



**Jac-Cen-Del Jr. Sr. High School**  
*Every Child. Every Chance. Every Day.*

[www.jaccendel.k12.in.us](http://www.jaccendel.k12.in.us)

**STUDENT HANDBOOK 2024-2025**

4586 N. U. S. 421

OSGOOD, INDIANA 47037

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**Administrators have the authority to enforce safety, order, and discipline; assign consequences and to take steps to preserve safety that is inherent to preserve the educational process. Administrators are guided by but not limited to the policies and procedures outlined in this handbook.**

## ACADEMIC CALENDAR

Teacher Days.....	August 1, 2, 5
First Student Day.....	August 6
2 Hour Early Dismissal (SCC attends full day).....	August 21
Labor Day (No School).....	September 2
2 Hour Early Dismissal (SCC attends full day).....	September 18
Teacher Conferences / E-Learning Day.....	September 25
Last Day of First Nine Weeks.....	October 4
Fall Break .....	October 7 - October 11
2 Hour Early Dismissal (SCC attends full day).....	October 16
2 Hour Early Dismissal (SCC attends full day).....	November 13
Thanksgiving Break.....	November 27 - November 29
2 Hour Early Dismissal (SCC attends full day).....	December 11
Last Day of Second Nine Weeks / Last Day of First Semester.....	December 20
Christmas Break / New Years Break.....	December 22 - January 2
Teacher Work Day.....	January 3
First Student Day of Second Semester.....	January 6
2 Hour Early Dismissal (SCC attends full day).....	January 15
Martin Luther King Day / Make-Up Day.....	January 20
2 Hour Early Dismissal (SCC attends full day).....	February 12
President’s Day / Make-Up Day.....	February 17
End of Third Nine Weeks.....	March 7
Spring Break.....	March 21 - March 28
2 Hour Early Dismissal (SCC attends full day).....	April 9
Good Friday (No School).....	April 18
Last Student Day / End of Fourth Nine Weeks / End of Second Semester.....	May 22
Teacher Work Day.....	May 23
Graduation.....	May 30

First Nine Weeks: 43 Days  
Second Nine Weeks: 47 Days  
**First Semester: 90 Days**

Third Nine Weeks: 43 Days  
Fourth Nine Weeks: 47 Days  
**Second Semester: 90 Days**

## **SECTION 1 SCHOOL GUIDELINES**

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### **JAC-CEN-DEL COMMUNITY SCHOOLS' MISSION STATEMENT**

Our mission within the Jac-Cen-Del Community School Corporation is to instill in our students the desire to achieve at their highest potential which will result in effective lifetime learners in an ever- changing world. Our schools will provide the necessary knowledge base through a home/school/community partnership to allow these achievements to become reality.

### **JAC-CEN-DEL JUNIOR SENIOR HIGH SCHOOL'S MISSION STATEMENT**

The education of students is a combined responsibility of the students, parents, staff and administration. This partnership will provide a safe and healthy educational environment that will help students achieve socially, emotionally and academically. Students will be challenged to reach their fullest potentials, providing an opportunity to become self-disciplined, responsible and respectable citizens of the world.

### **STATEMENT OF EQUAL OPPORTUNITY**

Jac-Cen-Del Community School Corporation will not intentionally discriminate on the basis of race, color, religion, sex, national origin, handicap or age, in its programs or employment policies as required by the Indiana Civil Rights Act (I. C. 1971,22-9-10; Public Law 218 (I.C. 1971, Title 20); Titles VI and VII (Civil Rights Act, 1964); the Equal Pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142' and Public Law 93-112, Section 504.

### **FLAG SALUTE**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

### **SCHOOL SONG**

JAC-CEN-DEL HIGH, our JAC-CEN-DEL HIGH Our allegiance we pledge to you. We will fight for the Blue and Scarlet to our colors we will be true. Never daunted, we cannot falter Victory we will all pursue. When we meet them We're sure to beat them, Our Eagles, we're all for you!

### **SCHOOL CLOSING**

If it becomes necessary to cancel school because of weather conditions or for any reason, a public announcement will be made on 103.9 WRBI, 99.3 WSCH (Eagle Country), Cincinnati area media outlets, Jac-Cen-Del Community School Corporation Facebook page, Twitter, School Messenger and the Jac-Cen-Del Schools Website [www.jaccendel.k12.in.us](http://www.jaccendel.k12.in.us)

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## **EMERGENCY HEALTH NEEDS**

At the time of enrollment as a student of Jac-Cen-Del Junior-Senior High School, the parent or guardian will complete an Emergency Health Form. When the student participates in field trips, sports activities, etc., an updated form will need to be filled out so that the teacher or coach in charge will have a copy of this form for emergency purposes.

If a student becomes ill at school, he or she should report to the principal's office. Students may not leave the building without authorization because of illness. Students leaving school without proper authorization will be considered truant.

The Corporation Nurse may be called if a student's symptoms warrant; parents may be contacted or in the case of emergency, 911 may be called for emergency health care. JCD staff has been trained to use a defibrillator in case of an emergency.

Peanuts and peanut products, along with latex balloons, are restricted in the Jac-Cen-Del facilities.

## **PRESCRIBED MEDICATION**

Students who need to use medication prescribed by a medical doctor, dentist or other health care provider must submit medication to the front office immediately upon arrival at school. Only medication in its original container, labeled with the date, the student's name, and exact dosage will be administered. Prescription medication should be accompanied by written consent from the parent authorizing school personnel to administer the medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student. All medications, whether prescription and/or over-the-counter, must be administered by the building-level health care employees or a substitute qualified in the medical field.

## **VISITORS**

Jac-Cen-Del encourages parents to visit the school. Visitors are to provide a photo ID during check-in at the grades principal's office before visiting the rest of the school.

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## SECTION II ACADEMICS

### COUNSELING

The activities of the Jac-Cen-Del Guidance Office are centered on helping students help themselves. Academic, career and social-emotional counseling are important to every student and are available upon request. The Guidance Counselor is available for students through appointments.

### GRADUATION REQUIREMENTS

One credit is received for each course passed each semester. Junior High students may earn high school credit toward graduation. Admission to high school classes is selective and within the discretion of Administration in order to graduate. Students must meet the requirements outlined by the state of Indiana and Jac-Cen-Del Administration for their respective diploma type. Valedictorian/Salutatorian must have completed requirements for a Core 40 with Academic Honors Diploma or a Core 40 with Technical Honors. Students must complete three semesters at Jac-Cen-Del Jr-Sr High School to be considered for Valedictorian and Salutatorian honors. ***ALL requirements for graduation must be met prior to participating in the graduation ceremony.***

### DUAL CREDIT/DUAL ENROLLMENT

Jac-Cen-Del Jr. Sr. High School offers a variety of opportunities for students to earn college credits while still enrolled in high school, both through Dual Credit courses taught at Jac-Cen-Del and through Dual Enrollment courses taught on a college campus. The deadline to withdraw from a Dual Enrollment Course through Ivy Tech will follow the same withdrawal dates as Ivy Tech.

### EARLY GRADUATION

Students wishing to graduate early should inform the guidance department by the first day of school in the school year they intend to graduate. This policy applies to those students graduating after 6 or 7 semesters. Students that have met ALL requirements for graduation after 6 or 7 semesters must complete the [Early Graduation Application](#) for approval by the Principal: ***ALL requirements for graduation must be met prior to participating in the graduation ceremony.***

### E-LEARNING/CONTINUOUS LEARNING

E-Learning Days will be utilized by Jac-Cen-Del Community School to provide teachers with time to participate in valuable professional development. In addition, we may utilize E-Learning Days at times when government agencies request schools close for various reasons. At Jac-Cen-Del Junior-Senior High School, E-Learning will be done through the Google Classroom platform. Teachers will communicate directly with students via the platform the requirements and expectations of their specific assignments.

## **EARLY RELEASE DAYS (SCHEDULED)**

Starting with the 2024-2025 school year, JCD will utilize 2 hour early release dates for professional development opportunities. As such, there will be an adjusted schedule (see class schedule section) for all classes. Students who normally leave for work and Ivy Tech will be expected to leave at these adjusted times. Students who begin their school day after the traditional first period are expected to attend at these times. Southeastern Career Center students are expected to go to the designated location to wait for their lunch period to begin. In addition, Southeastern Career Center students are expected to attend SCC for a normal full day (2:30 PM dismissal) as well as to provide their own transportation home after JCD returns these students to the junior-senior high school.

## **ONLINE COURSES**

Online courses are available to students who need a course for credit recovery or if a requested course does not fit into their schedule. Below are the guidelines governing online courses:

- 1) Students who are enrolled in online courses will:
  - a) Complete all courses before the agreed upon due date.
  - b) Work on each course daily unless there are no assignments and tasks due for that day.
  - c) Maintain satisfactory academic progress in all courses. Satisfactory academic progress is defined as being on schedule and passing all assigned tasks.
  - d) Utilize all school-provided time to work on online course coursework.
  - e) All coursework must be the students own, original work. School policy for academic dishonesty will be enforced for those who cheat on online courses.
- 2) Grades for online courses are posted at the end of each semester and will therefore not be used in determining honor roll. For the purpose of nine weeks grades, a snapshot will be taken of the students current grade based on the coursework that should have been completed based on the schedule established at the start of the course.

## **THE ACADEMY AT JAC-CEN-DEL**

The Academy at Jac-Cen-Del is an online learning platform managed by Mrs. Huber and Mrs. Osborne. This program is open to any student with a documented medical condition that precludes them from being able to consistently attend Jac-Cen-Del in person. In addition, students with unique life situations may qualify for admission into the program. To apply for The Academy, students need to first meet with the administrative intake team to determine if the environment is a proper fit for the students. To inquire about the program, please see Mrs. Caudill in guidance.

