

**2011-2012**



**STUDENT  
HANDBOOK**

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## **J. EVERETT LIGHT CAREER CENTER STAFF**

Main Number 317-259-5265

Fax Number 317-259-5298

Visit our Website at: [www.jelcc.com](http://www.jelcc.com)

Director	Shawn Wright-Browner
Assistant Director	Brian Funk
Supervisor, Secondary Programs/Curriculum	Gary Oxenrider
Supervising Director PN/Health Occupations	Valerie Reed
Supervisor, Community and Continuing Education	Todd DeLey
Guidance Counselor	Rod Williamson
Early Childhood Education & Cosmetology	Gary Oxenrider
Dept. Chair, Tech. Ed.	Brian Funk
Special Education Coordinator	Jennifer Thomas
Asst. Supervisor, Community and Continuing Ed	Lara Pastore
School Health Coordinator	Barbara Charais

### **Career-Technical Instructors**

Animation/Film Production	Rob Hendrix/Tyler Hindman
Automotive Collision Repair	David Rose
Automotive Maintenance/Detailing	Kyle Spencer
Automotive Service Technology	Dana Wilcox
Aviation Technology	Matt Edwards
Barbering	Willie Haynes
Business Technology Lab	M.K. Balish
Computer Repair	Derek Dinsmore
Construction Trades	Randy Brown
Cosmetology -ABC	Willie Haynes
Cosmetology - JEL	Becky Henry/LaDonna Waggoner/ Christopher Wilcox
Cosmetology - Lebanon	Mitzi Riddle
Cosmetology - Noblesville	Bob Galloway
Culinary Arts	Karen Williams/Brad Nehrt
Dental Assisting	Nicole Albers/Susan Kantz
Digital Media Arts	Rob Hendrix/Tyler Hindman
Early Childhood Education	Bennie Silver
EMT/EMS	Kenneth Alling
Firefighting, Comprehensive	Jeff Hayes
Firefighting, Introduction	Jeff Hayes
Health Careers	Carrie Jacques/ Rene Walker/Stacey Young

Law Enforcement	Ginger Robertson
Medical Assisting	Nicole Albers/Carrie Jacques
Music/Sound Production	Rob Hendrix
Social Media	Brittany Kirschner
Veterinary Assisting	Kandy Smitha
Visual Design and Advertising	Kristine Kelly
Web & Software Programming	Derek Dinsmore
Welding	Eric Cooper
Business Education (NCHS)	Matt Comer/ Leslie Kotyuk/ Kevin Kreinhagen/Doug Mitchell
Family & Consumer Sciences (NCHS)	Sheri DeWitt/Marla Perdue Brittany Kirschner

### **Academic Instructors**

English	Lucas Klipsch
Mathematics	Steve Moan
North Central Technology School	Carrie Dodd/Diane Mount
Success Skills & Career Planning	Fred Andrews

### **Instructional Assistants**

Dolores Anderson/Paula Brentz/Joy Carney/Kari Druckamiller/  
Eddie Erickson/Elizabeth Goodson/Mimi Harden/Pamela McKinney/  
Michelle Shetterly/Terri Smith

### **Permanent Substitute**

Rene Britt

### **Custodial Staff**

Building Foreman	Steve Matthews
	Silvia Flores/Dan Neely/Marjorie Plunkett/ Flora Rodriguez/Sylvia Stokes/Terry Weiger

### **Office Staff**

Computer Technician	John Rosenbalm
Media Clerk	Scott Callan
Office Personnel	Diane Cochran(NV)/Catrina Gurley(NV)/ Barb Johnson/Bill Meyer/Kathy Meyer/ Janet Miller (NV)
Production Printing	Kristine Kelly/James Lee/Adam Thomas

## **PHILOSOPHY**

*The main purpose of the J. Everett Light Career Center is to provide the education and training needed by students to succeed in a chosen career and to bridge the gap between the school and the work force. CTE provides students options that combine the theory of a particular career with hands-on practice.*

*We are dedicated to preparing students for economic independence, personal fulfillment, and the ability to make a contribution within a global society. By building upon the interests and capabilities of our students, we create a culture of competency that is inclusive and defined.*

*Our curriculum is driven by both current industry practices as well as best practice methodology. Technology is a strong component of each and every career cluster. We are dedicated to the principle that Career-Technical Education complements the student's total curriculum and expands opportunities and choices upon completion of the Career-Technical program. It is dedicated to those students who need, want, and can profit from this type of educational opportunity.*

## **MISSION STATEMENT**

*The J. Everett Light Career Center, with the commitment of its staff, parents, advisory committees, and business community, prepares students with skills training for success in college and the workplace.*

## **ACCIDENTS AND INSURANCE**

J. Everett Light Career Center does not provide insurance for students. It is the responsibility of the parent/guardian to provide this coverage.

