNEXCUSED ABSENCES**

Principal sends parent/guardian a notification letter indicating that the student has missed seven days.

#### **EIGHTH UNEXCUSED ABSENCE**

The Principal sends parent/guardian a letter requesting him/her to attend a conference with school officials at which time an attendance success plan will be created and signed. The parent and student may need to meet with a school counselor. IF the parent/guardian does not attend the attendance success plan meeting, a copy will be mailed to the parent by certified mail for notification. If the student success plan is not followed and additional absences occur, a student may be referred to the JCSC attendance committee.

#### **TWELFTH EXCUSED (not medically verified) ABSENCE**

The Principal sends parent/guardian a letter requesting him/her to attend a conference with school officials at which time an attendance success plan will be created and signed. The parent and student may need to meet with a school counselor. IF the parent/guardian does not attend the attendance success plan meeting, a copy will be mailed to the parent by certified mail for notification. If the student success plan is not followed and additional absences occur without medical verification, a student may be referred to the JCSC attendance committee.

Parent must provide principal with medical statement for every absence verifying they were seen by a physician and cannot be backdated. Also, the parent may bring the child to school and may be excused by the school nurse.

Principal may grant excused absence for valid reason at the principal's discretion.

**ACTIONS THAT MAY BE TAKEN BY THE JCSC ATTENDANCE REVIEW COMMITTEE:**

Request that the Division of Family and Children consider possible reduction of Temporary Assistance for Needy Families benefits. AND/OR

Request that a police officer investigate sending a copy to the parent/guardian, Probation Department, superintendent, principal, and Department of Family and Children. AND/OR

The Probation Department may file a juvenile delinquency petition alleging truancy or completes an informal adjustment with the family at the request of the prosecutor. AND/OR

Request or file an affidavit against the parent/guardian for educational neglect. AND/OR

Recommend the student for retention in current grade. AND/OR

Recommend the student for expulsion. AND/OR

Request that the Prosecuting attorney initiate legal action against the parent and/or child; court hears case.

It is very important that you understand that it is your responsibility, as a parent or guardian, to ensure that your child regularly attends school as required by law. When a student accumulates more than ten unexcused absences, the student will be deemed "habitually truant". This is defined in Indiana State Statute 20-33-2-11(b)(1). A letter will be delivered in conjunction with and will be part of a criminal investigation that will list you as a "involved person." In the event that your child is absent from school and does not meet the requirement for an excused absence, the case will be formally prepared for prosecution in the Circuit Court of Jennings County. This letter will serve as your only notice that any further unexcused absences during the current school year could result in your arrest and subsequent prosecution for violation of Indiana Code 20-33-2-28. If convicted, you could receive up to 2.5 years in jail and a fine of up to \$10,000.00.

## II. 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.

b. Personal, medical or dental appointments. (Medical certificate is required within one week of absence. Also, the medical certificate 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 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.

C. **Unexcused** - All other absences from school will be considered unexcused. Students who are on an attendance agreement may not be allowed to attend field trips.

**D. 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. The student leaves at 1st round dismissal if that is not the student's correct round.

**Please Note:** A student who commits an act of truancy will receive no make-up work.

**E. Habitual Truancy** - If a student is judged to be a habitual truant, he/she may become ineligible to receive his/her Indiana driver's license until he/she reaches the age of eighteen (18) years. A habitual truant is defined as follows: A student who is truant more than three times in one school year.

### **III. Pre-arranged Absences**

Annually, the Board of School Trustees adopts and publishes a school year calendar including student attendance days, days students are not in school, and vacation periods. Parents are required to ensure that their children are in school during student attendance days. The board recognizes that there occasionally may be circumstances, other than illness or death in the family, which warrant the student being absent from school. Parents **MUST PRIOR** to the student being absent. The determination as to whether the absence will be considered excused or unexcused will be based upon: evidence of a rare social or educational opportunity, the length of the absence, the involvement of other family members, and the student's prior attendance record.

#### **IV. Excused from Participation:**

If it is necessary for an academic student to be excused from a classroom activity for medical reasons, the student should have a parent-signed request to give the teacher. If the request is for an extended period of time, the student may be requested to obtain a physician's statement.

Occasionally, parents call the office and make verbal requests for students to be excused from participation due to illness. The nurse will issue an excuse for that one day and request that a written statement be brought for additional days of non-participation.

If a student is unable to participate in a physical education activity, a parent note signed by the principal or assistant principal is considered excused for two (2) days only. If a student is physically unable to participate in physical education class for more than two (2) days, a doctor's statement is required.