## SCHEDULES

### SCHOOL TIME SCHEDULES

Class Period	Class Start Time	Class End Time
1	8:07 AM	8:55 AM
2	9:00 AM	9:45 AM
3	9:50 AM	10:35 AM
4	10:40 AM	11:25 AM
JH/SCC Lunch	11:30 AM	12:05 PM
5 JH Class	12:10 PM	12:55 PM
5 HS Class	11:30 AM	12:15 PM
HS Lunch	12:20 PM	12:55 PM
Homeroom (6)	1:00 PM	1:20 PM
7	1:25 PM	2:10 PM
8	2:15 PM	3:02 PM

### TWO HOUR DELAY SCHEDULE

\*\*No Homeroom/Period 6 on this schedule

Class Period	Class Start Time	Class End Time
1	10:07 AM	10:43 AM
2	10:48 AM	11:20 AM
3 / SCC Lunch	11:25 AM	11:57 AM
JH Lunch	12:02 PM	12:34 PM
5 HS Class	12:02 PM	12:34 PM
HS Lunch	12:39 PM	1:11 PM
5 JH Class	12:39 PM	1:11 PM
4	1:16 PM	1:48 PM



7	1:53 PM	2:25 PM
8	2:30 PM	3:02 PM

**TWO HOUR EARLY RELEASE SCHEDULE**

\*\*No Homeroom/Period 6 on this schedule

<b>Class Period</b>	<b>Class Start Time</b>	<b>Class End Time</b>
1	8:07 AM	8:45 AM
2	8:50 AM	9:20 AM
3	9:25 AM	9:55 AM
4	10:00 AM	10:30 AM
7	10:35 AM	11:05 AM
<b>SCC/JH LUNCH</b>	11:10 AM	11:45 AM
<b>JH CLASS (5)</b>	11:50 AM	12:25 PM
<b>HS CLASS (5)</b>	11:10 AM	11:45 AM
<b>HS LUNCH</b>	11:50 AM	12:25 PM
8	12:30 PM	1:00 PM

**SOUTHEASTERN INDIANA CAREER CENTER SCHEDULE**

Students who attend SCC will leave JCD at 11:45 a.m and return at 2:40 p.m.\*

\*Afternoon students report to the gymnasium for the remainder of the day or may have released time after returning to school. Released time forms are available in the Front Office.

Career Center students attend all days Jac-Cen-Del is in session, unless the Career Center announces a cancellation of classes.

On days where JCD has a 2 hour delay, SCC students are still expected to attend school at JCD from 10:00 AM to 11:45 AM. SCC students will eat lunch during their normal third period lunch. SCC students are responsible for any material missed in their third or fourth period classes.

SCC students are expected to attend a full day of school at SCC on 2 Hour Early Release Days from JCD.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Each parent, and student age eighteen (18) or older, has the right to inspect and review the student's education records; request the amendment of the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act ("Act") authorized disclosure without consent; file a complaint with the U.S. Department of Education concerning alleged failures of the agency or institution to comply with the requirements of the Act, and obtain a copy of the policy adopted by the Jac-Cen-Del School Corporation by contacting the superintendent.

- Junior/Senior's name/address/phone number is released to military services for recruitment. If you do not want this info released, you must contact the guidance office.

## **CURRICULUM GUIDE**

Please reference the Curriculum Guide available on the Guidance page of the school website regarding course offerings, course descriptions, diploma types, state testing requirements, and other curricular information.

## **HOMEWORK POLICY JAC-CEN-DEL JUNIOR-SENIOR HIGH SCHOOL**

Our definition of "homework": School assignments to be completed outside of regular school hours. Our staff is committed to assigning homework practices that conform to the following:

1. Appropriate to student age, capabilities, and home conditions with consideration to a student's time commitments for families, community, and extracurricular activities.
2. Reasonable in terms of the total amount of homework assigned to students during any one evening.
3. Specific in terms of school expectations of student's work and directly related to content or subject being studied.
4. Understood by the appropriate staff members, students, and parents.
5. Committed to the improvement of student scholarship.
6. Consistent with curriculum goals and objectives.
7. Flexible in application to the diversity of individual situations.

As a general rule, teachers will allow one day to make up work for every day a student is absent with an excused absence. Of course, there are always exceptions to the rule, especially if the student makes special arrangements with the teacher. If the student absence is unexcused, we take the position that no additional time will be allowed for make-up purposes.

### JCD Grading Scale

Percentage	Grade	Grade Points	Weighted Grade Points
99-100	A+	4.33	5.33
93-98	A	4.0	5.0
90-92	A-	3.67	4.67
88-89	B+	3.33	4.33
83-87	B	3.0	4.0
80-82	B-	2.67	3.67
78-79	C+	2.33	3.33
73-77	C	2.0	3.0
70-72	C-	1.67	2.67
68-69	D+	1.33	2.33
63-67	D	1.0	2.0
60-62	D-	.67	1.67
0-59	F	0	0

### HONOR ROLL

Distinguished Honor Roll: A student must receive an A- or higher in all of his or her classes during any grading period. A student can earn DHR for the first nine weeks, the second nine weeks, the third nine weeks, or the fourth nine weeks.

Honor Roll: A student must receive all grades equal to or above a B- during any grading period. A student can earn HR for the first nine weeks, the second nine weeks, the third nine weeks, or the fourth nine weeks.

*Note: Courses that are on semester grading systems (online courses, some Dual Enrollment) do not count towards Honor Roll/Distinguished Honor Roll. Students must be enrolled in five credits /courses in order to receive honor roll or distinguished honor roll status.*

### WEIGHTED CLASSES

The following courses shall receive (1) extra point added on to the grade point average of a class's semester grade at the completion of a course for the following courses if a C or higher is earned for the semester:

- All AP Courses

- Dual Credit Courses taken at Jac-Cen-Del Jr. Sr. High School
- Dual Enrollment Courses
- All Project Lead The Way Courses

## **INCOMPLETE GRADES**

“Incomplete” for grading periods, semester exams, and semester averages must be resolved within an appropriate amount of time as determined by the instructor and school administration. Students are responsible for contacting teachers and making up the work. Any incomplete assignments will become an F (0 %) if not completed within five school days of the end of that grading period. At which point the student will receive the grade they have earned based on work completed during the grading period. For the purpose of the second semester, five days will be defined as five weekdays from the last day of school.

## **NINE WEEKS EXAMINATIONS (OR PROJECTS)**

Teachers may have a cumulative nine-weeks test (or project) at the end of each 9 weeks that is factored in the 9 weeks’ grade. There will no longer be a weighted examination that culminates the entirety of the semester. Nine weeks exams or projects should be no more than 10% of the total points possible for the nine weeks.

## **WITHDRAWING FROM A CLASS**

Students have three days from the beginning of the semester to “drop” or withdraw from the class without penalty. If a student withdraws from a course after the deadline, they may receive a (F) grade for the semester. Withdrawal from a class after three days of a semester / nine weeks (for nine weeks courses) requires the permission of the principal, and will only be granted for extenuating circumstances. In order to change a class or withdraw from a class students must complete the proper electronic form making that request.

## **DRIVER’S EDUCATION**

Jac-Cen-Del offers a Driver’s Education class each year. The state of Indiana mandates a student in Driver’s Education must have attendance in thirty classroom hours of instruction. Jac-Cen-Del provides thirty-two hours of classroom instruction. Should a student miss more than two hours of class work, he/she would have to repeat the class provided there is another class available that has space. The state also mandates that students are required to complete 6 driving hours to complete the course. The driving portion of the class occurs after the ending of the second semester. Jac-Cen-Del also offers the driver license test for students that complete the full course with the school. The Front Office will publish additional information concerning dates and costs during the school year.

## **COLLEGE DAY AND JOB SHADOW EXPERIENCE**

College days and job shadow experiences are scheduled in advance and must be scheduled through the guidance office. A sophomore may use one college visit day. A junior or senior may use up to two college days a year

but the following criteria must be met to count as a college day:

1. Must be scheduled through the guidance office and scheduled at least 5 days ahead of time.
2. Students must be on the appropriate curriculum for the school or business he/she wants to visit.
3. It is suggested that students be accompanied on the college day visit by at least one parent.
4. College and job shadow days do not count as an absence per the Jac-Cen-Del Attendance Policy
5. Electronic College Day and Job Shadow forms must be completed at least 5 school days in advance through the guidance office.

## **RETENTION**

Junior high students with multiple failing grades in a semester will be considered for retention. ILEARN scores and overall academic performance will be evaluated.

## **PHYSICAL EDUCATION CREDITS**

Students may earn the required credits for Physical Education through participation in Jac-Cen-Del IHSAA sanctioned athletic teams as well as cheerleading and dance, color guard and marching band. Students will earn one credit for the successful completion of two sports seasons/marching seasons; they can earn two credits through the completion of four seasons, which must include participation in at least two different sports. To earn these credits students must complete a Physical Education Waiver Form, which is available in the Guidance Office.

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## **SECTION III ATTENDANCE RATIONALE**

Jac-Cen-Del Jr. Sr. High School is committed to fostering the academic and personal growth of its student body. Classroom attendance is an integral factor in a student's ability to learn and provides valuable opportunities that can only be fully utilized in the classroom. Students who are absent are unable to derive the benefits from classroom discussion and the interactions among teachers and fellow students that enhance the educational process. The primary goal of the Jac-Cen-Del Jr. Sr. High School attendance policy is to encourage maximum student attendance that will allow students to attain the educational benefits of school and the fulfillment of academic and career goals. A student and parent/guardian must accept responsibility for the student's attendance. The business of school can be considered a person's first job in life. The habits developed and started in school may transfer to the rest of the student's academic and professional life.

Additionally, Indiana Public Law 221 and federal legislation, Every Student Succeeds Act, have set a 95% benchmark for a school's minimum attendance rate. Attendance rate is one of the factors that is considered when public schools are placed in performance categories and compared to other public schools. In short, JCD can perform well in academic terms but be placed in a lower achievement category due to insufficient attendance and graduation rate. Indiana attendance law mandates that every student enrolled must be in attendance unless he/she is ill or there is a death in the immediate family. As a means of emphasizing the importance of school attendance, a student who violates the attendance policy may receive one or more of the following consequences: in-house school discipline, grade reduction, out of school suspension, loss of driving privileges through the BMV, loss of credit, referral to the Prosecutor's Office, or expulsion from school.