## **ADMISSION REQUIREMENTS**

The J. Everett Light Career Center is open to any individual interested in training for a specific occupation or specializing in a particular facet of his/her current occupation.

**High School Students:** High School students must be enrolled in and attend classes at one of the participating high schools as a regular student. The student must be at least 16 years of age and usually of junior or senior class ranking. Participating schools may establish additional criteria. Students may obtain an application from their Guidance Counselors.

**Adults:** The Career Center accepts enrollment of adults (those not currently attending a high school) for the purpose of fulfilling a specific career objective. These adult students are responsible for the tuition for the class (currently \$3,000 per school year). High School students receive priority placement in each program. If space remains, adults are accepted to the program. Adult applications are accepted from April 1 through May 30 for the next school year.

## **ADVISORY COMMITTEES**

Advisory committees are an integral part of each of our instructional programs. These committees are composed of individuals who work in or who are directly related to that particular instructional area. Each instructor is responsible for organizing an advisory committee that gives general direction and input to the program. Advisory committee meetings will be held once each semester by the instructor.

Advisory committees provide guidance on course content and equipment necessary to provide up-to-date instruction. Persons interested in serving on a committee are encouraged to call Brian Funk, Assistant Director, at (317) 259-5265.

## ATTENDANCE

Good attendance and punctuality are vital components for success in classes at the J. Everett Light Career Center. In order to encourage students to develop these traits, we have established rewards for good attendance and consequences for students with multiple unexcused absences and tardies.

Students attaining perfect attendance for the entire school year will have their names entered into a drawing for a new computer system that will be given away in May.

### **Excused Absences:**

All student absences require a call from a parent to the Attendance Office at 317-259-5265, extension 44014. The student's name, class, home high school, and reason for the absence must be given. Even though a call may have been made to the student's high school, we also need a call from a parent/guardian. **Parents/Guardian have 48 hours following the absence to call us. After that the absence will be considered unexcused.**

*If a call is not received, the absence will be considered unexcused.*

The following reasons for an absence will be excused:

1. Death of an immediate family member
2. Exhibiting at the State Fair
3. Serving as a page for state legislature
4. Major religious holidays
5. Home school is closed due to inclement weather
6. School sponsored activity (requested by home school personnel)
7. Doctor or dental appointment
8. Driver's test (one absence only)
9. College visitation (two days allowed)
10. Precinct worker
11. Personal illness or injury

### **Make-Up Work:**

Full credit is given for an excused absence. A student is given two (2) days for each day of absence to make up work upon his/her return to school. The teacher sets the due dates for the assignments.

*After a nine week grading period, if it is determined by the teacher and JEL administrative staff that excused absences have become excessive, a physician's statement may be necessary to excuse an absence. We will inform the parent if this statement is required.*

### **Unexcused Absences:**

If a call from a parent is not received or the reason for the absence is other than those listed, the absence will be considered unexcused.

*If a student arrives **one hour** after a class has started, without a parent/guardian contacting the school, the student will be credited with an unexcused absence but still must go to class and stay until the end of the class time. If the student chooses to leave, this is considered a truancy. He/she will be referred to the Assistant Director for disciplinary action.*

### **Consequences for Unexcused Absences:**

Unexcused Absences: For every **FOUR (4)** unexcused absences, a student's grade will be lowered by a **full** letter grade for the nine week grading period. The unexcused absence count will start over every nine week grading period.

Make-up work for unexcused absences will be given at 75% if completed by a reasonable time determined by the teacher.

**After the ninth (9th) excused or unexcused absence**, a student may be required to submit doctor's notes, be placed on an attendance agreement, and/or submit a completed *Indiana Department of Education Certificate of Child's Incapacitation Form*.

### **Consequences for unexcused tardies to class:**

For every **THREE (3)** unexcused tardies, a student will be assessed the equivalent of **ONE (1)** unexcused absence. This unexcused absence will accrue toward the **FOUR (4)** unexcused absences that will result in a letter grade deduction.

The tardy count will start over each nine week grading period.

### **MAKE-UP WORK:**

For an excused absence **full credit** is given, a student is given two (2) days for each day of absence to make up work upon his/her return to school. **The teacher sets the due dates for the assignments.**

For unexcused absence make-up work credit will be given at **75%** if completed by a reasonable time determined by the teacher.

