Jennings County School Corporation
Elementary Handbook
2026-2027

Our Mission

Our mission is to inspire and empower our students to reach their full

potential as lifelong learners and productive members of a global community.

Our Core Values

We believe that…

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

JENNINGS COUNTY ELEMENTARY SCHOOLS'
HANDBOOK OF
DISCIPLINE RULES, REGULATIONS, AND VIOLATIONS
2026-2027

WELCOME

Jennings County Elementary Schools provide students with the opportunity to develop the skills necessary to be successful during their educational career. Each elementary school will support and encourage the development of self-disciplined and responsible lifelong learners.

School Expectations

Students will:

- Be responsible for their actions.
- Treat people and property with respect.
- Behave in a kind and courteous manner.
- Follow all directions of teachers, principals, and staff.

ATTENDANCE POLICY

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

GUIDELINES FOR EXCUSING AN ABSENCE

In order for an absence to be excused, the parent/guardian must phone the school, send a note from home upon return to school, or provide a medical excuse. The parent/guardian must make prior arrangements for absences due to special events or personal business. Prearranged absences are at the discretion of the principal.

Absences will be classified as excused, unexcused, or truant depending on the reason for the absence. The length of time for completion of make-up work shall be commensurate with the length of the absence. A student wishing to do make-up work must contact his/her teacher to obtain assignments.

1. EXCUSED - A student will be excused for the following reasons:
   a. An illness verified by a note from the parent (limit of 5 days per semester).
   b. Personal, medical or dental appointments. (Medical certificate is required within one week of absence. Also, the medical certificate should specify the amount of time that the student should be absent from school.)
   c. Serious illness or death in the immediate family.
   d. Students may be excused for other reasons if the parent makes a request in writing in a timely fashion PRIOR to the requested absence. The school may approve an absence without prior notice if circumstances reasonably prevented the student from having obtained prior permission. Approval will be contingent upon attendance history and academic standing.
   e. If a school bus is unable to reach a bus pick-up due to poor road conditions, flooding, or other issues and cannot pick-up a child and the child has no other means whereby he/she may be transported to school; that child's absence will be considered a weather omission day.

2. UNEXCUSED – All other absences from school will be considered unexcused.
   a. Students with unexcused absences or who are on an attendance agreement may not be allowed to attend field trips.
3. TRUANT - A student will be considered as truant if he or she is absent from school all or part of a day if:
   a. The absence is without the prior knowledge and consent of either the parent or school.
   b. A "fictitious" phone call is received by the school excusing the absence.
   c. A forged note is received excusing an absence.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

a. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
b. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
c. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20- 33-2-16)
d. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
e. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
f. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33- 2-17.7) The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

g. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)
h. If the student participates in a scheduled competition, exhibition, or event offered by: (1) the National FFA Organization; (2) the Indiana FFA Association; or (3) a 4-H club; for educational purposes as evidenced in writing by the student's parent and as approved in writing by the student's school principal. The number of excused absences a student may receive may not exceed six (6) instructional days in a school year.

For any of these exceptions a student shall not be recorded as absent from school.

After the 5th parent excused absence in a semester:
Parent/guardian must provide principal with medical statement for every absence verifying they were seen by a physician and cannot be backdated; otherwise, the parent may bring the child to school and may be excused by the school nurse. Without this medical verification, any absence after the 5th parent excused absence in a semester will be marked as unexcused.

THIRD DAY UNEXCUSED ABSENCE
The Principal/Designee will make contact with parent/guardian to inform them of the unexcused absences and what the process will be for future absences.The Principal/Designee will assist with removing any attendance barriers identified by the family.

FIFTH DAY UNEXCUSED ABSENCE
The Principal/Designee will make contact with the parent/guardian to hold an attendance conference when a student is (unexcused) absent from school five days within a ten week period.

SIXTH DAY UNEXCUSED ABSENCE
The Principal/Designee will refer the student to "court services". Jennings County Probation Department will notify the parent/guardian through mail that the student has six unexcused absences.

EIGHTH DAY UNEXCUSED ABSENCE
The Principal/Designee will refer the student to “court services”. Jennings County Probation Department will notify the parent/guardian through mail that the student has eight unexcused absences.

Tenth DAY UNEXCUSED ABSENCE
The Principal/Designee will refer the student to “court services”. Jennings County Probation Department will notify the parent/guardian through mail that the student has ten unexcused absences. The Principal/Designee will make a referral to the Indiana Department of Child Services.

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

GENERAL INFORMATION

MEDICATION

It is school board policy that neither prescription medications nor over-the-counter medications, such as aspirin and cough syrup, may be dispensed by school personnel. Under special circumstances, school personnel may administer medication if the following guidelines are met.

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

FIELD TRIPS

Students must have signed written permission slips on file before being allowed to go on any field trips. It is the parent's responsibility to provide required medication or supplies needed to treat medical conditions. If this is not provided, students will not be able to participate in school-sponsored events away from school. If a student has an unexcused absence the day prior to an event, the student may be prohibited from participating in the event. Parents may ride on a school bus to/from a field trip with approval from the school system provided there is spare seating on the bus. Chaperones and volunteers may travel in private vehicles.

IMMUNIZATION

Jennings County School Corporation is required by law to require immunizations of ALL students, preschool through twelfth grade. The law states that when a student enrolls for the first time in a school district, the parents or guardian must furnish a written statement of the child's immunization, with physician or health department certification. The state law requires that a child be excluded from school if his/her parents do not supply this record.

APPROPRIATE USE OF TECHNOLOGY

The purpose of this document is to inform parents, guardians and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access.

Please read the following carefully before signing the JCSC Appropriate Use Form. JCSC reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available from the JCSC web site at www.jcsc.org (located with registration forms).

Introduction:

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

Using the Internet and Communications Systems:
District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted to use technology.
All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private.
The educational value of technology integration in curriculum is substantial.
Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. JCSC does not condone or permit the use of this material and uses content filtering software (Smoothwall and Go Guardian) to protect students to the fullest extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. JCSC believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally accessed inappropriate material, they should back out of the information at once and notify the supervising adult.