#### **V. Passes for Leaving School:**

A. Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. Failure to follow the proper procedure will be considered truancy.

B. Students are not allowed to leave school to eat lunch, unless a parent-signed permission slip is on file in the main office for the student to go home for lunch. Students may not have restaurant food delivered to school.

C. When students have appointments, parent must call or send a note to the office stating the date, time, and place prior to the appointment. The student will be called to the office when the parent arrives. The student should report to the office when called. When the student returns to school following the appointment, he/she should report to the attendance office with a doctor's slip and get an admittance pass to class.

## **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.

**Student Privacy and Parental Access to Information  
(Board Policy 2416)**

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:



- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation by requesting access from the school principal.

*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)

**Notification Regarding Inspection of Instructional  
Materials**

Members of the public have the right to inspect instructional materials, including but not limited to print and non-print materials, films, tapes and any other supplementary material, used as part of the educational curriculum. Each school principal is responsible for coordinating inspections of instructional materials at the school. Additionally, the JCSC Director of Curriculum and Instruction can be contacted in regards to requests to review materials. (JCSC Policy 9130 Form 2 and Form 3)

**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

## **ACADEMICS**

### **I. Study Skills**

#### **A. A Student Who Does Well Academically:**

1. Brings notebook, paper, pen or pencil, and other materials necessary to class daily.
2. Participates in the classroom, listens well, and takes part in discussions.
3. Asks questions if he/she does not understand the discussion or if a problem exists.
4. Plans work and schedules time for homework each day and understands the assignment before leaving class.
5. Applies his/her acquired knowledge to different situations.
6. Strives to do his/her best.
7. Follows all instructions given by staff members.
8. For useful tips to help your child be successful in school, visit [www.ED.gov](http://www.ED.gov) or Rose Hulman Homework Help (1-877-Ask-Rose).

#### **B. How to Study**

1. Attitude is important – think positively, work independently, seek help only when you have exhausted your own resources; then ask questions, use library sources.
2. Learning requires concentration – keep your mind on what you are doing. It will take less time.
3. At home, have a definite, well-lighted, quiet place to study. Regardless of grades, students should study at home each day.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
5. If the assignment is a long-term project, do a little of it each day; don't let it go until the last minute. It will be easier, and you'll do a better job.

### **C. HOW TO TAKE A TEST**

1. Relax and forget other people.
2. Read the directions carefully, and then follow them.
3. Read the whole test first to see what's asked for and how to budget your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for – not what isn't asked for.
7. Check your paper for spelling and grammar before turning it in.

### **II. Homework**

Often, class time is set aside for individual study work under the supervision of the teacher who can, during this time, help students with their particular weakness and observe study and work habits of all students in class. Home study is a necessary part of each pupil's education program. Each student must be expected to spend some time, in addition to class instruction, to achieve satisfactory work.

Some assignments are long-range in nature and require planned study time for completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

### **III. Make-Up Work**

It is always the responsibility of the student, upon returning, to ask teachers for make-up work. When a student is absent for two school days, it is recommended that assignments and homework be obtained by telephoning the guidance office. Requests for assignments should be made prior to 9:00a.m.

Students who get assignments upon returning to school will have one day for each day's absence in which to submit the required make-up work. Missed work caused by an extended illness will be reviewed, and specific dates will be established for the work to be completed.

A student who is present when a test or a long-term project is announced is expected to take the test or turn in the project as scheduled or upon returning to school. In laboratory classes such as art, physical education, industrial technology, family and

consumer science, and science, which do not lend themselves to make-up work, the make-up procedure will be determined by the teacher.

Students going on field trips are responsible for any work missed during their trip. Assignments due on the day of the field trip should be turned in before the trip, or as pre-arranged with the teacher. Students with unexcused absences or on an attendance contract may not be allowed to attend field trips.

#### **IV. Scheduling and Class Assignment**

We believe in educating a well-rounded student. With that in mind, each student has the opportunity for 7 classes throughout the day. The 4 core classes that everyone is required to take are Science, Social Studies, Language Arts and Math. In addition to all students will have a class period of either Health or P.E. each semester. The other two periods in a day are used for “elective” classes, enrichment classes or special service classes.

#### **Elective Classes offered:**

- Semester - Art, Business, Engineering & Technology, Media, Music Appreciation, Exploratory Language, Project Lead The Way, Study Skills, Math and English/Language Art Labs
- Year Long - Band, Choir, Orchestra, Introduction to Agriculture
- Advanced Year Long Classes with Prerequisites – Una Voce, Advanced Art, Advanced Media, French, German, Spanish, Advanced Engineering & Technology, Advanced Media, Advanced CSIM

7<sup>th</sup> & 8<sup>th</sup> grade students will be able to request “elective” classes but are not guaranteed any of their choices other than Band, Orchestra, Advanced Art and Choir. We do try and accommodate at least one of their choices but is at the discretion of the building principal.