## **PROCEDURES TO REPORT AN ABSENCE**

When a student is absent, the parent/guardian is to call 689-4643 ext.2221 and notify the attendance secretary of the reason for the absence and the anticipated length. A call is needed each day a student is absent. Calls prior to 8:00 A.M. are encouraged and appreciated. Doing so enhances the effective and efficient operation of the school day. Although a phone call is preferable, a note may be sent to school the day the student returns to school providing a parent signature card is on file in the attendance office. The note must include the date(s) of the absence. If a parent/guardian does not call or provide a note to the attendance office when a student is absent, the absence will be recorded as unexcused. The absence will be considered a truancy if it is not excused by the parent/guardian within 24 hours after the student returns to school. Emancipated students must call the day of the absence. They do not receive the additional 24 hours to clear an absence. The final determination of an absence is at the discretion of the administration.

## **EXCUSED ABSENCES**

A student may have four (4) absences excused at the discretion of the parent/guardian during a school year. Any absence after four (4) will be considered unexcused. Examples of excusable absences that do not count towards either the ten (10) unexcused absences or the four (4) parental excused days include:

- Personal illness verified by a physician's note. The doctor's note must include the appointment date and the date the student shall return to school.
- Bereavement/funeral for the death of an immediate/household family member (5 yearly)
- Legal business verified by legal counsel, judge, probation or DCS
- Pre-arranged/approved college visits or job shadow experiences verified by college admissions office or business management staff
- Pre-arranged and approved vacation days (5 maximum per year)
- Parent/guardian verifies inclement weather or unsafe road/travel conditions
- Parent/guardian verifies bereavement/funeral of relative or friend (2 yearly)
- Parent/guardian verifies observance of religious or cultural holidays
- Any absence covered under Indiana Code 20-33-2
- Administratively excused absences when extenuating circumstances indicate it is the best interest of the student or the school district

Examples of absences that would count towards the maximum of four (4) excused absences include:

- Personal illness verified by parent/guardian: Parent or guardian must contact the school within 24 hours of the absence.
- Funeral of a non-family member
- Driver's Testing

## **UNEXCUSED ABSENCES**

Attendance and participation is an important part of a student's work and evaluation of that work is essential.

All work missed must be made up. It is the responsibility of the student to initiate all make-up work. An unexcused absence is any absence not recognized by state law and would include:

- a. If a parent/guardian does not call the attendance office within 24 hours of the absence or a signed note does not accompany the student upon his/her return to school.
- b. If a student who is absent from school due to illness, participates in or is present at an extra-curricular event the same day as the absence, regardless of a parent call.
- d. If the number of student absences exceeds the number defined in the excused absence section.

### CONSEQUENCES FOR UNEXCUSED ABSENCES

Unexcused Absence	Consequence
First Unexcused Absence	Student Notification of Absence; Parent Phone Call
Second Unexcused Absence	Student Notification of Absence; Parent Phone Call or Letter
Third Unexcused Absence	Student Notification of Absence; Parent Phone Call or Letter
Fourth Unexcused Absence	Student Notification of Absence; Parent Phone Call from School
Fifth Unexcused Absence	Student Notification of Absence; Parent Phone Call; Parent-Administrator Conference; Signed Attendance Contract
Sixth Unexcused Absence	Student Notification of Absence; Parent Phone Call; Ripley County Probation Warning Letter; 1 Hour Detention
Seventh Unexcused Absence	Student Notification of Absence; Parent Phone Call; 2 Hour Detention
Eighth Unexcused Absence	Student Notification of Absence; Parent Phone Call; 3 Hour Detention
Ninth Unexcused Absence	Student Notification of Absence; Parent Phone Call; 1 Day RCATS
Tenth Unexcused Absence	Student Notification of Absence; Parent Phone Call; Meeting with Ripley County Probation
Any Additional Unexcused Absence	Notification will be made to Ripley County Court Services

Students who transfer from another district will start the attendance program based on their current number of absences from their previous school.

All unexcused absences may be determined by the administration

### PRE-ARRANGED ABSENCES

Pre-Arranged absences will be excused without attendance consequences (will not be considered unexcused) if all the pre-arranged absence form (available on corporation website or from main office) is completed and turned in to the office AND approved by the building principal. Students are allowed a maximum of five (5) pre-arranged absence days per school year.

## **TRUANCY**

A student is truant if absent from school without the knowledge of the parent or guardian. A student who is truant is considered unexcused. A student is expected to be in attendance at school all day every day unless appropriate arrangements are made by a parent/guardian. Students who are truant will receive disciplinary action. Any student considered truant will receive the following consequences:

*Definitions:                      Half Day = Up to three period                      Full Day = More than three periods*

## **PERFECT ATTENDANCE**

Perfect Attendance is awarded at the end of the second semester. To attain this honor, a student must be in attendance every day for the entire school year (no tardies) with no exceptions. School-sponsored or school-related activities are considered “daily attendance.”

## **OUTSTANDING ATTENDANCE**

Outstanding Attendance is awarded at the end of the second semester. To attain this honor a student may miss one day or less for the entire year. Suspensions from school are not acceptable absences for this honor. Students receiving this distinction may have no more than two tardies for the entire year.

## **PART TIME AND RELEASED TIME STUDENT ATTENDANCE RULES**

All students are expected to be enrolled in a full load of courses and be on campus during normal school hours unless enrolled in an educational program which takes them off campus (i.e. Dual Enrollment, Internship, Work Based Learning, etc.). Additional exceptions may be made for students with an IEP, 504 or other special circumstance which prevents a student from attending the full day. These exceptions must be approved by the administration.

Part time students will abide by the following rules:

1. A parental permission form must be on file in the Guidance Office.
2. Students have ten minutes before and after class to be on campus for arrival and departure.
3. Teachers will maintain accurate records of attendance.

## **TARDINESS TO CLASS**

Students are to be in the classroom when the bell rings for the class period to begin. Each teacher will have final determination of when a student is late. Each teacher’s policy on tardies will be listed in the teacher’s classroom



management plan. Students are to get a pass from a staff member if they are detained so they will not be counted tardy in the next class. Consequences for tardiness to each class are as follows:

**1st time:** Notation in teacher grade book and/or post it on Student Information System. Student is informed he/she is being counted tardy.

**2nd time:** Notation in teacher grade book and/or post it on Student Information System. Student is warned of second tardy and the consequences of a third tardy.

**3rd time:** Student receives a disciplinary referral from teacher. Student receives a One Hour Friday School. Parent phone call.

**4th time:** Student receives disciplinary referral. The office assigns Two Hour Friday School.

**5th time:** Student receives a disciplinary referral. The student is assigned Three Hour Friday School. Parent will be notified through discipline referral.

**6th time:** Student receives a disciplinary referral. The student is assigned one day of RCATS. Parent will be notified through discipline referral.

**7th time:** Student receives a disciplinary referral. The student is assigned two day of RCATS. Parent will be notified

**8th time:** Student receives a disciplinary referral. The student is assigned three days of RCATS. Parent will be notified.

**(Tardies are reset at the end of each Quarter)**

## **CAREER CENTER TRANSPORTATION**

All Career Center students are to ride the bus to and from the Career Center. Exceptions for special activities requiring driving a private vehicle must be cleared through the Principal's office. Generally, Career Center students are not to be permitted in the parking lot during SCC lunch. Students who attend the Career Center will be allowed to visit their vehicles a few minutes prior to the departure of career center buses.

Students that have been suspended from the career center bus will receive an unexcused absence from SCC, unless they are transported by a parent.

Any student driving and or a passenger in a private vehicle to or from the Career Center without permission shall be subject to discipline by school officials.

*First Offense* – Three-Hour Friday School

*Second Offense and each succeeding violation* - a one-day RCATS with loss of credits for the assigned day of suspension.

## **SCHOOL SPONSORED DANCES**

Jac-Cen-Del hosts dances occasionally during the school year. School policies are in effect for these dances. Anyone who brings a student from another school or someone not in school must secure permission from the principal before the dance and must be signed in as a visitor at the dance. Anyone that violates this policy will

be asked to leave or face possible law enforcement involvement. Students that have been suspended from school or have excessive absences will not be allowed to attend dances.

## **JAC-CEN-DEL HIGH SCHOOL PROM**

Any Junior or Senior may attend the prom and invite a guest (two total tickets). Any guest from outside the school must be cleared with the Principal. Any guest must be no older than 20 years of age and at least a freshman student. NO students below freshman status may attend the prom. In order to encourage positive behavior for Prom and After Prom, JCD Administration has the right to screen attendees to these events using an alcohol sensing device. Additionally, all students attending prom must sign the Student Activity Code of Conduct. Prom guests from other schools must complete the non-JCD students guest form as well as provide a photo ID if they are not currently enrolled in high school. Further requirements include that you must have 21 credits by the end of the first semester during their junior year; must meet the school's attendance policy for the year (per handbook); no unexcused absence the Friday before prom; cannot be on the ineligible list; or cannot be on probation. All other decisions are at the discretion of the administration.

## **SENIOR TRIP GUIDELINES**

In order to be eligible to attend the Senior Class Trip, the following guidelines must be followed:

- Students must have 35 credits by the end of first semester;
- Can only go on the trip once
- No more than two F's on report card for the third nine weeks (refund deposits);
- ISS and/or RCATs can be taken into consideration for attending the Senior Trip;
- Cannot be on the Senior Trip ineligible list
- Must meet school attendance policy for the year (per handbook);
  - No unexcused absence the Tuesday they leave on the trip;
  - cannot be on probation.

All other decisions are at the discretion of the administration.

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## **LUNCH INFORMATION**

Jac-Cen-Del Jr/Sr. High School is participating in the National School Lunch and Breakfast Programs offering students a nutritious breakfast and lunch. A computerized meal accounting system will be used. Each student will have an ID card with their P.I.N. (Personal Identification Number). Students should have their ID card with them when purchasing food items in the cafeteria. This money is deposited into the student's account and when a food item purchase is made, this amount will be deducted from their account.