AI platforms and Technology
To maintain academic integrity and ensure student safety, JCSC prohibits the use of specific generative AI platforms on all district-owned devices and networks. This policy applies to all students, with limited exceptions for staff-approved educational needs. Broad usage AI platforms such as ChatGPT (OpenAI) are largely restricted due to concerns over adult content, potential for cyberbullying via group chat features, and lack of signed data privacy agreements. We also understand that platforms such as Google Gemini help to foster personalized learning, enhance critical thinking, and can prepare students for an AI-driven workforce. Many of these platforms are updated frequently and for this reason we will consider AI technologies within the Google Educational Workspace for students throughout the school year and reserve the right to make changes at any time.

Note: Gemini is considered safe for students when integrated into Google Workspace for Education. It operates under enterprise-grade data protections and age-appropriate safeguards. When used with a school account, Gemini is treated as a core service. This means it follows privacy standards including FERPA.

Social Media
Based on recent legislative actions as of March 2026, Indiana has adopted a strict stance on student social media usage, primarily focused on restricting access and mitigating addictive features for minors, with significant implications for school-day policies. Social media platforms like TikTok, Instagram, Pinterest and Facebook are prohibited on district-owned devices. However, JCSC permits the use of YouTube for educational purposes.

Content Filtering and Monitoring
To ensure a safe learning environment, JCSC monitors and filters all district-owned devices 24/7. We proactively filter content to align with IDOE educational guidelines. Using Content Keeper, we manage categorized whitelists and blacklists to maintain these standards. If you feel there is inappropriate usage of technology, please contact your administrator.

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

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

Activities that are NOT permitted include:
- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- representing Copyright, Registered, and or Trademark materials as one's own work
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying computers or networks; intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters;renaming names of restricted programs and file types to enable access to those programs and/or files.
- use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- subscription to any online services or ordering of any goods or services;
- use of personal email accounts, non-district-provided email accounts, on the district network;
- online sharing of any student's or staff member's name, home address, phone number, or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;

• participating in online chat rooms or using instant messaging, emailing, interactive online workspaces (Google Suite), unless specifically assigned by a teacher;
• sharing or using passwords other than one's own password;
• use of district resources for commercial purposes, personal financial gain, or fraud;
• any activity that violates a school rule or a local, state, or federal law;
• Google Meet- attending or conducting a JCSC Google Meet session without a teacher present in the meeting.

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

Privacy and Security:
Students must use district technologies responsibly and in a secure manner.

They must not share their logins, passwords, or access with others**.**

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

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

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

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

STUDENT ELECTRONIC DEVICE PROGRAM ACKNOWLEDGEMENT FORM

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

Type of Incident	Cost
Screen Break	$150.00
Keyboard Break	$50
Motherboard	$295.00
IO Ports	$35
Hinge Kit	$40
Computer Casing Break (includes hinges)	$75
Laptop Bag Damage/Missing Strap	$10
Laptop Charger	$75
iPad Charger	$15

ELECTRONIC SURVEILLANCE

Electronic surveillance may occur on any school property or on any transportation vehicle. A notice placed at the main entrance to each building shall notify patrons. The use of visual surveillance shall not be used in areas where the expectation of privacy exists, such as classrooms, locker rooms, restrooms, dressing rooms, etc. However, audio surveillance may be utilized in these areas. In addition, a staff member may request that surveillance be installed in his/her classroom for good cause. This request is to be made to the building principal.

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

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

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

Access to these devices and their records will be by approved personnel only and may be shared with law enforcement personnel or officers of the court as evidence. The use of electronic recordings from surveillance equipment shall be subject to the policies of the District as they relate to confidentiality of student and personnel records.

METAL DETECTORS

The Superintendent of JCSC is authorized to purchase hand-held metal detectors and permit administrative staff, school resource officers, and other personnel trained in the usage of hand-held metal detectors to utilize such metal detectors as a part of a comprehensive program of school security and safety of students, staff, parents, and other visitors.

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

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

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

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

EMERGENCY SCHOOL CLOSING

All schools in Jennings County will be open on all regularly scheduled days unless closed by an emergency. When the schools are confronted with an emergency - such as extreme conditions of snow, ice, fog, or mechanical failure - which necessitates the closing, early dismissal, or delaying of schools, an announcement will be sent using our notification system ParentSquare and through local radio and area television stations. The decision will be made prior to 6:00 a.m. and the notice will be sent via ParentSquare and the television/radio/stations listed below as soon as the decision has been made. The radio and television stations will report the closing/delay/early dismissal at intervals throughout the morning. If no report is heard from any of these sources for Jennings County School Corporation, it can be assumed that school is in session on the normal schedule. **Please do not call the school or Central Administration Office!** Telephone lines need to be kept open for emergencies. In the event of other types of emergency, the Jennings County School Corporation's Crisis Response Plan will be invoked. As you know, state law

mandates that we hold school a certain number of days each year. Any days missed must be made up on "make-up" days built into the calendar or following the scheduled end of the school year. The school corporation may have to make other adjustments to the calendar in the event an exceptional number of weather related closing occurs.

Television Stations that will be notified:

Louisville	Indianapolis
WDRB 41	WISH 8
WAVE 3	WXIN 59
WHAS 11	WTHR 13
WLKY 32	WRTV 6
FOX 41	WTTV/Fox 4/59

Radio Stations:
WNVI 1460 AM
Columbus, IN
QMIX 107.3
White River Stations:
WCSI 1010 AM
WWWY 106.1 FM
WINN 104.9 FM
WKKG 101.5 FM

HOMEWORK

Throughout the school year, students will have some assignments that require them to work at home. The responsibility for the assignment rests with the student. Students should be certain the assignment is understood and that they have the necessary books or materials before leaving school.
Parents/Guardians are to request their child's or children's homework prior to 10:00 a.m. of the day they want to pick up their child's or children's homework. Requesting homework by 10:00 a.m. allows time for the teacher to compile the student's homework and minimizes class interruption.
For useful tips to help your child be successful in school, visit www.ED.gov.

ELEMENTARY GRADING SCALE Grades K-6

90-100	A
80-89	B
70-79	C
60-69	D
0-59	U
Satisfactory	S
Needs Improvement	N

ASSESSMENTS

The School Board, in compliance with law and rules of the State Board of Education, shall implement the Indiana statewide assessment requirements for all applicable students. The Board has determined that students who opt out of statewide assessments may be retained up to two times per grade level in grades 3-8.