**Special Service Lab Classes:** We offer specific classes designed at giving additional support and enrichment to the subjects of Math and Language Arts. The purpose of these classes is to assist students that the extra support will allow them to excel to their maximum potential and will help to ensure that the student has the skills necessary to be successful in their future educational career. Lab classes fill a period that would otherwise be taken by

an “elective” class and are at the sole discretion of the building principal. Students can be assigned to any of these classes at any given time. Information used to make placement decisions includes, but not limited to: student request, parent request, formative assessments, department assessments, teacher recommendations, ILearn scores, and current year grades.

**Remediation Support:** JCMS has an exceptional remediation team that offers the opportunity for students to receive assistance when they may be struggling. Students can be pulled from electives throughout the year when necessary. Students who have taken advantage of our support team have seen significant improvements in grades and self-confidence.

#### **V. High School Courses Taken During Middle School**

Algebra I, Introduction to Agriculture and foreign language classes (French I, German I or Spanish I) that are 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, Introduction to Agriculture, French I, German I or Spanish I during their freshman year of high school. In that case, the grade and credit from middle school will not appear on the high school transcript. If the student changes the foreign language course during their freshman year from the language that was studied in middle school, then the middle school language grade and credit will appear on the high school transcript.

#### **VI. Assessments**

The School Board, in compliance with law and rules of the State Board of Education, shall implement the Indiana ILearn to assess student achievement and needs in English/language arts and mathematics 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 such as end of course examinations for algebra I.

*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.*

## **VII. GRADING**

Letter symbols indicate a student's achievement and progress:

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

The grade given at the end of the semester is the grade that will be recorded on the permanent record. Students who continue to perform below average work, show unsatisfactory effort, or have poor attendance may be retained in the same grade for the next year. Final grades will be rounded to the next whole number (.0-.4 down/.5-.99 up)

JCMS 2020-21 Academic Awards (based on a 12.0 grading system)

- High Honor Roll = All A's
- Honor Roll = A's & no more than 2 B's

## **VIII. Jennings County Schools' Progress Reports and Promotion**

Policy Statement IDF the Board believes that parents are entitled to be informed concerning all phases of their child's education; and further, the Board recognizes that progress reports are effective and vital forms of communication between schools and parents. These measures of accomplishment shall be offered on regularly scheduled basis and shall be terms adequate to communicate to parents. Parents may view their child's performance at all times by reviewing their child's grades online in Skyward or may call the school at any time to request a progress report.

- a) **GRADING SYSTEM** - Students shall be evaluated according to the performance requirements established for the learning experience in which they have participated.
- b) **METHODS OF REPORTING** - Parents may view their child's performance at all times by reviewing their child's

grades online in Skyward or may call the school at any time to request a progress report. All student reports are sent home with students at the end of the nine weeks. The fourth nine/second semester week report card is mailed.

- c) **PARENT-TEACHER CONFERENCE** - Parents and teachers are encouraged to facilitate communication between each other. Such conferences are not necessarily only for reporting but are encouraged for any occasion that will promote the welfare of the student under consideration.

## **IX. School Counseling Services**

- A. **Counselors Role:** JCMS school counselors are vital members of the educational team. They help all student in areas of academic achievement, personal/social development and career development, ensuring today's students become the productive, well-adjusted adults of tomorrow.
- B. Counseling services are available to all students. The counselor's purpose is to help students, teachers, and parents in understanding the student's potential ability and achievement levels. Both students and parents should feel free to consult with counselors about classroom concerns, plans and decisions, or personal problems. School Counselors will also assist parents in arranging conferences with teachers.
- C. Students may be referred to school counselors by themselves, parents, teachers, other students, or administrators. Counselors may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with their school counselors. They are professionally trained to listen and assist with your concerns.
- D. **Confidentiality:** School counselors recognize their primary obligation for confidentiality is to the student but balance that obligation with an understanding of the family or guardians' legal and inherent rights to be the guiding voice in their children's lives. It is the school



counselors' responsibility to fully respect the right to privacy of those with whom they enter a counseling relationship and to provide an atmosphere of trust and confidence. Exceptions to confidentiality exist, and students should be informed that situations arise in which school counselors must inform others of information obtained in counseling relationships in order to protect students themselves or others. There are four exceptions to confidentiality that are required by law and/or ethical standards:

1. Harm to self or others
2. Suspected abuse or neglect
3. Court or other legal issues
4. Violation of a school rule

#### **X. Student Records**

Student records are governed and controlled by adopted policy to comply with provisions of the "Family Educational Rights and Privacy Act of 1974" (20 U.S.C. 1232g) and the regulations of Departments of Education and Health and Human Services. Student records are accessible to parents upon request.