## **ATTENDANCE AGREEMENT**

Any high school student who accumulates excessive unexcused or excused absences and demonstrates inconsistent and poor attendance patterns may be placed on an Attendance Agreement, after consultation with the student and the parent/guardian. The Attendance Agreement will be implemented after other appropriate interventions have been used (i.e. conference with student, parent contact, notification to student and parent in writing, detention, and/or out-of-school suspension.) The Attendance Agreement will state, "Should the student miss more than five (5) days of school for the remainder of the semester/school year, unless a doctor's excuse is presented or unless there is some other extenuating circumstance as approved by the principal, the student may be recommended for expulsion from school." (Attempts must be made to have the parent and/or guardians sign the contract.) The parent's or student's refusal to sign the contract does not nullify the contract.

**EXCESSIVE ABSENTEEISM** shall be defined as exceeding nine (9) days per semester. Loss of credit may result from absences over nine (9) days. Extenuating circumstances will be handled on a case-by-case basis by the administration.

## **BACK TO SCHOOL NIGHT**

Early in the school year, an evening open house is held for parents and interested community members. Parents of current students are urged to tour the Career Center and meet the staff. The 2011 Back-To-School Night is in August 29, 2011 beginning at 7:00 p.m.

## **BOOKS/FEE/TUITION**

Secondary students enrolled in high schools participating with JELCC will be charged for books and fees through their home schools. Adults not enrolled in a participating high school will be charged tuition and fees depending on the program in which they are enrolled.

## **BREAKS**

Each teacher has the option of one class break scheduled by the administration of the building. The break is not to exceed ten minutes in length and is to be taken only at the time assigned. Vending machines are available in the breakroom for the students' convenience. **All food must be consumed in the breakroom.**

## **BULLYING**

Bullying, as defined in state law, means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

### **This rule applies when a student is:**

- a. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. Using property or equipment provided by the school.

*(Consequences will correspond with MSDWT district policy.)*

## **CALENDAR**

All Career Center classes will follow the Metropolitan School District of Washington Township's school calendar (see inside front cover of this booklet). All students are expected to be in attendance when the Career Center is open for classes. Exceptions to this rule would be home school closures due to inclement weather, requests from home school personnel to excuse students for a particular day due to a school activity, and home school Spring Break schedule.

## **CERTIFICATES**

Certificates will be awarded to students who successfully complete a one or two-year course. These certificates are awarded at the Recognition Program held each spring.

## **CHEATING**

Cheating of any kind is considered a serious offense by the faculty and staff of the J. Everett Light Career Center. A student caught cheating the first time will lose all credit for that assignment or test. A student caught cheating for the second time will receive a failing grade for the course in which the second offense occurred. Cheating consequences are cumulative by semester.

*First Offense*—The teacher will complete a discipline referral to the Assistant Director. The Assistant Director will note the incident and inform the parents/guardian of the consequences of cheating.

*Second Offense*—The teacher will complete a discipline referral to the Assistant Director. The Assistant Director will notify the student, parent, and home school that the student is to be withdrawn from the JELCC program.

## **COMPUTER USAGE**

All Career Center students will have the opportunity to work with state-of-the-art computer systems. Food and drink are not permitted in the Media Center, Computer Labs, and other areas where computers are present.

Students will be permitted access to the Internet through District electronic and communication resources UNLESS a parent/guardian signs and returns the “Denial of Internet Access Form” to the student’s building Principal. This form can be found in each Principal’s office and on the download section of the MSDWT website.

## **CO-OP REGULAR PROGRAMS**

Students may be placed at training sites in the community during the last semester of their Career Center program. A training agreement will be signed by the student, employer, parent, and administration detailing specifics of the training to be provided.

## **CREDIT**

The J. Everett Light Career Center recommends that the home high school issue three credits for each semester of work successfully completed in a three-hour program and two credits for each semester of work successfully completed in a two-hour program.

## **DRESS CODE**

Student dress is the responsibility of students and parents. However, the Career Center shares this responsibility in areas of health, safety, cleanliness of person and apparel, and classroom deportment. Students are expected to observe standards of common decency in their dress. Students are to be clean in appearance and wear shoes or other similar footwear for reasons of health and safety.

Shoulders must be covered - i.e. NO tank tops of any kind. NO strapless tops. NO Bra straps showing.

There should be NO visible cleavage or belly buttons showing.

Back should be covered. NO see-through apparel or fishnet garments are allowed.

NO sagging pants. ALL pants, shorts, and slacks must be worn at the waist. NO undone belts are allowed.