RECESS

We request that parents try not to send notes for students to stay in during recess unless the note is a doctor's statement. Usually, if a child is well enough to attend school, he/she is well enough to participate in recess. Students typically perform better in the classroom after a recess due to the break and healthy physical activity. Students do not go outside in inclement weather or if the temperature/wind-chill combination is below 25 degrees or heat index of 95 degrees.

VISITOR PROCEDURE
GUIDELINES

Although we wish for our schools to be open and friendly to our parents and patrons, our first priority is to the safety of our students and staff. Access to our schools during the school day shall be limited to visits necessary to conduct the business of operating a school and shall include:

1. Deliveries: All delivery personnel must check in at the building's main office and access to other parts of the building by means other than through the main office shall be attended by school personnel. All access points shall be attended during the duration of the delivery. Doors shall not be propped open by any means. Anticipated deliveries shall include:
   a. Kitchen
   b. Office
   c. Custodial
   d. Bookstore
   e. Athletics
   f. Others upon request
2. Visitors: Visits shall be limited to invited participants for a school related program such as:
   a. Academic lectures
   b. Convocations or Special Programs
   c. Textbook and recreational book sales
   d. Software demonstrations
   e. Service Technicians
3. Parents and Relatives: Parents and other relatives may attend special luncheons or other events by school invitation only. The practice of "stopping by" for lunch is not allowed. Classroom visits by parents and other outside entities shall not occur except as part of a program by invitation.

4. Volunteers: Approved volunteers who assist in the classroom, library, cafeteria, etc. will be allowed into the building following all appropriate background checks. Volunteers and other visitors shall wear visitor badges with name, photograph, and location where they are to be within the facility (based upon the purchase of software services).
5. School Corporation employees are not to open the building or otherwise provide access for non-professional activities for friends, relatives, or other visitors for any reason. Using the facilities for purposes unrelated to school business shall in most cases be restricted to times other than business hours as per the building use policy. Use of facilities for these purposes requires application in writing through the building principal at least ten days prior to the event. A rental/utility charge and certificate of insurance may also be required. If school personnel are not present at the event to supervise and provide security, school personnel may be required to be present for cleaning, supervising, and/or securing the building before, during, and following the event and this may require additional charges to the renting group or person.
6. Persons or groups that are disruptive or otherwise do not follow the procedures and guidelines approved and provided by the school in verbal or written form during any visit to school property may be asked to leave the premises. If a person or group of persons refuses to leave the premises, law enforcement personnel may be contacted for assistance. If a person or group disrupts the safe, normal operation of the school in any manner, a letter may be written prohibiting them from accessing any school property.
7. No person shall open exterior doors to allow access to the building for anyone. After the start of the school day access to the building, other than by authorized personnel with keys, shall be through the main entrance(s) of the building.
8. No person shall enter an extra-curricular event without obtaining a ticket (with the exception of school personnel assigned to the event or working in an associated capacity) and entering through the designated entrance. Persons entering the building or an event without following procedures may be asked to leave the event and may be banned from future events.
9. Students or school personnel allowing access to the building by opening exterior gates and doors may be subject to disciplinary measures.
10. Students or other persons that allow others access to events through unapproved means may be required to leave the event and may be banned from future events.

FOOD ITEMS SUPPLIED FOR CLASSROOM CELEBRATION

Food items supplied for classroom celebrations must follow Indiana Retail Food Establishment Sanitation Requirements, Title 410 IAC 7-24-142 Food Sources, Section 142 (b) "Food prepared in a private home may not be used or offered for human consumption in a retail food establishment." Food items sent to school to be shared with other students must be purchased from a commercial operation. Food treats prepared at home are not allowed to be sent to school and shared with other students.

FUNDRAISING SALES

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

TELEPHONES

Telephones are for school business. Students will not be allowed to make unnecessary calls. Students will be called to the telephone only if determined an emergency by school personnel. Only messages of an urgent nature will be delivered to students. Students may not use cell phones or similar devices for any reason at school/or on the bus.

TEXTBOOKS AND EQUIPMENT

Each student is responsible for all books and equipment issued to him/her. Students will be responsible for books if damaged, lost, or stolen.

CHILD CUSTODY

The Jennings County School Corporation is utilizing the following procedures concerning child custody. Any questions concerning documents need to be directed to the office of the principal.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, a custody paper, restraining order, or some other legal document must be in the child's folder at school.
2. Legal opinion states that either parent has equal rights to the child unless one of the above mentioned legal documents has been issued.
3. The parent must provide the school with any documents regarding custody of a student.

USE OF SUNSCREEN

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

HEAD LICE

Each year, as do most school systems, we suffer one or more outbreaks of head lice. The school takes many precautions to avoid head lice being brought by unsuspecting carriers. To assist parents/guardians and the school, we would like to offer the following information:

1. Head lice do not discriminate. They can happen to anyone, clean or not.
2. Head lice are a result of direct contact with others who are infested or infested clothing, combs, brushes, carpet, bedding, or furniture. Lice crawl, not jump, from one person to another.
3. The school policy is to check all possible connections to the identified cases of head lice (classrooms, siblings, and friends); those students having lice are sent home for treatment. They are rechecked upon returning. Oral and written instructions are sent home for treatment and prevention of continued infestation in the home. We always attempt to avoid embarrassment to the child or family.

BED BUGS

The Jennings County School Corporation has a duty and obligation to make certain that each student has a safe experience while in our care. In order to exercise that care, students that come to school must be free from parasites while attending school. In the event it is determined that a student is infested with parasites, the student will be checked by qualified personnel for a period of ten days.

CHANGE OF ROUTINE/LEAVING SCHOOL PREMISES

All students will be sent home from school according to their established routine unless we receive a note from the parent or guardian requesting a change. Phone calls are not accepted for a change of routine; the change must be in writing, except in the case of an emergency which may be approved by the principal at his/her discretion.

Students leaving school with someone other than their parent or guardian must have written parental permission or be listed on the student's emergency card. All students must sign out in the office. Permission can be granted from the legal guardian/custodial parent only.