#### **XI. Change of Address**

If, at any time during the school year, a student moves to a different address in the county, the change must be reported to the School Counseling office. A change in telephone number must also be reported.

#### **XII. Withdrawal from School**

In order for all necessary records to be completed, parents are requested to contact the School Counseling office two (2) days prior to the date of withdrawal stating their intention. Students are required to turn in all books the last day in attendance at school.

#### **XIII. Child Custody**

JCMS is utilizing the following procedures concerning child custody. Any questions concerning documents need to be directed to the School Counseling office.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, a custody paper, restraining order, or some other legal document must be

noted in the student's records.

2. Legal opinion states that either parent has equal rights to the child unless one of the above mentioned legal documents have been issued.

3. In the event that a parent says they have such a document at home, it becomes imperative that the document or notarized copy be brought in within a short period of time to be included in the child's school records.

### **PROMOTION, PLACEMENT, ACCELERATION AND RETENTION**

The JCSC Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that the child/student should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

#### **I. Promotion, Retention and/or Placement for Middle School:**

- A. JCMS students will be grade level classified and/or promoted according to academic progress.
- B. A student entering JCMS as a seventh grader will have been promoted from the sixth grade.
- C. A seventh grade student may be promoted to the eighth grade and an eighth grade student to the ninth grade according to the following standards:
  1. Has demonstrated the degree of social, emotional, and physical maturation necessary for a successful experience in the next grade
  2. Individual performance on ILearn
  3. Formative assessment growth
  4. The student's attendance has not interfered with the student's academic progress.
  5. Other assessments deemed necessary for evaluation
  6. Chronological age
  7. Number of times student has been retained
  8. Evaluating of benefit to retain at JCMS versus opportunity to have additional chances while at high school to earn credits
  9. Professional staff recommendation

10. The final decision will rest with the principal

## II. **Acceleration**

A student may be accelerated to a higher grade level or class when the student has demonstrated achievement and ability that exceeds the student's grade level peers and/or met and exceeds the curricular requirement for that specified grade or class. A student may accelerate to the next level when the student has met the following criteria.

A. Has achieved and can demonstrate that s/he has the course/curricular require State Standards, and is prepared to meet the requirements for the academic level or sequence or classes.

B. The professional staff will submit an opinion, based upon student achievement data, that the student has achieved the instructional objectives set for the present class/course and is prepared to move to the next level.

C. The student has proven sufficient proficiency to allow the student to accelerate in the educational/academic program.

D. The student demonstrates the degree of social, emotional, and physical maturation necessary for a successful learning experience in the grade/course to which the student will be promoted or enrolled.

E. The final decision will rest with the principal.

## **RECOGNITION**

A recognition program is held at the close of the school year for all middle school students. The following awards are presented:

**DEPARTMENTAL AWARDS** are given to the students who have received straight A's for each nine weeks during the year.

**OUTSTANDING STUDENT AWARDS** are presented to the outstanding student(s) in each grade.

**HONOR ROLL, AND HONORABLE MENTION AWARDS** are presented to students as determined by grade point average.

**ATTENDANCE AWARDS** are presented to students who have perfect attendance (never absent or tardy)

**ATHLETIC AWARDS** will be presented at the end of each sport

season.

## **STUDENT ACTIVITIES**

### **I. Clubs and Service Organizations**

Jennings County Middle School offers its students a variety of clubs and service organizations. They currently include: Science Club, Technology Club, Math Club, Academic Team Competition, Jennings Youth Involvement Team, Student Council, Survivor Book Club, Drama Club, Archery Club, Panther Print, CSI (Christian Student Involvement), Fiddle Club, and Builders C

### **II. Library Media Center**

The school library media center is a good place to read, research, or study. It is open from 7:50 to 3:15 each school day. Students can use the library computers to find library materials, complete homework, tests, and conduct research. The library subscribes to Grolier Online Encyclopedia that can be accessed at [go.grolier.com](http://go.grolier.com) (username: jcsc, password: home). Links to other helpful research sites and a library blog can be found on the library webpage located on the school webpage. Students can use the library printer to print materials for research projects and homework assignments. Students may check out two (2) books or Playaway audio books. Materials may be checked out for two (2) weeks and may be renewed unless someone has a hold on the items. Magazines may be read in the library. Lost or damaged library materials will need to be paid for by the end of the school year. You may ask the library media specialist to set up a payment plan with you if the lost item is expensive. Behavior such as writing on tables and chairs, gum chewing, throwing things, propping up feet on furniture, and sharing or tipping of chairs is not allowed in the library. Seventh grade students will be given a library orientation through their Language Arts classes. Students should feel free to ask staff to recommend books that they would enjoy.