Students will not be allowed to charge any snacks or a la carte items, if balances fall in the negative range. An alternative lunch (consisting of ham sandwich, carrot/celery sticks and white milk) will be given at the lunch price.

Cafeteria cashiers will inform students when their balances are low. Parents can also check balances at EZSchoolPay, on the school's internet page.

Cafeteria employees will collect student's money either in cash or check made payable to JCD cafeteria, in the morning at the cafeteria or at the ala carte breakfast cart.

Students are not permitted to order food to be delivered to school, nor are parents/guardians allowed to bring outside restaurant food to students.

Students are not permitted in the parking lot during lunches without permission from a staff member.

## **PARENT/STUDENT PICKUP**

Students who are being picked up before the end of school must be picked up at the west entrance to the school (the entrance facing the road/bus entrance).

## **SECTION IV: INTERNET ACCEPTABLE USE POLICY**

Internet access is available to students and teachers in the Jac-Cen-Del School Corporation. We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. Each student is given an account for computer access.

Students and teachers have access to:

- information and news from NASA and other research institutions
- public domain software and shareware
- discussion groups on a variety of topics
- access to University Library Catalogs, the Library of Congress and ERIC

Student access to the Internet will be research only. Students may not use programs, websites, servers or other resources not approved by the Director of Technology.

Student Likeness may be released for promoting the school or the individuals.

Jac-Cen-Del believes the information and interaction on this network far outweighs the possibility that users may access material that is not consistent with the educational goals of the Corporation. In addition, Jac-Cen-Del has taken precautions to restrict access to controversial materials. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. If a Jac-Cen-Del user violates any of these guidelines his or her computer access will be terminated and future access may be denied.

### **These guidelines include:**

1. Acceptable Use: The use of your computer access account must be in support of education and research and consistent with the educational objectives of Jac-Cen-Del. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: Copyrighted material, Threatening or obscene material, Material protected by trade secret, Commercial activities, Product advertisement, or Political lobbying. No games are to be played on the computer, except for an administrative approved educational program.

2. Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives a computer account will be part of a discussion with a Jac-Cen-Del faculty member pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. The system administrators may close an account at any time as required.

3. Network Etiquette: You are expected to abide by the accepted rules of network etiquette, including the following: Be polite. Use appropriate language; vulgarities, swearing or other inappropriate language is a violation. Do not reveal your personal address or phone numbers, nor those of students or colleagues. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.

4. Jac-Cen-Del makes no warranties of any kind, whether expressed or implied for the service it is providing. Jac-Cen-Del will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Jac-Cen-Del specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security: Security on any computer system is a high priority. If you can identify a security problem on the Internet, you must notify a system administrator. Do not use another individual's computer account. Attempts to log on to the Internet as a system administrator will result in cancellation of use privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any other agency or networks. This includes, but is not limited to, the uploading or creation of computer virus.

7. To become an Internet user of Jac-Cen-Del, you must sign the Jac-Cen-Del Internet Use Agreement document of this planner. If you are under the age of 18, a parent or guardian must also sign. These signatures must be given to the Director of Technology before an account can be established.

## **COPYRIGHT POLICY**

It is a violation of law to copy or duplicate computer programs, audio or video recordings and printed materials without the express consent of the holder of their copyrights, unless the materials are in the public domain. Any student or staff member who violates the copyright laws using materials from the Jac-Cen-Del Community School Corporation shall be subject to discipline and/or criminal prosecution.

## **SECTION V: SEARCH AND SEIZURE**

The principal or his designee may search the person of a student during a school activity if there is reasonable cause. Searches of the person of the student shall be limited to: Searches of the pockets of the student, any object in the possession of the student such as a purse, book bag or briefcase, a "pat down" of the exterior of the student's clothing. Searches of the person of the student which require removal of clothing other than a coat or

jacket shall be referred to a law enforcement officer. Any item found during the search which is in violation of school rules, will be seized. The privilege of bringing a student's operated motor vehicle onto school premises will serve as consent for a search. Refusal by a student, parent/guardian or the motor vehicle owner to provide or allow access to the motor vehicle for a search will result in the contact of law enforcement officials. The principal or his designee may request the assistance of a law enforcement officer to: Search any area of the school premises, any student or any motor vehicle on school premises, and/or identify or dispose of anything found in the course of a search conducted in accordance with this section. Additionally, students may be asked to submit to a drug test under reasonable suspicion of influence by an illegal substance.

## **LOCKERS**

All lockers made available for students' use on all Jac-Cen-Del School Corporation school premises, including lockers located in the hallways, physical education and athletic dressing rooms, and the art classroom, are the property of the school corporation. These lockers are made available for student use for 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 be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of a school corporation is presumed to have an expectation of privacy in that locker or the locker's contents. A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time. A law enforcement agency having jurisdiction over the geographic area have a school facility containing a student's locker may: at the request of the school principal; and in accordance with rules of the governing body of the school corporation assist a school administrator in searching a student's locker and locker's contents. (I.C.20-33-8-32) The student's use of the locker does not diminish the Jac-Cen-Del School Corporation's ownership or control of the locker. The School Corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire 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. The Jac-Cen-Del School Corporation is not responsible for items in lockers. Lockers are expected to be kept locked and penalties will be assessed for tampering with the locking mechanism.

## **USE OF DOGS**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on School property. The dogs may be allowed to examine School property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

## **STUDENT AUTOMOBILES**

To protect student vehicles from vandalism and property damage, student drivers are to park in a designated area south of the building. Students who are repeatedly tardy to school, or cause others to be tardy because of their driving, are subject to forfeiture of their driving privileges. Students are not allowed in the parking lot

except when arriving or leaving with proper permission. Violators will be penalized as follows:

First Offense -Three Hour Friday School

Second Offense and all succeeding ones - One Day of RCATS.

Reckless driving such as spinning tires, figure eights, speeding and fishtailing will result in the revocation of driving privileges for two weeks. If circumstances warrant, the revocation of driving privileges may be extended up to one semester. This list of reckless driving violations is not all-inclusive. Any student who drives a vehicle to school MUST purchase an Identification Tag for their vehicle and register that vehicle in the office. This tag should be properly displayed. If a student drives more than one vehicle, then each vehicle must be registered in the office. If there is a special case involving temporary driving, then arrangements through the office should be made. Violation of this policy: Step 1 - 2 week driving suspension. Step 2 - Driving suspension for 9 weeks. Step 3 - Driving privilege suspended for remainder of the school year. In addition to these penalties, cars may be towed at owner's expense.

## **DRIVER'S LICENSE**

Indiana law requires education officials to report to the Bureau of Motor Vehicles (BMV) any student under the age of eighteen verifying that a student is habitually truant, under a second suspension or expelled from school. A student under eighteen years of age who has a learner's permit or a driver's license shall have that license or permit invalidated by the BMV upon notification by the Principal that the student has been expelled from school for misconduct or suspended from school for the second time in the school year.

The student's driver's license or permit shall be invalidated until the earliest of the following:

- A. The student becomes eighteen years of age
- B. One hundred twenty (120) days after the student is suspended
- C. One hundred eighty (180) days after the student is expelled for misconduct.

A "habitually truant" student is one who willfully refuses to attend school in defiance of parental authority in any one of the following circumstances:

- A. Absence for two days of any period of thirty school days.
- B. Absence for three days in a semester.
- C. Absence for four days in any two-semester period, or
- D. Absence for four days in a period of three or more semesters.

Any student, age thirteen or fourteen, cannot be issued an operator's license or learner's permit until the age of eighteen, if he/she is declared "habitually truant." Additionally, a person less than eighteen years of age cannot be issued an operator's license or learner's permit if the student is expelled from school for misconduct, or receives a second suspension from school for the school year. Any student whose license or permit is invalidated may appeal pursuant to IC 9-24-2-1.

## **Truants, suspended and expelled students, and dropouts**

The bureau shall suspend the driving privileges or invalidate the learner's permit of an individual less than eighteen (18) years of age who meets any of the following conditions:

- A. Is a habitual truant under IC 20-33-2-11.

- B. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
- C. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
- D. Is considered a dropout under IC 20-33-2-28.5.

## **SECTION VI: CODE OF CONDUCT GENERAL**

Jac-Cen-Del Jr/Sr High School operates using Positive Behavior Interventions and Supports (PBIS) and promotes a school environment which encourages and supports respect, fairness, caring, responsibility, trustworthiness, and citizenship. PBIS is a proactive systems approach to establishing the behavioral supports and social culture as needed for all students in a school to achieve academic and social/emotional success, and to be college and career ready. PBIS applies a system of support and a problem-solving process to enhance the capacity of schools to effectively educate all students. Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Jac-Cen-Del Jr/Sr High School has established clear expectations for behavior that are taught, modeled, and reinforced across all settings by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. PBIS has proven its effectiveness and efficiency as an Evidence Based Practice. (Sugai & Horner, 2007).

Every effort will be made by administrators and teachers, in cooperation with the student and his/her parent(s)/guardian(s), to resolve problems through the utilization of school district resources. The entire basis of civilization is based in the theory of self-discipline. Individuals must determine according to society's standards what correct and acceptable behavior is and what is not. Certain standards of student conduct are necessary to assure that students do not infringe upon the rights of others. In the absence of self-discipline, administrative personnel, teachers, and other school personnel are authorized to take any action which is necessary to carry out or to prevent interference with the educational functions of which he/she is then in charge. Disciplinary interventions may include, but are not limited to, counseling, parent contacts or conferences, rearrangement of class schedules, requiring students to remain in school after regular school hours, or losing privileges such as participating in or attending extra-curricular activities, eating in the lunchroom, or riding a school bus.

## **BEHAVIORAL EXPECTATIONS**

This Student Handbook/Code of Conduct lists key behaviors that are EXPECTED at Jac-Cen-Del Jr/Sr High School and all school related events (on or off school property). It also provides a general overview of interventions and consequences that may be applied to any behavior deemed inappropriate by staff, administrators, District Policy, and the Indiana Code.