SPECIAL EDUCATION SERVICES

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

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

Indiana Department of Education
Division of Exceptional Learners
115 West Washington Street
South Tower, Suite 600
Indianapolis, IN 46204
www.doe.in.gov/specialed
or
Office of the Director of Special Programs
Jennings County Schools
34 Main Street
North Vernon, IN 47265
(812) 346-4483

A copy of the JCSC seclusion and restraint plan can be accessed at the district special education department at 34 W. Main Street, North Vernon, IN 47265.

TO AND FROM SCHOOL
(Schools that allow bicycles) WALKERS

Students living in close proximity to a school may be required to walk to and from school. Consideration will be given to students based on age and the route required to access the school. Generally, elementary students would walk if they reside within ½ mile radius of a school building. Middle school and high school students will walk if they reside within a 1 mile (+ or -) radius of a school. All decisions regarding walking to school or bus eligibility as well as designated pick-up points will be made by the superintendent or the Transportation/Safety Director and their decision is final. Given inclement weather conditions, all students will be allowed to ride student transportation to and from school given space allows.

Bicycle riders are expected to park their bicycles in the designated area. Recreational riding is not permitted at any time -- this includes skateboards, in-line skates, mopeds, scooters, four-wheelers, go-karts, etc. Bicycles should be locked to the rack. The school is not responsible for the security of bicycles.

BUS TRANSPORTATION

School rules and policies will be in effect for all students en route to and from school and at bus stops.

The school bus driver is responsible for discipline on the bus. Upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself/herself in a safe, appropriate manner. A notification will be sent to parents in the form of a school bus discipline report for any misbehavior which distracts the driver. Driving a school bus is a serious profession, and we are concerned for the safety of everyone. For minor infractions, the driver will deal with the student and his/her parent/guardian prior to issuing a disciplinary report. Always follow the directions of the bus driver.

Before the Bus Arrives:

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

Boarding the Bus:

1. Wait for the bus to come to a full stop before approaching.
2. Be polite and take your time getting on the bus.
3. Use the handrails.
4. Take a seat immediately.

Leaving the Bus:

1. Do not leave your seat until the bus comes to a full stop.
2. Take your turn; do not crowd in front of others.
3. Use handrails and watch your step.
4. Look both ways and check for turning cars before you cross the street. Cross at marked crossings or stop lights in town.
5. Go directly to your residence from the bus; do not go to the mailbox or a neighbor's home.

In Case of an Emergency or When the Driver Leaves the Bus:

1. Stay seated.
2. Do not touch emergency equipment.
3. Depend on the driver's training to take care of the situation.
4. Rely on a responsible, older student who will be acquainted with emergency procedures.

CONDUCT ON THE BUS:

1. Follow the directions of the bus driver and/or aide at all times. Disruptive or unsafe behavior of any type is prohibited.
2. Walk immediately to the assigned seat and remain there- absolutely no standing or moving around while the bus is in motion.
3. Do not talk to the driver unless it is an emergency.
4. Talk quietly so that the driver can hear traffic sounds.
5. Keep arms, feet, school books, backpacks, and musical instruments out of the aisles.
6. Do not open or close windows without permission from the driver and/or aide.
7. Keep hands and head inside the bus. Do not stick or throw anything out of the bus windows.
8. Do not talk loudly, use profane language, yell, or make inappropriate gestures.
9. Do not bring items such as skateboards, bats, balls, or other nuisance items on the bus.
10. Do not deface, litter, or vandalize the bus.
11. Do not tamper with any safety device or any other equipment.
12. Do not possess knives or any weapon-like objects on the bus.
13. Do not vape, smoke or use tobacco products of any kind at the bus stop or on the school bus or en route to school. All associated paraphernalia is forbidden.
14. Do not use a laptop/tablet, or video game without permission of bus driver or aide.

BAND INSTRUMENT AND SPORTS EQUIPMENT BAGS

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

1. The instrument or sports equipment bag may not take away the seat of another student so as to deny them a ride.
2. To allow room for other students, the instrument or sports equipment bag must be carried on the student's lap or stored on the floor between their legs.
3. The instrument or sports equipment bag may not block the aisle or any emergency doors or windows.
4. For liability purposes the cargo bay cannot be used for storage or items during regular routes.
5. Large instruments or large sports equipment bags **will not** be allowed.

BUS CONDUCT DISCIPLINE PROCEDURE

Under certain circumstances, due to the severity of an infraction, steps may be skipped to address the seriousness of the incident. In addition, any school rule, which is violated while riding the bus, may also carry additional consequences such as detention, after-school detention, restitution, out-of-school suspension, and/or expulsion from school.

IMMINENT RISK OF INJURY TO HIM/HERSELF OR OTHERS

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

Minor Offenses

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

1. Gum chewing, candy, pop, or food on the bus.
2. Littering on or off of the bus.
3. Feet, arms, books, etc., in the aisle, turned sideways or backward in the seat.
4. Name calling.
5. Talking loudly or yelling on the bus.
6. Yelling out of the window.
7. Opening windows without permission.
8. Switching seats without permission, leaving seated position while the bus is in motion.
9. Arriving late to bus stop repeatedly.

Severe Offenses:

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

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

9. Throwing objects on the bus, out of the bus window, or at the bus stop.
10. Rude, discourteous, harassing, bullying, intimidating, threatening, or sexual behavior.

Procedures
Depending on the infraction, any of the following could be employed (This list is not exhaustive and is left to the administrator's discretion on the progression of consequences.):

- Verbal warning by the driver.
- Driver may contact parents.
- Disciplinary report resulting in bus probation.
- Disciplinary report resulting in a bus suspension one to three days.
- Disciplinary report resulting in a bus suspension three to five days.
- Disciplinary report resulting in a five to ten-day suspension from the bus.
- Removal from the bus for the remainder of the semester or the year.

Riding the school bus is a privilege, not a right. Jennings County School Corporation will revoke the student's riding privileges should it be determined that the student poses an interference to the safe and normal operation of the bus.