**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 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 at the current menu price.**
- **Students that are not approved for Free or Reduced Priced Meals will pay the current menu price for**

**each breakfast purchased.**

- **Schools at all levels will provide a reimbursable breakfast and/or lunch to a student who does not provide the required payment for that meal. Parents will be responsible for payment of all meals provided.**
- **A student who has a negative meal account balance may not charge "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.***

#### **EMERGENCY INFORMATION**

#### **Emergency School Closings**

It may be necessary for the school to close or have delayed openings during the school year because of weather conditions or unsafe driving conditions. WJCP, WKRP, WINN, and WKKG radio stations, as well as WAVE, WISH, and WLKY television stations will broadcast school closing information if weather warrants closing. Students should not call the principal, teachers, or the school to request this information. If school is closed for a day, all middle school activities, including games, practices, and

meetings will be canceled.

### **Emergency Bus Schedule**

If school buses are restricted from using the gravel roads in Jennings County, they will run their regular routes on paved roads only if accessible. Students that live on gravel roads will be picked up at designated points in each township or parents may take their children to school.

### **Tornado Drills**

A tornado procedure has been established for school. Students should make certain they understand what they are to do in case of a tornado because any delay could mean the difference between injury and safety. When a tornado alarm is sounded, all students and teachers should report to their assigned areas of safety. Each student should take a book to use for protection of the head and face areas. There will be NO talking at all during the course of a tornado drill. Students should move quietly and quickly to their assigned area of safety so that they can hear instructions that are given by the principal or teachers. Your safety and health are dependent upon your following the rules of tornado safety.

### **Fire Drills**

A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will leave the room. Before leaving the room, all windows and doors are to be closed and the lights are to be turned off. No one is to pass another or break the line of march. Running is not permitted! The first to reach an outside door is to hold them open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until a signal is given to reenter. No one is to return to the building until the signal is given by the principal or his/her authorized representative.

### **Evacuation Plan**

In the event that evacuation of the building is necessary due to an emergency such as a toxic material spill, structural damage to the building, or other emergency, students will be taken to a nearby school or community facility until transportation home can be arranged.



## **HEALTH SERVICES**

If a student becomes ill at school, has an accident, or other emergency, he/she should report to the health room. The student may rest there, or if he/she is ill enough to leave school, the nurse will contact the parents and make arrangements for the student to go home. Under no circumstances is the student to make these arrangements or leave school without the proper permission from the nurse or principal.

### **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.

### **Treatment and Transportation**

The school system employs medical personnel to provide required student testing and emergency treatment of students. The school is not responsible for the cost of transportation to the hospital or for the costs of treatment at the hospital should that be necessary. Students will only be transported with permission or in a life-threatening situation.

### **Medicines**

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 the original container and labeled with:
  - a. Student's name

- b. Name of medicine
- c. Dosage
- d. Doctors name

4. Forms for giving medicine at school may be obtained from the school office. Telephone calls to parents confirming statements will be made when necessary.

5. 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.

6. A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.

### **Immunization**

When a student enrolls in any Jennings County School, the parent must furnish a written statement of the student's immunization, accompanied by a physician's certificate or other documentation of testing history. This requirement applies to all students unless such documents are already on file with the school corporation. This requirement may be enforced by suspension, expulsion, or exclusion from school.

Note: If a student has a medical condition or disease that requires special accommodation she/she must have an annual medical note from a physician.

## **ATHLETICS**

### **School Attendance**

An athlete must be in school over one half of the school day in order to participate in a practice or a game. Doctor appointments and special situations are at the discretion of the athletic director. An athlete may not participate in practice or a game if the athlete is absent from school for the entire day without prior approval from the principal. If an athlete is absent from practice for five or more consecutive days due to illness or injury, a doctor's

statement is required for the student to be able to practice and compete again.

### **After School Policy**

Athletes can only stay after school if they have a practice immediately after school OR their coach is willing to stay and supervise them while waiting for a practice, game, or bus. All other athletes must leave school grounds.

### **Try Out Deadline**

An athlete cannot try out for a fall sport after the first five (5) days of school. Athletes may not try out for winter or spring sports after the 10th team practice. The 1st day of the organized season beginning is the 1st day of the practice.