## **GENERAL EXPECTATIONS**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines.

Material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. promotes gangs, or
5. intends to incite fighting or presents a likelihood of disrupting School or a School event.

Any student who commits any act which violates the provisions of the Indiana Juvenile Code (Indiana Code Title 31-6), Indiana Criminal Code (Indiana Code Title 35), or Indiana Motor Vehicle Code (Indiana Code Title 9) will face appropriate disciplinary action.

Participating in any activity, or using spoken or written language, which interferes with or is likely to disrupt or interfere with school functions, activities or purposes is grounds for disciplinary action. Use of 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 are grounds for disciplinary action. Any student, who disrupts, attempts to disrupt, prevents or attempts to prevent, interferes, or attempts to interfere with any class, study hall, or educational function, or any lawful meeting or assembly will face disciplinary action. Any student who repeatedly fails to comply with directions or requests of teachers or other school personnel, while under their supervision or while at any educational function will face disciplinary action. Any student who is suspended from school (out of school) for one day or more will lose his or her privilege to participate in field trips during that semester.

Any exceptions to this will be at the discretion of the principal. Students who represent Jac-Cen-Del in positions of honor (Homecoming King or Queen, Court/Prom King or Queen, Court/Representatives in Parades, Class Representative, etc.) must maintain passing grades at nine weeks and/or midterms, have a 95% attendance rate and receive no out of school suspensions during the current semester. Student(s) must also be enrolled at Jac-Cen-Del for three semesters to be considered for Homecoming King or Queen, Prom King or Queen, along with candidates for king or queen for the Pumpkin show, Swiss Wine Festival and Aurora Farmers Fair.

## **CONSEQUENCES FOR BEHAVIOR INFRACTIONS FRIDAY SCHOOL**

Students may be assigned a Friday School by any administrator. No student will be admitted after 3:10 p.m. without a pass from a staff member. Failure to arrive on time will result in additional disciplinary consequences. Parents may request one Friday School assignment date change per year. It would be changed to the next available date. Requests should be made with the Assistant Principal.

### **One Hour Friday School**

- A. Meet in the assigned room by 3:10 p.m.
- B. Students must bring sufficient academic/reading material for one hour.
- C. No talking, sleeping, or listening to music is allowed.
- D. No food or drinks are allowed.
- E. Removal or unexcused absence from a Level I Friday School will result in a Level III Friday School.
- F. Level I Friday School will be dismissed at 4:00 p.m.

### **Two Hour Friday School**



- A. Meet in the assigned room by 3:10 p.m.
- B. Students must bring sufficient academic/reading material for two hours.
- C. No talking, sleeping, or listening to music is allowed.
- D. No food or drinks are allowed.
- E. Removal or unexcused absence from a Level II Friday School will result in a Level III Friday School.
- F. Level II Friday School will be dismissed at 5:00 p.m.

### **Three Hour Friday School**

- A. Meet in the assigned room by 3:10 p.m.
- B. Students must bring sufficient academic/reading material for three hours.
- C. No talking, sleeping, or listening to music is allowed.
- D. No food or drinks are allowed.
- E. Removal or unexcused absence from a Level III Friday School will result in a 1-day out of school suspension.
- F. Level III Friday School will be dismissed at 6:00 p.m.

### **RIPLEY COUNTY ALTERNATIVE TO SUSPENSION PROGRAM (RCATS)**

All students placed on short term (1-10 days) out of school suspension are subject to assignment to the Ripley County Alternative to Suspension Program (R-CATS) at the discretion of the school. R-CATS is a countywide program that provides an alternative to out of school suspension in which students are required to report to the Tyson Activity Center to serve their suspended days. R-CATS is a collaboration of Ripley County schools with the support of the Ripley County Judges, Prosecutor and Probation Department. Parents are responsible for transportation to the program and students are required to report with all necessary materials (including the student's HP laptop) for the completion of class work. Students are also required to bring a sack lunch or they can purchase a lunch through South Ripley - the cost of this meal will be charged to the student lunch account at JCD. Since this is an alternative educational placement, student attendance is mandatory. Failure to report to R-CATS, and behave in an appropriate manner while there, could result in the student and parents being summoned to appear in court. Students will receive full credit for class work completed while in R-CATS. The R-CATS day runs from 8:30 a.m. – 2:30 p.m. and includes time for completion of class work in the morning, a supervised lunch and community service in the afternoon. More specific information on the R-CATS program will be provided at the time of the suspension.

# DISCIPLINARY MATRIX

Administration reserves the right to escalate consequences based on the severity of the incident

OFFENSE	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident	6th Incident	7th Incident	8th Incident
<b>Classroom Offenses (To be served with teacher or in office)</b>	Student Conference	Student Conference; Lunch Detention	Referral; One Hour Friday School	Referral; Two Hour Friday School	Referral; Three Hour Friday School	Referral; 1 Day RCATS	Referral; 3 Day RCATS	
<b>Student Conflict</b>	Student Conference; Lunch Detention	Student Conference; 1 Hour Friday School	Student Conference; 3 Hour Friday School	Student Conference; 1-3 Day RCATS	Student Conference, 3-5 Day RCATS	Expulsion/Alternative to Expulsion		
<b>Bullying</b>	Student Conference. Discipline assigned based on incident (1 Hour Friday School to 1 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 hour Friday School to 5 days RCATS).	Student and Parent conference with administration. Discipline assigned based on incident (3 days RCATS to Expulsion).	Expulsion/Alternative to Expulsion.				
<b>Bus Discipline</b>	Bus discipline will follow JCD discipline policies but may include Friday School/ RCATS assignment/bus removal dependent upon incident							
<b>Cellular Phone</b>	Warning	1 Hour Friday School	2 Hour Friday School	3 Hour Friday School	1 Day RCATS	3 Days RCATS	5 Days RCATS	
<b>Disrespectful or Disruptive Behavior</b>	1 Hour Friday School	3 Hour Friday School	1 Day RCATS	3 Day RCATS	5 Day RCATS	Expulsion/Alternative to Expulsion		
<b>Tardiness</b>	Student Warning	Student Warning	1 Hour Friday School	2 Hour Friday School	3 Hour Friday School	1 day RCATS	2 day RCATS	3 day RCATS
<b>Truancy</b>	1 Day RCATS	3 Day RCATS	5 Day RCATS	Expulsion/Alternative to Expulsion				
<b>Unexcused Absences</b>	Please reference Attendance Policy: Unexcused Absences section of handbook for disciplinary consequences (pages 12 - 15)							
<b>Career Center Transportation</b>	3 Hour Friday School	1 Day RCATS						
<b>Student Driving Policy</b>	4 week loss of privilege	9 week loss of privilege	Loss of privilege for year					
<b>Drugs/Controlled Substances (includes Referral to School Resource Officer)</b>	Expulsion/Alternative to Expulsion							
<b>Academic Dishonesty</b>	"0" on assignment; 1 hour Friday School	"0" on assignment; 10% grade reduction for semester, 2 Hour Friday School	"0" on assignment; 25% grade reduction for semester; 3 Hour Friday School	Loss of credit for semester; 1 Day RCATS				
<b>Dress Code</b>	Warning	1 Hour Friday School	2 Hour Friday School	Three Hour Friday School	1 Day RCATS	3 Day RCATS	5 Day RCATS	Expulsion/Alternative to Expulsion
<b>Fighting</b>	3 Day RCATS	5 Days RCATS	Expulsion Process/Alternative to Expulsion					
<b>Forgery</b>	3 Hour Friday	3 Days RCATS	5 Days RCATS	Expulsion/Altern				

	School			ative to Expulsion				
<b>Inappropriate Language</b>	1 Hour Friday School	3 Hour Friday School	1 Day RCATS	3 Days RCATS	5 Days RCATS	Expulsion/Alternative to Expulsion		
<b>Insubordination</b>	1 Hour Friday School	3 Hour Friday School	1 Day RCATS	3 Day RCATS	Expulsion/Alternative to Expulsion			
<b>Leaving Class without Permission</b>	1 Hour Friday School	2 Hour Friday School	3 Hour Friday School	1 Day RCATS	3 Day RCATS	Expulsion/Alternative to Expulsion		
<b>Destruction of School Property</b>	3 Hour Friday School/Restitution	1 Day RCATS/Restitution	3 Day RCATS/Restitution	5 Days RCATS/Restitution	Expulsion/Alternative to Expulsion			
<b>Misuse of Student Laptop</b>	Warning	1 Hour Friday School	2 Hour Friday School	3 Hour Friday School	1 Day RCATS	3 Day RCATS	5 Day RCATS	Expulsion/Alternative to Expulsion
<b>Public Display of Affection</b>	Warning	1 Hour Friday School	2 Hour Friday School	3 Hour Friday School	1 Day RCATS	3 Day RCATS	5 Day RCATS	Expulsion/Alternative to Expulsion
<b>Sexual Harassment</b>	1-3 Day RCATS	3-5 Day RCATS	Expulsion/Alternative to Expulsion					
<b>Skipping Class</b>	3 Hour Friday School	1 Day RCATS	3 Day RCATS	5 Day RCATS	Expulsion/Alternative to Expulsion			
<b>Skipping Friday School</b>	1 Day RCATS	2 Day RCATS	3 Days RCATS	5 Day RCATS	Expulsion/Alternative to Expulsion			
<b>Theft</b>	1 Hour Friday School/Restitution	2 Hour Friday School/Restitution	3 Hour Friday School/Restitution	1 Day RCATS	3 Day RCATS	5 Day RCATS	Expulsion/Alternative to Expulsion	
<b>Tobacco/Vape (Includes Referral to School Resource Officer)</b>	3 Day RCATS (Tobacco Education Course Included)	5 Day RCATS	Expulsion/Alternative to Expulsion					
<b>Vandalism</b>	3 Day RCATS/Restitution	5 Day RCATS/Restitution	Expulsion/Alternative to Expulsion					

*In all instances, parent communication will be made via telephone or email.*

Jac-Cen-Del Junior-Senior High School believes in progressive discipline. Progressive discipline means that the consequence for the second instance of an offense should be greater than the previous consequence for the same behavior. Consequences as described in this handbook may be amended, escalated or combined at the discretion of the Administrator.