STUDENT CODE OF CONDUCT

This Code of Conduct has been prepared to better acquaint you with the rules and policies of Jennings County School Corporation. Your knowledge of the rules and your practice of responsible conduct will ensure your good standing with the Jennings County School Corporation.
All rules and punishments are founded upon the fundamental principle of fairness. This Code of Conduct is dedicated to the basic philosophy that an excellent school encourages responsible conduct and practices fairness to all.

INTRODUCTION
The entire foundation and success of public school education depend on the basic concept of self-discipline. True self-discipline allows all individuals to exist in a world of change. Each individual's rights are afforded them by our Federal and State Constitutions and policies adopted by the school board.
It is, therefore, our purpose at the Jennings County School Corporation to establish a climate for learning where all students will be motivated. An element in that climate for learning must be an orderly setting which promotes the health and safety of all individuals. In schools of our size, we must establish rules which encourage order. We must also find a way to enforce these rules so that all individuals affected will receive fair and consistent treatment.
The Board of School Trustees of Jennings County has the legal responsibility for the schools of the county. The board, in turn, has set policies and has appointed administrative personnel to carry them out.

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

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional relevant work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours for detention, work detail, or counseling.
6. Restricting extracurricular activities.
7. Removal of a student from classes if the student is assigned regular or additional schoolwork to complete in another school setting.
8. Removal of a student from school-sponsored transportation.
9. Referral to the juvenile court having jurisdiction over the student.
10. Assignment by the principal to:
    a. a special course of study;
    b. an alternative educational program; or
    c. an alternative school;

IN-SCHOOL SUSPENSION: In-School Suspension serves as a short-term alternative to Out-of-School Suspension. Students will be allowed to receive credit for work missed while assigned to ISS.
AFTER-SCHOOL DETENTION: Students may be assigned to After-School Detention for misconduct. Students are required to bring study materials and work during the duration of the detention. Failure to attend After-School Detention will result in further disciplinary action.

CHEATING
Cheating is a serious offense. Parents will be notified immediately by the teacher of any occurrence of cheating. The student may be given zero credit for any test, assignment, or any body of work on which the student cheated and may receive additional discipline. Additional incidents may result in a failing grade for the nine weeks.

STUDENT DRESS CODE
Students' dress bears a direct relationship to the educational process in a school and should not be distracting to that process. Therefore, students are expected to dress within the bounds of decency, cleanliness, and safety. Students will not be permitted to dress in a manner that is lewd, vulgar, indecent, offensive, or distracting to the educational process. Dress that implies lewd, vulgar, and indecent messages is not acceptable. Examples of inappropriate and unacceptable dress include, but are not limited to, the following:

1. Apparel or accessories advertising drugs, alcohol, or tobacco products or establishments that depict these products.
2. Apparel displaying vulgar or obscene language or suggestive content.
3. Head gear or hats not specifically required by the instructor of a lab class.
4. Students may not wear or carry chains that are made from heavy gauge steel or of such length as may be used as a weapon.
5. Students will not be permitted to wear any clothing which endorses violation of school policy, immoral or illegal action, or which may suggest or demonstrate any association with gangs, gang recruiting, or other gang-related activity.

6. No jewelry or other items will be worn when the wearing of the jewelry becomes a safety concern for the wearer and/or other students as determined at the discretion of school authority.
7. Appearances that cause distractions in the educational setting. An example: piercing, hairstyle, face painting, hair color, inappropriate/revealing clothing, jewelry, chains, costume ears, and costume accessories such as tails.

All pupils are expected to be appropriately dressed for each school day and in a manner which does not cause an interference with schoolwork or which creates a classroom or school disruption. The principal or his/her designee shall determine the appropriateness of the dress.

PERSONAL ITEMS

Students are not to bring unnecessary personal items to school. Be sure your child's name is on necessary items such as coats, lunchboxes, and backpacks. The school will not be responsible for any loss or damage to personal items.

CELL PHONES

In accordance with Indiana law and School Corporation policy, elementary students are **not permitted to use personal communication devices during the school day**. Personal communication devices include cell phones, smartwatches, tablets, earbuds connected to phones, and other internet-connected personal electronics.

Students are **not permitted to bring personal electronic communication devices** (including cell phones, smartwatches with messaging capability, earbuds with connectivity features, or similar devices) to school.

Students will use **school-issued technology devices** when technology is needed for learning activities.

Exceptions may be made for:

- documented medical needs,
- accommodations required by an IEP or Section 504 Plan,
- emergency situations,
- or when approved by school staff for a specific purpose.

If a student uses a personal device during the school day without permission, the device may be collected by school staff and returned according to school procedures. Repeated violations may result in additional consequences and parent notification.

Families who need to contact their child during the school day should call the **school office**, and messages will be delivered promptly.

CLASSROOM MISCONDUCT

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

1. Being rude or discourteous.
2. Annoying other classmates, teachers, or staff.
3. Mischief.
4. Excessive talking without permission.
5. Reporting to class without appropriate materials and devices (books, paper, writing instruments, etc.).
6. Throwing objects in class.
7. Defacing school property.
8. Violation of other classroom rules established by the teacher.
9. Sharing, trading or bartering personal items, including food.

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

1. Teacher/Student Conference - The teacher will explain the consequences for repetition of the act.
2. Parent/Guardian Contact - The teacher will notify the parent/guardian by phone or written notice regarding the student's misconduct.
3. Disciplinary Report - If the above outlined steps do not correct the student's misconduct, a disciplinary report will be sent to the main office for further action by guidance personnel or an administrator.

MISCONDUCT

The following violations are considered misconduct:

1. Causing a disruption in hallways.
2. Throwing objects and/or the use of water guns, bottles, balloons, or other nuisance activities.
3. Public displays of affection.
4. Wearing a hat in the building.
5. Violation of the dress code.
6. Littering the hallways or school grounds.
7. Failure to clean up in the cafeteria following lunch.
8. The usage of electronic devices, cell phones or other similar devices during school hours. These devices are not permitted to be at school during the school day.
9. Excessive tardies
10. The use of vpn, proxy servers, or hotspots to circumvent the school’s firewall and content filters.
11. Gaining unauthorized access to the school network, an individual computer (through remote access), or any other electronic device.
12. Purposefully damaging school computers and electronic devices or damaging personal devices that belong to any other individual.
13. Installing unauthorized software or web extensions.
14. Downloading or sharing of copyrighted electronic media.
15. Cheating
16. The use of Artificial Intelligence ("AI") tools is strictly prohibited for the completion of school work without the express permission/consent of a teacher.
17. Students are **not permitted to access social media platforms during the school day** using either personal devices or school-issued technology.