### **Policy for Participation After an Athlete Quits One Sport**

An athlete that has participated in a sport for five (5) days and quits, may not participate in another sport during the same season without the written permission of the coach of the sport the athlete quit. If cuts have been made for a second sports team, the athlete may not participate on that team.

After quitting a sport during one season, an athlete may not begin participation in another sport during the next season until the previous sports regular season has been completed.

### **Dual Sport Participation Policy**

An athlete that wishes to participate in two sports during the same season must file an agreement form in the athletic office one week prior to the beginning of practice for the two sports. The agreement must be signed by the athlete, parents, both coaches, and athletic director.

### **Contest Expulsion – Student Athlete**

If an athlete is expelled from an athletic contest by a game official, the athlete will be suspended from the next played contest. A second expulsion during the same sport season will result in a more severe penalty, to be determined by the Athletic Director and the Head Coach of the sport in which the expulsion occurred. If the expulsion occurs during the last game of the season, the athlete will sit out the first game of the next season of the same sport.

### **Contest Expulsion – Visitors and Parent Spectators**

We ask that 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

### **Athletic Insurance**

Neither the Jennings County School Corporation nor the Jennings County Middle School-Athletic Department carries insurance which covers students in case of athletic injuries. Parents are encouraged to check with their present health and hospitalization insurance carrier to determine if additional insurance is needed.

### **Extracurricular Eligibility**

Athletics are part of the extracurricular programs at JCMS. Whether on the field or floor as a contestant, or in the classroom as a student, an athlete's conduct in and out of school should be such as:

1. not to reflect discredit upon their school;
  2. not to create a disruptive influence on the discipline, good order, moral, or educational environment in the school;
  3. to meet the eligibility requirements established by the school.
- To be eligible to practice or compete in any athletic event a student must be enrolled in Jennings County Middle School. Home schooled, private, or parochial school students who wish to participate in extracurricular sports or activities not offered at their school must be enrolled in and pass at least one full subject in order to be eligible to participate. To be eligible, middle school

students must receive passing grades in at least five full credit subjects from their accredited school and/or Jennings County Middle School. In the event the school is not accredited by the State of Indiana, then the full credit subjects to be used for eligibility will be reviewed by a committee. The committee will consist of the Principal, the Administrative Assistant for Curriculum and Instruction, and the Superintendent. This committee will determine eligibility. The committee will use local and State academic standards in assessing the rigor of the subjects. Standardized assessments will also be used to confirm and assess student eligibility for middle school students from non-accredited schools. If the committee gives approval, the student must enroll and pass at least one full subject not offered by the homeschool curriculum at the middle school.

**Middle School Age Participation Policy:**

Seventh Grade: a student who is or shall be 15 prior to or on the scheduled date of the last contest in a sport is ineligible for athletic competition in that sport.

Eighth Grade: a student who is or shall be 16 prior to, or on the scheduled date of the last contest in a sport is ineligible for athletic competition in that sport.

**Discipline**

The discipline of a student who is also an athlete relates to the status of that athlete in the following ways.

1. Misbehavior of a student-athlete that results in any discipline which does not result in suspension out of school, may prevent that student-athlete from attending and participating in practices and/or games.
2. Misbehavior of a student-athlete that results in a suspension out of school, will prevent that student –athlete from attending and participating in practices and/or games during the entire span of time for which that individual is removed from school.
3. Middle school students paying and entering extracurricular events will not be permitted to leave the event early. Any middle school student still at school one-half hour after an event has concluded may not be allowed to attend any future extracurricular events.

## **Physicals**

All athletes must have passed a physical examination (on or after April 1st) before they will be allowed to participate. Physical forms are available in the athletic office.

## **Academic Eligibility**

To be eligible scholastically, middle school, home-schooled, private or parochial students must receive a passing grade in no fewer than five (5) full-credit subjects from their accredited school and/or Jennings County Middle School. A student can have no more than two (2) failing grades for the nine (9) week grading period.

Eligibility is determined at 9 week intervals. The report cards will be used to determine eligibility starting with the first grading period for fall sports participants and continuing through the rest of the school year for various teams. Semester grades take precedence over the nine (9) week grades.

All athletes' grades will be checked at mid-term (4 ½ weeks). Any athlete that is failing two (2) or more subjects at the mid-term is required to participate in an Intervention Program. The program may be a study table, tutor, or other form of intervention designed by the coach.