## **CLASSROOM DISCIPLINE / DEFINITIONS AND INDIANA CODE FOR SPECIFIC OFFENSES**

### **Suggested Class Discipline**

Classroom Discipline is at the discretion of the classroom teacher. These will be used for minor infractions that do not warrant, in the view of the teacher/administration, a referral to the school office and administration.

### **Drugs and Alcohol**

Indiana Code 20-33-9-5 requires school employees to report to the administrative staff observed violations involving controlled substance laws and minor and alcoholic beverage laws in, on or within 1,000 feet of school property. A written report must be filed by the principal with the Indiana State Police and the Indiana Criminal Justice Institution. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor; or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined by federal or state law, or any substance that could be considered a “look-alike” controlled substance, including caffeine pills or non-alcoholic beer.

Violation of this policy by any student who is using, in possession of, or is under the influence of alcohol or any controlled substance (exception, tobacco) will result in a ten-day suspension from school and a recommendation for alternative expulsion program or expulsion from school for up to one calendar year. Who is distributing or dispensing alcohol or any controlled substance (exception, tobacco) will be suspended for ten days and recommended for alternative expulsion program or expulsion from school for up to one calendar year. Will result in the notification of law enforcement officials. Possessing drug paraphernalia is a violation of school rules. A student in possession of such paraphernalia may be expelled for a period of not more than one (1) calendar year. The Jac-Cen-Del Community School Corporation is concerned about any student who is a victim of alcohol or drug abuse and will aid the student to receive help through programs and services available in the community. Students and their parents should contact the principal or counselor whenever such help is needed.

#### **First Time**

1. Parent/Student conference with Administration if desired
2. Expulsion process

If the School Resource Officer believes there is probable cause a student has committed an illegal substance-related offense during school hours and on school property, the student will be transported to Ripley County Court Services (Juvenile Probation Division) for the administration of a Detention Screening Assessment. Said transportation will be conducted by the Ripley County Sheriff, or as otherwise designated by the Court. School Administration will notify the student’s parent/guardian/custodian of the alleged incident and provide contact information for Ripley County Court Services to discuss further legal proceedings.

### **Bullying**

**BULLYING RULE/POLICY** Bullying will not be tolerated. Bullying is defined as “overt, 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

other 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; Has the effect of substantially interfering with the targeted student's academic performance; or
- C. 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." Bullying includes threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act. This includes the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member's possession.

This rule may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- 1. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending Jac-Cen-Del Jr/Sr High School; and
- 2. Disciplinary action is reasonably necessary to avoid substantial interference with the rights of others to a safe and peaceful learning environment.

If bullying is reported to a staff member they complete the Alleged Bullying Incident Report Form, and submit the completed form to the school principal or assistant principal. This form includes:

- A. Description of the Incident along with individual(s) initiating the bullying the student(s) affected,
- B. Type of Bullying Alleged
  - 1. Verbal
  - 2. Social/Relational
  - 3. Written Communication/Electronic
  - 4. Physical
- C. Identified Inappropriate Behavior
- D. Physical Evidence
- E. Determination if the Incident is Identified as Bullying. An incident is bullying if it meets the following criteria as outlined in Indiana State Code:
  - 1. One-Sided
  - 2. Repeated
  - 3. Imbalance of Power
  - 4. On Purpose
  - 5. Unwanted Action
- F. Administrative Action Taken

***Consequences for bullying are determined by administration based on the determination and severity of the incident.***

<b>Behaviors</b>	<b>First Incident</b>	<b>Second Incident</b>	<b>Third Incident</b>
Name Calling, teasing, making fun in a hurtful way. Includes all cyber devices.	Student Conference. Discipline assigned base on incident (1 Hour Friday School up to 1 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 Hour Friday School to 5 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 day RCATS to Expulsion)
Social exclusion, threatening or forcing another student to do something against their will. Includes all cyber devices.	Student Conference. Discipline assigned base on incident (1 Hour Friday School up to 1 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 Hour Friday School to 5 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 day RCATS to Expulsion)
Spreading rumors or lies to make others dislike a specific person or persons. Includes all cyber devices.	Student Conference. Discipline assigned base on incident (1 Hour Friday School up to 1 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 Hour Friday School to 5 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 day RCATS to Expulsion)
Using names or making comments about a specific person or persons because of their race or color. Includes all cyber devices.	Student Conference. Discipline assigned base on incident (1 Hour Friday School up to 1 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 Hour Friday School to 5 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 day RCATS to Expulsion)
Making inappropriate comments or gestures with a sexual meaning. Includes all cyber devices.	Student Conference. Discipline assigned base on incident (1 Hour Friday School up to 1 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 Hour Friday School to 5 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 day RCATS to Expulsion)
Intimidating, hitting, kicking, pushing, or shoving of a student or students.	Student Conference. Discipline assigned base on incident (1 Hour Friday School up to 1 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 Hour Friday School to 5 day RCATS)	Student and Parent Conference with Administration. Discipline assigned based on incident (3 day RCATS to Expulsion)

Options student may employ when they feel they are being bullied:

1. Teasing Tips: Ignore, walk away, change the subject, agree, tell a joke
2. Try 3 teasing tips, ask the person to stop or you will report, report to an adult
3. Keep the Power - don't give the power to someone else

Work with the guidance department or administration to:

1. Develop a plan on how to handle the situation differently next time
2. Meet with guidance counselor or administration to discuss progress
3. Encourage reconciliation with the aggressor if both students are ready and willing.

Remediation for the aggressor may include:

1. Educating student on the definition of bullying and why their actions were inappropriate
2. Attempt to identify why the student is participating in this type of behavior
3. Roll play different ways to handle the situation and/or make amends with the targeted student / group
4. Anti-Bullying education video review
5. Meet with guidance counselor or administration weekly as needed
6. Recommendation outside counseling is student is not making or is refusing to make progress

## **Bus Discipline and Regulations**

School bus drivers are to be in control of all school children conveyed between the homes of the children, school and return. When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and governing body of the school corporation. IC 20-27-10-2. Jac-Cen-Del policy requires the driver to notify the parent/guardian why such an action was taken. Rules for passengers on school buses include the following: Students will be respectful to the driver. Students will sit where the bus driver assigns them. Students will not stand or move about the bus during the trip. Loud, boisterous, profane language or indecent conduct will not be tolerated. No windows or doors will be opened without consent of the driver. Hitting, kicking, tripping, pushing, teasing, scuffling, holding or other objectionable activities are prohibited. Students do not exit or enter the bus until it has come to a full stop and the door opened by the driver. Students should be waiting at their boarding stations when the school bus arrives.

### **Cell phones &/or Nonschool Issued Electronic Device(s)**

In accordance with IC 20-26-5-40.7 and SEA 185 Jac-Cen-Del Jr./Sr. High School has adopted the following policy in relation to wireless communication devices.

Throughout the school day, students must keep all nonschool issued electronic devices in one of the following areas;

- student locker
- teacher provided designated area
- secured on their person, however must remain out of sight
- school issued laptop bag

*During the school day, students are not permitted to utilize cell phones and/or other nonschool issued electronic devices.* Exemptions to this policy shall include:

1. when specifically identified through provisions in a student's IEP or 504 plan
2. when specifically identified through a school health care plan to manage a student's health care.
3. during lunch and passing periods
4. while being transported on school provided transportation.
5. written permission from school principal

A student who is found to have been in violation of the above said policy will receive the following consequence:

1. 1st & 2nd offense: teacher/staff will confiscate the device and turn it into the office. Office personnel will make parent/guardian contact and student will receive the device back at end of day
2. 3rd offense: teacher/staff will confiscate the device and turn it into the office. Office personnel will make parent/guardian contact and the parent/guardian will need to come to school and pick up the device.
3. 4th offense - formal write-up will be conducted and sent to the office staff

Jac-Cen-Del Jr./Sr. High School does not assume responsibility for any lost, damaged or stolen electronic device(s).

**Important Notice to Students and Parents:** Cell Phone Content and Display The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective service whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes. It is "child exploitation," a Level 5 felony under I.C. 35-42-4-4(b), for any person/student:

(1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or

(2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct by a child under the age of 18.

It is “*child pornography*,” a Level 6 felony under I.C. 35-42-4-4, for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

“*Sexual conduct*” is defined by I.C. 35-45-4-4 (a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The *Indiana Sex Offender Registration Statute* at I.C. 11-8-8-7 and the *Sex Offender Registry Offense Statute* at I.C. 35-42-4-11, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **Cheating/ Academic Dishonesty**

Cheating will not be tolerated at Jac-Cen-Del. Cheating defeats the purpose of education and robs the student of valuable knowledge and experience. Cheating includes copying test answers, homework, taking and sharing pictures or screenshots of tests and quizzes or in any other way in which a student claims someone else’s work as his/her own. Cheating/Academic Dishonesty includes using artificial intelligence platforms to create work that is claimed to be authentic student produced material.

### **Dress Code**

Students at Jac-Cen-Del Junior-Senior High School have considerable choice in their style of dress and appearance. Basic limitations are that dress and appearance must not be disruptive to the educational process and that they must not pose a threat to the health, welfare, or safety of the individual or other students. Common decency and cleanliness of person and apparel is expected and required. Clothing, jewelry or other body decoration which disrupts the daily educational schedule and process is inappropriate (Inappropriate body piercing, tattoos etc.). As fashion changes the policy will change to meet the new trends.

The following are guidelines for the Dress Code:

1. All shirts must have sleeves. Cold shoulder tops are permissible. Tank tops are permitted, but the straps must be wide enough to cover undergarments.
2. Tops that expose cleavage or midriff areas are not permitted.
3. Apparel may not contain or display inappropriate pictures, messages or slogans. This includes tobacco products, alcoholic beverages, drugs or drug-related, sexually explicit or implied messages, inappropriate language, and implies racism. Clothing that contains messages that can be construed to be



inappropriate are prohibited as well.