In addition, **Indiana law requires that students age fifteen (15) and younger must have verified parent or guardian permission to create or maintain social media accounts**. Families are responsible for ensuring compliance with this requirement.

All of the above offenses apply to students on school grounds before, during, and immediately after school hours, on the school grounds at any time the school is in use by a school group, off the school grounds at a school function, or travel to and from school. This includes, but is not limited to a school-sponsored bus, an athletic event, or a field trip. Students who violate misconduct rules may be subject to disciplinary action.

SEVERE MISCONDUCT

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. The Board of School Trustees authorizes administrators and staff members to take the following actions:

1. SUSPENSION FROM SCHOOL - PRINCIPAL: a school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten school days.
2. EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester with the exception of a violation of rule 12 listed under the grounds for suspension and expulsion in this policy. The following items are considered as severe misconduct:
    a. Possessing, using, or transmitting any object that can be considered to constitute a weapon, including but not limited to: knife, firearms, handgun, fireworks, gel ball blaster, air guns, mace, taser, pepper gas, ammunition, rifle, shotgun, etc.
    b. Damaging school property or the property of other students, teachers, or other staff members. This may include damage to restrooms, fixtures, plumbing, dispensers, and any other fixed or moveable equipment.
    c. Fighting or provoking a fight.
    d. Theft and/or possession of stolen goods.
    e. Being physically or verbally abusive to, using obscene language or gestures to, any student, teacher, or other school employee.
    f. Making harassing, threatening, or intimidating statements or gestures. These actions could be written, verbal or otherwise and will be considered serious and potentially dangerous.
    g. Forgery or alteration of school forms, notes from parents, or fictitious phone calls.
    h. Acts of truancy.
    i. Insubordination - refusal to follow a directive or reasonable request by an administrator, teacher, teacher assistant, or other staff member.
    j. Smoking, usage, and/or possession of any tobacco products anywhere on the school grounds, school building, or at bus stops. This includes "E-Cigarettes" or any other object that produces a vapor to be inhaled. Violations of this tobacco policy may result in the following punishment:
        - First Offense - One-day suspension from school and all school activities.
        - Second Offense - Three-day suspension from school and all school activities
        - Third Offense - Recommendation for expulsion from school pending due process
    k. Behavior which may be considered as sexual, racial, or religious harassment.
    l. Wearing any clothing or behaving in any manner which may suggest or demonstrate any association with gangs, gang recruiting, or other gang-related activities.
    m. Repeated violations of student dress code regulations.
    n. Repeated violations of student misconduct rules.
    o. Student hazing or initiation or any act that could be considered bullying.
    p. Use of body fluid and waste contamination toward student, staff or building facilities.
    q. Possession or distribution of over-the-counter medication.
    r. Failing to submit any medication, either prescription or nonprescription, to the school office.
    s. Possession of a lighter, matches, or other paraphernalia.
    t. Possessing CD's, DVD's, MP3's, videos, or other publications which express lewd, vulgar, indecent, or offensive photographs or pictures. Literature that implies lewd, vulgar, and indecent messages is not acceptable.
    u. Cheating.
    v. Taking, possessing or transmitting inappropriate pictures or video. This includes but is not limited to nude images, drug related images and exceptionally violent images.
    w. Removing a school owned device from school grounds without permission. This action could also subject a student to criminal prosecution.

Students violating these rules may receive up to 120 hours of assigned community service, out-of-school suspension for one to ten days, and/or a recommendation for expulsion pending due process.

JCSC HARASSMENT/BULLYING POLICY

It is the policy of Jennings County School Corporation to maintain a learning and working environment that is free from harassment and/or bullying.
It shall be a violation of this policy for any employee or student of Jennings County School Corporation to harass another employee or student through unwelcome conduct or communications relative to race, color, national origin, religion, sex, age, handicapping condition, marital status, or sexual preference. This policy also applies to non- employee volunteers who work subject to the control of school authorities.

This rule applies when a student is on school grounds immediately before, during, or after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school for a school activity, function, or event; or using property or equipment provided by the school (example: use of school-owned computer to bully/harass someone via email or the Internet). Bullying is considered to be severe misconduct and will be dealt with accordingly. Principals will take appropriate disciplinary actions for bullying up to and including expulsion from school.

BULLYING:

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a

student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
b. has a substantially detrimental effect on the targeted student's physical or mental health;
c. has the effect of substantially interfering with the targeted student's academic performance; or
d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.
5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. A reasonable attempt to notify the parents of the alleged perpetrator and the targeted student(s) shall be made following reported bullying incidents by the end of the next school day after the school becomes aware of the possible incident..
   Before the end of the next school day after the conclusion of the investigation, the school administrator shall report the findings and remedial action(s) to the parents of both the targeted student and the alleged perpetrator. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.
6. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.
12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule. If a parent/guardian of the alleged perpetrator and/or targeted student wish to appeal the decision of the school administrator, they must appeal the decision to the superintendent in writing.

CYBERBULLYING

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

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

SAY SOMETHING APPLICATION:

In addition to informing administration, bullying or safety threats can be reported through the Sandy Hook Promise: Say Something Application by Mobile App, texting TIP to 79775, calling 1-844-572-9669, or going to the website: www.saysomething.net.

ANTI-HARASSMENT COMPLIANCE OFFICERS

The following serve as “Anti-Harassment Compliance Officers” for the Corporation. They are hereinafter referred to as the “Compliance Officers”: Human Resource Director and Director of Programs.
They may be contacted at:

812-346-4483
34 W. Main Street
North Vernon, IN 47265

CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal organizations and criminal organization activity on its students, demonstrate its commitment to preventing and reducing criminal organization membership and eliminating criminal organization activity,

educate Corporation students, employees, and parents about criminal organizations and criminal organization activity, and comply with State and Federal laws and regulations.