When ineligible, a participant may continue to practice with the team at the discretion of the individual coach. The coach shall consider many factors in determining whether or not an ineligible participant may continue to practice or stay on the team. Such determination shall be made on a case-by-case basis, with the coach's decision being final. If the student remains ineligible at the end of the mid-term or grading period for a second consecutive time, the athlete will be off the team at the discretion of the Athletic Director

## **Middle School Dances**

Only currently enrolled Jennings County Middle School students may attend middle school dances. Middle school students may not attend dances at Jennings County High School.

A student may not attend dances if they are not in school that day without prior approval from the principal.

All parents need to be in the middle school parking lot at the

conclusion of each dance, ready to pick-up students. Students who are not picked up within half an hour after the dance ends will not be permitted to attend future dances. Tickets cost \$4.00 each and will be sold at the door prior to each dance. Students will be permitted to leave the dance early only if they are picked up by their parent or if the parent has written a note giving them permission to leave with another adult.

### **Practice Attendance**

Athletes must have ten (10) days of practice before they can compete in an athletic event. Athletes are expected to attend all practices. The coach must be personally notified by the athlete prior to practice if he/she cannot attend. Penalty for unexcused absences will be left to the discretion of the coach.

### **Parent Awareness**

Parents are strongly encouraged to become familiar with the team rules and regulations in order to help their child adhere to those rules.

### **Team Transportation**

An athlete involved in a school sponsored athletic event will be transported on approved school transportation under the supervision of the coach. Athletes who submit a written request (Parent Transportation Request) to the coach prior to the departure from J.C.M.S. may be permitted to ride home with their parents/guardian with the coach's consent.

### **Equipment & Uniforms**

Any equipment and/or uniforms given to the student for his/her use must be taken care of and returned in satisfactory condition. If the equipment and/or uniform is lost, stolen, damaged or abused, the student will be charged the price of replacing the equipment and/or uniform.

### **Injuries**

Any injury sustained by an athlete must be reported to the coach immediately.

### **Dress Code for Athletic Events**

Athletes should represent Jennings County Middle School in a respectable manner. When a Jennings County Middle School athlete attends a home event or travels to another school as a competitor, he/she should dress in a manner above criticism.

Coaches may require certain types of attire.

## **PANTHER CODE**

### **1.1 PANTHER CODE CARDS**

Please return your Panther Code card to the Athletic Office. This card **MUST** be signed by BOTH the Parents and the Athlete.

### **1.2 PHILOSOPHY**

It is the sincere belief of the Athletic Council of Jennings County Schools that athletics should be an enjoyable, gratifying and rewarding experience. We encourage each of our athletes to reap the numerous benefits that athletic participation offers. If the program is worth the time and effort required, it is certainly worth giving your all. As a Jennings County Athlete you will be challenged to become a more disciplined individual, and you will be asked to make sacrifices for something that you profess to believe in. We hope that you find the Jennings County Middle School Athletic Program a totally rewarding experience.

### **1.3 VIOLATIONS AND PENALTIES**

A first violation of section 1.3 sub-sections 1 thru 5 will automatically place the athlete in the second penalty level after another violation in the same or in a different category. All penalties for violations will be served immediately following the violation during the season of participation by the athlete. If it is an out of season violation, the penalty will be served during the next season of participation by the athlete. All penalties must be served during a sport in which the athlete has previously participated.

#### **1.3-1 INSUBORDINATION**

The failure of an athlete to obey directions issued by a coach or administrator. **PENALTY** to be determined by the coach and/or administrator to whom the athlete was insubordinate.

#### **1.3-2 FELONIES, THEFTS AND MISDEMEANORS**

**PENALTY** to be determined by the principal and the athletic director.

#### **1.3-3 ILLEGAL POSSESSION OF/OR ILLEGAL USE OF A CONTROLLED SUBSTANCE OR NON-PRESCRIPTION DRUGS.**



**PENALTY:**

1st VIOLATION: Suspension from all athletics for one calendar year.

OPTION: Suspension from one complete sport season, and successfully complete the Jennings County Alcohol and Drug Abuse Program or a program that has been approved by school officials. An athlete may attend practices during a suspended season with the permission of the head coach of the sport. This is possible provided that the athlete is not suspended from school.

2nd VIOLATION: Expulsion from athletics for the remainder of the athlete's middle school career.

**1.3-4 ILLEGAL POSSESSION OF/OR ILLEGAL USE OF ALCOHOL**

1st VIOLATION: Suspension from 20% of the regular scheduled season contests.

OPTION: Suspension from 10% of the regular season scheduled contests and successfully complete the Jennings County Alcohol and Drug Abuse Program.

2nd VIOLATION: Suspension from all athletics for one calendar year. (365 days)

OPTION: Suspension from one complete sport season. An athlete may attend practices during a suspended season with the permission of the head coach of that sport. This is possible provided that the athlete is not suspended from school.