Hats, caps, sunglasses, and any other head coverings are not to be worn in the building during the school day. However, students may be required to wear hairnets and/or other hair restraints for technology classes, laboratory, swimming, and comparable activities.

Attire that may damage school property or cause personal injury to others (such as chains or studded items) is unacceptable.

Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas is unacceptable.

Any apparel, jewelry, cosmetics, make-up accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attitude denoting membership in a gang, advocating drug use or violence, or clothing bearing racially or sexually offensive messages, is unacceptable.

When standing upright and with hands to the side, shorts and skirts must be longer than the length of your fingertips. Slits in skirts and dresses must be no higher than the length of your fingertips.

Sleep apparel is not appropriate; this includes, but is not limited to, pajamas, robes, slippers, etc...

Skate shoes are not allowed in the building.

***Failure to dress appropriately will result in a student being sent to an administrator's office. The student may be issued and charged for sweat pants or a t-shirt. A piece of rope may be issued to hold up sagging pants. A student may call a parent for appropriate clothing. While waiting for appropriate clothing, absences resulting are unexcused. ONLY 75% credit will be given for make-up work. A student sent to the office more than once may be suspended from school.***

Students will also be required to sign a form that details the J. Everett Light Dress Code Policy.

Some programs may have specific requirements for safety purposes. Also, some programs will require students to purchase and wear specific uniforms that are necessary to carry out the curriculum of the program. Failure to comply with program uniform requirements will result in disciplinary action.

## **Uniform Policy**

It is the expectation of the J. Everett Light Career Center and ALL programs that students who wear a daily uniform be dressed appropriately. This uniform policy outlines the expectations and consequences for each student who does not comply with each individual program's uniform policy.

The following consequences are set up in steps and followed by the Assistant Director if a student arrives at school out of uniform.

**1<sup>st</sup> Offense-** Student not in uniform will be sent to the JEL media center to complete an alternative assignment assigned by the instructor.

**2<sup>nd</sup> Offense-** Student not in uniform will be assigned to the JEL Media Center and expected to complete a second alternative assignment assigned by instructor to be completed by the end of the day.

**3<sup>rd</sup> Offense-** Student not in uniform will be assigned a half day community service assignment by the Assistant Director along with a participation grade percentage deduction for the 9 weeks.

**NOTE:** *Student and parent will be required to sign a probation agreement and understand that failure to comply again may result in removal from the program.*

This uniform policy is by semester and will start over when the new semester begins. The participation grade percentage deduction will be aligned with the daily participation grade as outlined by each instructor.

## **DRIVING/PARKING**

The home school will determine the need for individual students to drive to the Career Center. Each student operating a motor vehicle must obtain a parking sticker and display it in the rear window of his/her vehicle. The sticker cost is \$10.00 and can be obtained after completing a Request for Parking Permit form that is available in the JELCC Bookstore. North Central students must obtain their parking permits at their school.

A temporary pass may be issued for a \$2.00 fee in the Student Services Office.

Driving privileges may be revoked for unsafe driving practices or violation of school rules.

### **ALL HILLTOP PARKING IS OFF LIMITS TO JEL STUDENTS**

**Parking:** Student vehicles must be parked in the lot on the south side of the Career Center (the lot closest to the softball and football fields.) Students who park in other locations may have their cars ticketed and/or towed. A student fine may also be applied.

**JEL Parking Lot:** The parking lot is off limits to students during school hours. Students who are in the parking areas at J. Everett Light and/or North Central High School during school hours without proper credentials may be suspended for truancy or cutting class. It is the student's responsibility to notify an administrator and obtain the proper authorization prior to entering the lot.

## **DRUG TESTING**

Students enrolled in the J. Everett Light Career Center may be required to submit to a drug and alcohol test under the following circumstances:

1. The student violates the district policy and/or the school rules pertaining to use, possession, and/or being under the influence of tobacco, drugs, and/or alcohol.
2. An administrator, teacher, or other staff member has reasonable suspicion that a student might be using tobacco, drugs, and/or alcohol.

A copy of the regulations on student tobacco, drug, and alcohol testing is available from the Assistant Director of the Career Center.

## DUAL CREDIT FOR JEL COURSES

Enrollment in some of our courses could enable the student to receive college credit as well as high school credit. Students can save time and money because they will not have to take these classes at college. Typically, these agreements require the student to earn at least a “B” grade for each of four semesters to qualify for college credit. We are currently working on additional agreements for some of our other courses. Contact our Community/Business Liaison for more information.