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

Definitions

A. "Criminal organization," as used in this policy, means a formal or informal group with at least three (3) members that specifically:
   1. Either: promotes, sponsors, or assist in
      Participates in, or
      Has as one (1) of its goals; or
   2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the
      offense of battery (I.C. 35-42-2-1).

B. "Criminal organization activity," as used in this policy, means to:
   1. actively participate in a criminal organization;
   2. knowingly or intentionally commit an act:
      A: with the intent to benefit, promote, or further the interests of a criminal organization; or
      B: for the purpose of increasing the person's own standing or position within a criminal organization;
   3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
   4. knowingly or intentionally threaten another person because the other person:
      A: refuses to join a criminal organization;
      B: has withdrawn from a criminal organization; or
      C: wishes to withdraw from a criminal organization; when engaged in by a student who attends a Corporation school.

GROUNDS FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion include serious student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience, but is not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
   a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
   b. Blocking the entrance or exits of any school building, corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
   c. Setting fire to or damaging any school building or property.
   d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, educational function, or of any meeting or assembly on school property.
   e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under this supervision.
2. Causing or attempting to steal private property or school property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of the provision.
4. Harassing, threatening, or intimidating another person, student and/or staff, "Harassing" behavior is behavior directed toward another person for non-school purposes after that person has clearly indicated the behavior is unwelcome.
5. Possessing a knife, firearm, or dangerous device. "Dangerous devices" include fireworks, a handgun, rifle, shotgun, stun gun, knife, mace, taser, pepper gas, ammunition, and all other weapons and personal protection devices capable of causing injury or discomfort to a person.
6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or this subdivision.
7. Possessing, using, dispensing, or transmitting any mood altering or mind altering substance which is represented to be or look like or act in the same or similar fashion to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. This would include "herbal" substances as well as any synthetically designed chemicals that would in any way mimic any illegal controlled substance or other substance that would lead to an "altered state".
8. Possessing, using, transmitting, or providing any instrument, device, or other object which might be used for:
   a. Introducing into the human body of any of the prohibited substances that are listed above in 6.
   b. Testing the strength, effectiveness, quantity, or quality of a prohibited substance listed above in 6.
   c. Enhancing the effect of a prohibited substance listed above in 6.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period of time when the student is properly under this supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
    a. Engaging in sexual behavior on school property.
    b. Disobedience of administrative authority.
    c. Willful absence or tardiness of students.

d. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

13. Possessing, handling, or transmitting any firearm, explosive, or weapon on school property.
    a. The penalty for possession of a firearm or other deadly weapon is a ten-day suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
    b. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule. The grounds for suspension or expulsion listed above apply when a student is:
        i. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group at any school sponsored event.
        ii. Off -school grounds at a school activity, function, or event.
        iii. Traveling to or from school or a school activity, function, or event.

14. **False Reporting -** The school is committed to maintaining a safe, respectful learning environment. Students are encouraged to report safety concerns, bullying, harassment, discrimination, or threats. Reports made **in good faith** will not result in disciplinary consequences.
A student who **knowingly files a false report** or accusation—including through verbal statements, written statements, electronic communication, or social media platforms—violates school policy and may face disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement.

    False reporting includes, but is not limited to:

    - Falsely accusing another person of harassment, bullying, discrimination, sexual misconduct, or criminal activity
    - Knowingly providing false statements during a school investigation
    - Creating or sharing false or defamatory digital content
    - Making false emergency, threat, or bomb reports

    Knowingly making false emergency reports may constitute a criminal violation under **I.C. 35-44.1-2-3 (False Informing)** and laws related to false reporting of explosive devices.

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

15. Failure to comply with Indiana Compulsory Attendance Law with additional contributing factors..
16. If a student has serious disciplinary issues, a series of minor issues, or commits an expellable offense, the principal of the building has the following options:
    a. Recommend the student for expulsion from school, suspend the student, file the paperwork requesting the expulsion and request that the student's suspension be continued/not continued (usually for attendance) until the hearing.
    b. Provide the parent/student with the option of signing a "Waiver of Due Process Rights" and either returning to school following a period of suspension (usually 10 days) or placement in an alternative program.

GROUNDS FOR EXCLUSION

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

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

SUSPENSION PROCEDURES

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

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

EXPULSION EXCLUSION PROCEDURES

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

1. The superintendent or designee may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
    a. Legal counsel.
    b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent/guardian are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail/certificate of mailing, or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student and to present evidence to support the student's position. Under no circumstances, will an attorney be allowed to participate in the hearing. An attorney may be present in a waiting area outside of the hearing and may be consulted periodically by the parent/guardian at the discretion of the hearing officer during a recess. Only parents and/or guardians may participate in the hearing. Other family and friends must be called as witnesses.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

DUE PROCESS (Placement change)

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

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

Any student dealing, buying, selling, dispersing, or using alcohol or any type of drugs or involved in acts of violence at school, on school grounds, or at a school-sponsored activity will be expelled from attendance at Jennings County School Corporation for a minimum of one semester and a maximum of two semesters, in accordance with validly adopted school policy and Indiana Code. Expelled students may be readmitted to an alternative program during the second semester of an expulsion after successfully completing community service/counseling and with approval of the hearing officer.

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

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

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

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

A parent of eligible student has the right to:

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

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

A. to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R.99.34.
B. to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Indiana Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
C. in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
D. to organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.
E. to accrediting organizations to carry out their accrediting functions.
F. to parents of an eligible student if the student is a dependent of IRS tax purposes.
G. to comply with a judicial order of lawfully issued subpoena.
H. to State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released upon certification that the information will not be unlawfully released to third parties.
I. to appropriate officials in connection with health or safety emergencies
J. information the school has designated as "directory information," as defined below, and subject to the restrictions explained below. The Corporation has established the following information about each student as "directory information": Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board has designated as student "directory information": a student's name; address; telephone number; date and place of birth; e-mail address; photograph; major field of study; grade level; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards received; honor rolls; and/or scholarships.

The Corporation will make the above information available upon a legitimate request unless a parent, guardian, or eligible student notifies the School in writing within ten (10) (days **refer to Board Policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information.
Parents or eligible students who choose to prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or school email address in a class in which the student is enrolled.