4. Footwear must be worn at all times. Any type of footwear not deemed acceptable by the administration will be dealt with accordingly.
5. Hats and hoods are not allowed to be worn in the classroom unless the teacher gives permission. Hats or hoods may be worn in the hallways.
6. All shorts, skirts, dresses are to be mid-thigh in length.
7. Pants must be worn at the waistline so the buttocks are not exposed.
8. Individual departments and/or areas of school may place additional requirements on students in order to assure safety standards or other standards pertinent to their particular activity.
9. Any item of apparel that can be construed as gang related is strictly prohibited.
10. Sheer articles of clothing, including mesh or crochet, are not appropriate, unless an acceptable article of clothing is worn underneath.
11. Clothes or shoes which may mar furniture or damage floors are prohibited.
12. Coats, jackets, blankets or other exterior apparel that could be utilized to conceal items prohibited on school grounds should remain in an individual's locker during the school day.
13. The examples above are not a complete listing. Additional apparel items and styles may be deemed inappropriate or in poor taste by school administration. Students who are in violation of these rules will be asked to replace the offending article immediately.

*Each time the student is removed from class until appropriate attire is provided*

### **Fighting**

Fighting is a major disruption of the educational process, and has a serious effect on the total school atmosphere. A fight between individuals over a personal grievance and not directly involving other students is typical of most fights in school. This type of fight nearly always has some kind of provocation or a prior personal grievance between the parties. If a student is merely defending himself/herself, he/she should NOT be throwing any punches. HITTING BACK IS NOT REQUIRED TO DEFEND YOURSELF. Participants in a fight will not be allowed to attend classes for the remainder of the day on which the fight occurred. The administration may increase or decrease the punishment in any given situation depending on the facts of the situation.

\*Physical abuse of a faculty or staff member, intentional or unintentional will be automatic 10 Day RCATS with a recommendation for Expulsion

### **Misuse of Student Laptop**

Each student at Jac-Cen-Del Jr. Sr. High School is issued a student laptop to be used for educational purposes only. The use of your computer access account must be in support of education and research and consistent with the educational objectives of Jac-Cen-Del. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: Copyrighted material, threatening or obscene material, material protected by trade secret, commercial activities, product advertisement, or political lobbying.

No games or music are to be played on the computer, except for an administrative approved educational program.

### **Sexual Harassment**

It is the policy of JCD High School to maintain a learning and working environment that is free from sexual harassment. Sexual harassment may include verbal or physical advances or comments regarding a student's physical or personality characteristics. Students are encouraged to report the incident to administration for investigation if they believe they are victims of sexual harassment. Any student found to have engaged in sexual harassment shall be subjected to disciplinary sanctions as set forth in the student handbook, including, but not limited to warning, suspension or expulsion, subject to applicable procedural requirements.

Any complaint of harassment may be assigned or referred to the school corporation School Resource Officer.

### **Skipped Class**

Skipped class is defined as "missing from class one period of the day".

### **Student Conflict**

Student conflict is defined as two or more students in a disagreement that is mutual in nature, does not resolve on its own, is perpetuated by one or both parties, and does not qualify as bullying per Indiana Code.

### **Tobacco Use or Possession- Smoking/Chewing/Vaping Device**

For students and staff, Jac-Cen-Del is a smoke-free and tobacco-free campus. Any student who uses or knowingly possesses tobacco, a tobacco product, or paraphernalia (including vaping devices and e-cigarettes).

## **DEFACING SCHOOL PROPERTY**

Causing or attempting to cause damage to school property, stealing or attempting to steal school property are specifically prohibited student conduct. Indiana Code 35-43-1-2 states: A person who recklessly, knowingly, or intentionally damages: 1. A school or community center; 2. The grounds: a. Adjacent to; and b. Owned or rented in common with; a structure or facility identified in subdivision 1, 2 or 3; or 3. Personal property contained in a structure or located at a facility identified in subdivision 1, 2, or 3; without the consent of the owner, possessor, or occupant of the property that is damaged, commits institutional criminal mischief, a Class A misdemeanor. However, the offense is a Level 6 felony if the pecuniary loss is at least seven hundred fifty dollars but less than fifty thousand dollars, and a Level 5 felony if the pecuniary loss is at least fifty thousand dollars. Parents are liable under I.C. 34-31-4-1 for the actions of their children in defacing school property to the amount of \$5,000.00. GRAFFITI "Graffiti means any unauthorized inscription, work, figure, or design that is marked, etched, scratched, drawn or painted on a component of any building, structure, or other facility." I.C. 35-31.5-2-146 Under IC 35-43-1-2, if a person is convicted of an offense to a school or community center that involves graffiti, the court may, in addition to any other penalty, order that the person's operator's license be suspended by the BMV for not more than one year. The court may rescind an order for suspension or denial and allow the person to receive a license or permit before the period of suspension or denial ends if the court

determines that: a. The person has removed or painted over the graffiti or has made other suitable restitution; and b. The person who owns the property damaged or defaced by the criminal mischief or institutional criminal mischief is satisfied with the removal, painting, or other restitution performed by the person. Parents can be held liable for damages to property caused by their children to the extent of \$5,000.00. (I.C. 34-31-4-1)

## **POSSESSION OF FIREARMS AND DEADLY WEAPONS**

In accordance with Indiana Code 20-33-8-16, Section 10, a student who brings to school or is in possession of a firearm on school property must be expelled for a period of at least one (1) calendar year. The superintendent has authority to modify the expulsion. A student who brings to school or is in possession of a deadly weapon on school property may be expelled for a period of not more than one (1) calendar year. This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. This policy includes the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a student of the Jac-Cen-Del School Corporation.

## **POSSESSION OF INCENDIARY DEVICES**

Students are prohibited from possessing matches, lighters, smoke bombs or fireworks. Penalty for such possession will be at the discretion of the principal or designee.

## **SUSPENSIONS AND EXPULSIONS**

### **Suspension means disciplinary action in which:**

1. The result of disciplinary action for conduct which is unacceptable.
1. May be ten days or less depending upon the rule which is violated, the number of violations, or the requirements of the law.

Suspensions totaling 10 days or more from school may result in a recommendation for expulsion or alternative expulsion program. Alternative expulsion program means disciplinary action in which a student is allowed an opportunity to earn credit online at a location different than Jac-Cen-Del Jr/Sr High School. Students will check-in on a weekly basis with a school representative. The student is responsible for transportation to weekly check-in meeting. The student is responsible for getting online access for course work.

Expulsion means disciplinary action in which a student is separated from school attendance for a period in excess of ten days. Expulsion for possession of a firearm shall extend for at least one calendar year. Expulsion for possession of a deadly weapon may extend up to one calendar year. In accordance with the due process procedures, a student may be expelled from school for the period of the current semester, plus the following semester and summer school. (I.C. 20-33-8-20)

The process of Expulsion requires Discipline Due Process procedures be in place. (I.C. 20-33-8-12) The following is a summary; a full text of the procedure is available from the building principal or the Superintendent's office:

1. A principal may suspend a student from school for not more than ten school days. However, the student may be suspended for more than ten days if a determination is made that the student's continued suspension will prevent or substantially reduce the risk of:
  - a. Interference with an educational function or school purposes; or
  - b. A physical injury to the student, other students, school employees or visitors to the school.
2. A principal may not suspend a student before the student has an opportunity for a meeting during which the student is entitled to:
  - a. A written or oral statement of the charges against the student
  - b. A summary of evidence against the student, if the student denies the charges,
  - c. An opportunity for the student to explain his or her conduct.
3. The principal shall send a written statement to the parent of the suspended student describing the student's misconduct and the action taken by the principal.
4. An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting. Notice of the right to appear at an expulsion meeting shall:
  - a. Be made by certified mail or personal delivery
  - b. Contain the reasons for the expulsion
  - c. Contain the procedure for requesting an expulsion meeting
5. The person conducting an expulsion meeting:
  - a. Shall make a written summary of the evidence heard at the expulsion meeting
  - b. May take action that the person finds appropriate, and
  - c. Must give notice of the action taken to the student and the student's parent
6. The student or the student's parent may, within ten days of the receipt of a notice of action taken, make a written appeal to the School Board. The School Board may hold a meeting to consider the written summary of evidence and to hear arguments of the principal and the student or the student's parents; or the School Board may vote not to consider the matter.
7. A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights to contest and appeal the expulsion.
8. Students who are suspended or expelled from school are not allowed to attend or participate in any school function, activity or enter upon school property without permission from the administration.

**SECTION VIII: EXTRA-CURRICULAR CLUB / ORGANIZATION INFORMATION**

All members are re-evaluated each year to maintain a continued high level of membership. Jac-Cen-Del offers several clubs and organizations for the interested student both at the junior high and high school level.

Student Council .....Grades 9-12

Sunshine .....Grades 9-12

F.F.A. ....Grades 7-12

Art Club .....Grades 9-12

National Junior Honor Society.....Grades 7-8

National Honor Society .....Grades 9-12

Pep Band .....Grades 9-12

Color Guard.....Grades 9-12

Drama Club .....Grades 7-12

Jr. High Rube Goldberg .....Grades 7-8

Rube Goldberg .....Grades 7-12

Archery Team .....Grades 7-12

Fishing Team.....Grades 7-12

S.A.D.D. ....Grades 9-12

Jr. High Academic Team.....Grades 7-8

High School Academic Team .....Grades 9-12

Chess Club .....Grades 7-12

Earth Club.....Grades 7-12

Fellowship of Christian Athletes.....Grades 7-12

Ripley County Youth Outreach .....Grades 9-12

## **EXTRACURRICULAR ACTIVITIES PHILOSOPHY**

The Jac-Cen-Del Community School Corporation believes that extracurricular activities are desirable and constitute one of the most important advantages of public schooling for American youth. We further believe: Extracurricular activities have a great potential to contribute to the growth and development of students. The standards and ideals established and practiced will influence greatly the youth, the school, and community; therefore, only the best traditions of good citizenship and conduct will be fostered. The program of activities should be closely integrated with the administrative policies of the school. Extracurricular activities will be governed by rules established by the I.H.S.A.A., other state sponsoring organizations and regulations adopted by the Jac-Cen-Del Community School Corporation. The will to win is a natural, desirable human trait; it is, however, not to be attained at the price of unfair advantage or violations of established rules and principles. The welfare of students takes precedence over any other interest. All activities are school controlled and school directed. Extracurricular sponsors and/or coaches should be a tightly-knit organization; all activities should be considered in perspective with the rest of the school program and each other.