3rd VIOLATION: Expulsion from athletics for the remainder of the athlete's Middle School career.

**1.3-5 POSSESSION OF/OR USE OF TOBACCO PRODUCTS (SMOKING, CHEWING,,**

**ELECTRONIC CIGARETTE, ETC.)**

1st VIOLATION: Suspension for 20% of the regular scheduled season contest.

OPTION: Suspension from 10% of the regular season scheduled contests and successfully complete the Jennings County Tobacco Education Program.

2nd VIOLATION: Suspension from all athletics for one

calendar year. (365 days)

OPTION: Suspension for one complete sport season. An athlete may attend practices during a suspended season with the permission of the head coach of that sport. This is possible provided that the athlete is not suspended from school.

3rd VIOLATION: Expulsion from athletics for the remainder of the athlete's Middle School career.

#### 1.4 ENACTMENT POLICY

**1.4-1** All violations from section 1.3 must be reported to the Athletic Director.

**1.4-2** After an investigation, the Athletic Director will notify the athlete and the Head Coach of the penalty to be served.

**1.4-3** Enactment of the aforementioned rules and penalties will be made by the Athletic Director based on an investigation that could include an admission by an athlete, an observation or intervention by a school employee or an observation, or intervention by law enforcement officials.

#### **1.4-4 Options for the reductions of penalties**

The **education option** may be used one time during an athlete's career at Jennings County Middle School. This option involves the completion of the educational program listed for the specific penalty. The **self-reporting option** may also be used one time in an athlete's career at Jennings County Middle School. This option involves the student athlete reporting to his/her violation to the athletic director prior to the end of the first day that the athletic office is open following the occurrence of the violation.

**1st Violation Reductions:** 20% suspensions may be reduced to 10%, and a one calendar year suspension may be reduced to one complete season.

**2nd Violation Reductions:** a calendar year suspension may be reduced to one complete season and a career suspension may be reduced to one calendar year.

#### **1.4-5 OUT OF SEASON VIOLATIONS**

Suspension will take place during the next season in which an athlete participates. This season must be satisfactorily completed to clear the penalty.

#### **1.4-6 IN SEASON VIOLATIONS**

##### **Suspension for 100%**

Suspension for a percent of a season will be administered as follows: If an athlete is excluded from 10 scheduled games and the season consists of 20 games, then 50% of the penalty has been satisfied. The remaining 50% must come from the next season he/she satisfactorily completes.

#### **1.4-7 SUSPENSION FOR LESS THAN 100%**

If an athlete has a 20% penalty and is excluded for 1 scheduled game and the season consists of 10 games, then 10% of the penalty has been satisfied. The remaining 10% must come from the next season he/she satisfactorily completes. When a suspension percentage ends in a fraction of a game, it will always be rounded up to the next whole number. (Example: 20% suspension from an 8 game schedule would be 1.6 games. Actual suspension would be 2 games.)

#### **1.4-8 TOURNAMENT SUSPENSIONS**

Tournament play will be considered as regular season games.

### **1.5 EFFECTIVE POLICY**

**1.5-1** Effective date will be the date of the first signing of the Panther Code.

**1.5-2** The Panther code is in effect 365 days a year.

**1.5-3** All violations & penalties will be carried over for the athlete's entire Middle School career.

### **1.6 APPEAL PROCESS**

If the athlete feels that he/she has been treated unfairly with the initial violation, he/she may request a hearing before the Athletic Council. This request must be made in writing to the Athletic Director. The appeal will be heard by the Athletic Council excluding school board members and any council members directly involved in the investigation.

4<sup>TH</sup> NINE WEEKS: RESTROOM PASSES

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| RR Pass | RR Pass | RR Pass | RR Pass | RR Pass |
| RR Pass | RR Pass | RR Pass | RR Pass | RR Pass |

3<sup>RD</sup> NINE WEEKS: RESTROOM PASSES

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| RR Pass | RR Pass | RR Pass | RR Pass | RR Pass |
| RR Pass | RR Pass | RR Pass | RR Pass | RR Pass |

2<sup>ND</sup> NINE WEEKS: RESTROOM PASSES

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| RR Pass | RR Pass | RR Pass | RR Pass | RR Pass |
| RR Pass | RR Pass | RR Pass | RR Pass | RR Pass |

1<sup>ST</sup> NINE WEEKS: RESTROOM PASSES

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| RR Pass | RR Pass | RR Pass | RR Pass | RR Pass |
| RR Pass | RR Pass | RR Pass | RR Pass | RR Pass |