NOTICE OF RESTRICTION TO RELEASE DIRECTORY INFORMATION TO MILITARY REPRESENTATIVES

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NEOLA 2017

2261.01 - TITLE - PARENT PARTICIPATION

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

A. the Corporation expects the parents to be involved in the program, including their participation in the development of the plan;
B. meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the Corporation may be able to provide parents in order to better ensure their attendance at meetings and the Corporation will provide information in a language the parents can understand;
C. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
D. opportunities will be provided for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
E. parents will be involved in the planning, review, and improvement of the Title I program;
F. information concerning school performance profiles and their child's individual performance will be communicated to parents;
G. parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like;
H. timely responses will be given to parental questions, concerns, and recommendations;
I. the Corporation will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement;
J. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement;
K. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters;
L. other activities will be conducted as appropriate to the plan and State or Federal requirements.

The Superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, to:

A. convene an annual meeting at a convenient time to which parents of participating children are invited, to explain the parents' rights to be involved and the school's obligations to develop an involvement plan;
B. devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits, or similar aid;
C. involve parents in an organized, ongoing and timely way in the development, review and improvement of parent involvement activities;
D. provide participating students' parents with:
    a. timely information about the Title I programs;
    b. an explanation of the curriculum, the forms or academic assessment and the proficiency levels expected;
    c. regular meetings, upon request, to make suggestions and receive response regarding their student's education;
E. develop jointly with parents a school-parent agreement which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:
    a. the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment;
    b. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;
    c. the importance of parent teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the agreement; frequent progress reports to the parents; reasonable access to the staff and opportunities to observe and participate in classroom activities.

20 U.S.C. 6318 et seq., Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200 et seq.
Revised 3/2017

PARENTS' RIGHT-TO-KNOW

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

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

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

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

NOTIFICATION REGARDING INSPECTION OF INSTRUCTIONAL MATERIALS

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

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (Board Policy 2416)

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

A. political affiliations or beliefs of the student or his/her parents;

A. mental or psychological problems of the student or his/her family;

B. sex behavior or attitudes;

C. illegal, anti-social, self-incriminating, or demeaning behavior;

D. critical appraisals of other individuals with whom respondents have close family relationships;

E. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

F. religious practices, affiliations, or beliefs of the student or his/her parents; or

G. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

Jennings County Schools
Procedure for Student Meal Accounts

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

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

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

K-12 students may pay cash each day at the cash register, however, prepayments are highly encouraged at all schools. If there is money left in your student's meal account at the end of the school year, it will be available for your student to use during the next school year.

- Schools at all levels will provide one reimbursable meal per day to students that are approved for Free Meals at no charge.
- Students that are approved for Reduced Priced Meals may purchase one reimbursable breakfast per day for $.30, a reimbursable lunch for $.40.

- Students approved for Free or Reduced Priced Meals may purchase an additional meal each day at the current menu price.
- Students that are not approved for Free or Reduced Priced Meals will pay the current menu price for each meal purchased.
- Schools at all levels will provide a reimbursable breakfast and/or lunch to a student who does not provide the required payment for that meal. Parents will be responsible for payment of all meals provided.
- A student who has a negative meal account balance may not charge 'a la carte' item(s), including extra main entrees or extra milk. Your child may bring lunch from home and purchase milk, although there must be money in their meal account to pay for it.
- An automated email from Skyward will notify parents every day of any outstanding negative balance in the student's meal account. The school office will notify parents of students who carry negative balances of $10.00 and above. At the elementary school level, the student's meal account balance will be sent home on the weekly newsletter.
- A staff member or adult community resident shall not be permitted to charge meals.
- The food service director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid meal charges.
- Parents may log in to Skyward at any time to see their student's meal account balances and purchases. A report of your child's deposits and purchases is also available upon request.
- All accounts must be settled at the end of the school year. Letters will be sent home approximately 15 days before the end of the school year to students who have any negative balances. Negative balances of more than $25.00 not paid in full at the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have $10.00 or more left in their meal account will be notified by mail by the school's office at the end of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within 30 days, the student's meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the school food service fund.
- JCSC Wellness Policy is available on the JCSC website under the Food Service information.

Students approved for free meals will be served a complete meal at no charge. Students approved for reduced price meals will be provided breakfast for $.30 and lunch for $.40. Applications for free and reduced priced meals are available in your school's office, on the school corporation's website at www.jcsc.org, or at the Superintendent's office. You may also complete and submit the application online on your student's Skyward account. An application must be completed each school year. All students in your household must be listed on the same application, therefore please fill out only one application per household.

Parents/Guardians are responsible for the full payment of meals until your application for free or reduced priced meals has been processed and you receive a determination letter from the Food Service Department office indicating that your child has been approved for free or reduced price meals.

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

This Institution is an Equal Opportunity Provider.

Master Calendar
2026-2027

Monday & Tuesday Aug 3 & 4	Teacher Organizational Days
Wednesday, August 5	First Student Day
Monday, September 7	Labor Day (no school)
Friday, October 2	End of 1st Grading Period (42 days)
October 5-9	Fall Break
November 25-27	Thanksgiving Break
Friday, December 18	End of 2nd Grading Period (47 days) & 1st Semester(89 days)
December 21 - January 1	Christmas & New Year Break
Monday, January 4	Teacher Organizational Day
Tuesday, January 5	Second Semester Begins – Students Return
Monday, January 18	Martin Luther King Jr. Day (no school)
Monday, February 15	Presidents Day (no school) Possible *Make-up Day*
Friday, March 5	End of 3rd Grading Period (42 days)
March 22-26	Spring Break
Monday, March 29	No School - Possible *Make-up Day*
Friday, May 21	End of 4th Grading Period (49 days) & 2nd Semester(91 days) Last Student Day
Monday, May 24	Teacher Work Day
Saturday, May 29	JCHS Commencement *9:30 AM*

May 24, 25, 26, 27, 28 *Additional Make-Up Days (if needed)*

180 Student Days/185 Teacher Days

ELearning Days, Virtual Days or in session make up days will be used when school is cancelled due to weather or road conditions.