## **OBJECTIVES FOR PARTICIPATION**

At Jac-Cen-Del Jr/Sr. High School students are expected to: present a positive image of school activities to the parents and community, to seek playing excellence within the boundaries of good sportsmanship and good student mental health, to encourage growth and development of the activities to raise the number of participants, to allow students to experience situations and circumstances similar to those in the “real world” to further develop their abilities for decision making, toleration, cooperation, etc. The students will develop a sense of unity among the student body, faculty and community through the activity programs while also developing positive leisure time activities to utilize as they develop into adults and to develop vocational skills and techniques for future success in the workforce

## **NATIONAL HONOR SOCIETY**

The purpose of Jac-Cen-Del’s chapter of National Honor Society is to encourage high scholarship, to promote worthy leadership, to render service and to develop high character. Therefore, membership in the organization is based on the student’s scholarship, leadership, service and character. Sophomores through Seniors with at least a “B” GPA are considered for membership. The final determination of membership is made by the faculty advisors after a review of each eligible student’s character, service, leadership and scholarship. Each NHS member is required to carry four “solid” subjects each semester. Members must maintain a “B” average, display positive character traits, attend mandatory meetings, and document 25 service hours per semester to remain a member of NHS. Failure to do so will result in academic or discipline probation. If continued, this will result in removal from the NHS chapter.

## **NATIONAL JUNIOR HONOR SOCIETY**

The purpose of Jac-Cen-Del’s chapter of National Junior Honor Society is to encourage high scholarship, to promote worthy leadership, to render service and to develop high character. Seventh Graders through Ninth Graders with at least a “B” GPA are considered for membership. Students may have only one detention (and

that can be only for tardies) to be eligible for NJHS. The final determination of membership is made by the faculty advisors based on the student's scholarship, leadership, service and character. Members must maintain a "B" average, display positive character traits, attend mandatory meetings, and document 25 service hours per semester to remain a member of NHS. Failure to do so will result in academic or discipline probation. If continued, this will result in removal from the NHS chapter.

## **SECTION IX: STUDENT ACTIVITIES CONDUCT**

As a Jac-Cen-Del student, every individual becomes a personal representative of the student body, school, and community. Every student's conduct is under constant scrutiny and evaluation not only during the particular activity or season, but also at all other times, including school vacation periods; therefore, a student's appearance and conduct must be, at all times, beyond reproach. A student is to be a good example as a student, as a citizen and as a participant. Participation in a J-C-D activity is allowed at the discretion of the sponsor and/or coach of that activity, subject to review by the principal, in accordance with Indiana law and the requirements, where applicable, of minimum due process of law. In addition, a student participant must meet or exceed those rules and regulations set forth by Jac-Cen-Del School Corporation, the I.H.S.A.A. and any other state sponsoring organization. Six general statements of policy regarding rules and regulations are applicable to all extracurricular participants of Jac-Cen-Del. These rules and regulations will be adhered to by all sponsors/coaches and students.

**Good Standing:** The student must attain and maintain good standing throughout his/her activity career at Jac-Cen-Del. Good standing can be lost when a student violates rules related to the following:

- A. IHSAA eligibility rules
  - B. Alcohol and substance abuse
  - C. Jac-Cen-Del Community School Corporation rules and regulations
  - D. Tobacco and tobacco products
  - E. Expulsion from team or activity
  - F. Expulsion from school
  - G. Not completing a season
  - H. Any other violation not listed but deemed serious enough to warrant loss of Good Standing when a student loses good standing, he/ she:
    - 1. Will be prohibited from participating in activities for a length of time as determined by the nature of the act
    - 2. Will be expelled from the activity for those types of violations which call for expulsion
3. Will not receive any awards in an activity until good standing has been re-established. Standards, Rules and Regulations: The following are standards, rules and regulations which student participants in activities will adhere to:

- 1. Attendance and Participation: Students must attend classes for the full day to practice or participate

in activities or contests on that day. Verified doctor's appointments are acceptable.

2. Attitude: A student shall display exemplary attitude, behavior and citizenship at all times.

3. Rumors: A student will be interviewed by a coach, advisor, sponsor or administrator if information is obtained through rumors concerning inappropriate behavior. The student will be informed of the situation and advised of consequences of inappropriate behavior.

4. Lost Equipment: The student must return all equipment issued to him/her. Equipment which is lost or stolen will require restitution.

5. Quitting the Activity or Organization: A student must remain in the activity or on the squad until the entire schedule is completed. A student who quits without the sponsor or coach's permission will forfeit any awards.

6. Responsibility: The conduct of all students during any part of the activity will be under the direction and rules of Jac-Cen-Del and the sponsor or coach.

**Eligibility Requirements:** These are determined by the organization, whether local or state sponsored. They may be acquired from any sponsor or coach.

**Controlled Substances:** These shall not be possessed, sold, used or transmitted. Penalties will be administered within the guidelines of Jac-Cen-Del School Corporation Policy and State Law.

**Administrators, Sponsors, and/or Coaches:** Additional guidelines may be set by sponsors or coaches.

## **INSURANCE**

To eliminate any confusion relative to activity injuries' expenses and insurance, please note the following: The Jac-Cen-Del Community School Corporation expects each student to have accident coverage before participating in extracurricular activities. The Jac-Cen-Del Community School Corporation will not pay any injury related expenses sustained by extracurricular participants.

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## **STUDENT ACTIVITY CODE OF CONDUCT POLICY**

### **INTRODUCTION**

For the purpose of providing a safe, drug and alcohol free school environment, this policy provides accountability for appropriate student conduct for those students who are involved in extracurricular and co-curricular activities as well as those students who drive to school and attend dances/prom/overnight school trips. This policy offers redirection and opportunities for help to those students who violate the Code of Conduct.

Students could have a violation of the Code of Conduct by any of the following but not limited to:



- Positive Random Drug Testing Result
- Positive Drug Test as a result of Reasonable Suspicion
- Arrest
- Self-Report of Violation
- Police Report
- Act of Delinquency
- Other Major Handbook Violations

*\*If a student violation that is not previously discussed in this policy occurs, the administration has the discretion to investigate and determine if this policy applies to the violation and then to apply appropriate consequences.*

\*\*This Code of Conduct is in effect 365 days a year.

## **CONSEQUENCES FOR VIOLATIONS**

### **First Violation**

For the first violation of offenses listed in the above list or in the student handbook, a student will lose extra-curricular and co-curricular privileges (non-athletic) for one calendar month.

### **Second Violation**

For the second violation of offenses listed in the above list or in the student handbook, students will lose extra-curricular and co-curricular activities (non-athletic) for a period of two calendar months.

### **Third Violation**

The student shall be excluded from all extracurricular activities for 365 days (one calendar year) from the day the third violation is verified. The student may resume activities after 365 days and only if the following conditions are met:

### **Fourth Violation**

The student shall be excluded from extracurricular and co-curricular activities as well as driving to school, attending dances/prom, and overnight school trips for the remainder of the student's high school career.

## **SELF-REPORTING**

Students will be able to self-report any violation to a Jac-Cen-Del Jr. Sr. High School administrator, coach or sponsor prior to the independent verification of a violation and within 48 hours of the violation. Students will not be able to self-report once they have been notified of their selection to be tested through the random drug-testing program. Students who self-report may resume activities two weeks from the date of confirmation if requirements (stated above) are met.

No student will have the opportunity to exercise the self-reporting option more than once during attendance at Jac-Cen-Del Jr. Sr. High School.

## **ADDITIONAL INFORMATION**

At the discretion of administrators, all students attending high school functions may be required to submit to a Breathalyzer test as a condition of admittance. Breathalyzers may also be used in the case of reasonable suspicion of alcohol use.

At any time, a parent may require that their student be tested utilizing the school's contracted hospital drug testing lab. The process will occur at the school, and at the parent's expense. The student will be informed that

**EVERY CHILD. EVERY CHANCE. EVERY DAY**

it is a parent requested test. The results will be sent to the family directly. In order to initiate this process, the parent should contact an administrator who will instruct the parent on the process.

Less serious violations of school, coach, teacher or sponsor rules are to be handled by the coach, teacher or sponsor.

## **DEFINITIONS**

**Co-Curricular Activities** – School activities outside of the formal curriculum that are an extension of a curricular area.

**Drugs** – For the purpose of this policy, a drug includes, but is not limited to, marijuana (THC), cocaine, methamphetamines, amphetamines, barbiturates, benzodiazepines, opiates, phencyclidine (PCP), anabolic steroids, nicotine, look alike substances such as Spice or K2, or any other substance which is defined as a controlled substance by Indiana law.

**Extracurricular Activity** – Any activity outside of the regular school day in which a student actively and voluntarily participates.

**Student Pool** – Includes any high school student who drives to school and parks on school grounds, any high school student who is a member of a school sponsored athletic team, any high school student who is a member of a school club or organization, any student who participates in a co-curricular activity, any student who wishes to attend a school dance/prom, and any student whose parents agree for the student to be a part of the student pool. Any student intending to participate in any extracurricular activity during the second semester must enroll in the program by the end of the first semester.

**Verification** – Self-admitted involvement by the student, witnessed student involvement by a coach or any Jac-Cen-Del Community School Corporation staff member, parent admission of their student's violation of the code of conduct, and/or verification by an official police agency or probation.

**365-Day Policy** – This program is in effect from the time the student is enrolled in the program until the completion of their academic and athletic career. This includes summertime activities outside of school as well as time after graduation if the student is still involved in athletic competition.