### *Auto Service Technology*

Ivy Tech College, IN  
AUTC 109 Engine Repair 3 credit hrs  
AUTC 105 Powertrain Service 3 credit hrs  
AUTC 127 Engine Repair 3 credit hrs

### *Aviation Flight Technology*

Vincennes University, IN  
AFLT 110 Ground Instruction on  
Primary Flight Manuevers 2 credit hrs  
AFLT 160 Powerplant Lecture 2 credit hrs  
AFLT 100 Primary Ground School 5 credit hrs  
AFLT 258 Air Transportation 3 credit hrs  
AFLT 285 ATC Procedures & Weather 3 credit hrs  
AMNT 100 Introduction to Aviation 2 credit hrs  
AMNT 103 Basic Aircraft Science 3 credit hrs

### *Computer Repair*

Vincennes University, IN  
CPNS 101 LAN Basics & OSI Moded 1 3 credit hrs  
CPNS 102 WAN Basics & Routers 3 credit hrs  
CPNS 103 VLANs & Network Management 3 credit hrs  
CPNS 104 WAN Design & Protocols 3 credit hrs

### *Culinary Arts*

Ivy Tech, IN  
HOSP 114 Introduction to Hospitality 3 credit hrs  
HOSP 101 Sanitation and First Aid 2 credit hrs

### *Dental Assistant (Chairside/Laboratory)*

Ivy Tech College, IN  
HLHS 101 Medical Terminology 3 credit hrs

### *Early Childhood Education*

Ivy Tech College, IN  
ECED 100 Intro to Early Childhood Ed 3 credit hrs  
ECED 101 Health, Safety, and Nutrition 3 credit hrs

### *Emergency Medical Technician*

Ivy Tech College, IN  
PARM 102 Emergency Medical Technician 7.2 credit hrs

### *Firefighting*

Ivy Tech College, IN  
FIRE 100 Fire Suppression 3 credit hrs  
FIRE 101 Fire Technology 3 credit hrs  
FIRE 103 Strategy & Tactics 3 credit hrs

### *Vincennes University, IN*

FIRE 100 Introduction to Fire Service 6 credit hrs  
FIRE 204 Hazardous Materials 1 + Lab 3 credit hrs  
FIRE 206 Firefighting Strategy & Tactics 1 3 credit hrs  
EMTB 212 Emergency Medical Tech Basic 3 credit hrs

### *Health Careers*

Ivy Tech, IN  
HLHS 107 CNA Preparation 5 credit hrs  
HLHS 101 Medical Terminology 3 credit hrs

### *Medical Assisting*

Ivy Tech, IN  
HLHS 100 Introduction to Health Careers 3 credit hrs

### *Radio Broadcasting/TV Production*

Ivy Tech, IN  
VISC 105 Video & Sound 3 credit hrs

### *Veterinary Assisting*

Purdue, IN  
ANSC 102 Adv Life Science: Animal Science 3 credit hrs

### *Visual Design & Advertising*

Ivy Tech, IN  
VISC 102 Fundamentals of Imaging 3 credit hrs  
VISC 115 Introduction to Computer Graphics 3 credit hrs

### *Web & Software Programming*

Ivy Tech, IN  
CINS 113 Logic, Design & Programming 3 credit hrs

### *Vincennes University, IN*

COMP 107 Web Page Design 3 credit hrs  
COMP 113 Advanced Web Page Design 3 credit hrs  
COMP 176 Intro to Visual Programming 3 credit hrs  
COMP 203 Visual C++ 3 credit hrs

### *Welding*

Ivy Tech, IN  
WELD 108 Shielded Metal Arc Welding 3 credit hrs  
WELD 207 Gas Metal (MIG) Arc Welding 3 credit hrs  
WELD 208 Gas Tungsten (TIG) Arc Welding 3 credit hrs

## **ENROLLMENT PROCEDURE**

Each participating high school shall be responsible for enrolling and assigning students to the J. Everett Light Career Center. The criteria used for selecting applicants will include educational background and school attendance. Students must complete an application with their home school Guidance Counselors. If a program becomes full, a waiting list will be established.

The Career Center Guidance Counselor and faculty are available upon request to provide informational programs to groups of individual students regarding Career Center programs.

## **FIELD TRIPS**

Most Career Center field trips should occur during the scheduled time for the program. The teacher must secure approval from all area principals whose students are involved and the Assistant Director of the Career Center two weeks in advance if the trip goes beyond the regular scheduled class time. The Assistant Director must approve all field trips.

Each student participating in a school-sponsored field trip must submit a signed parent permission form supplied by the teacher. The permission form is to be on file.

## **GRADES**

Each nine-weeks grading period, the Career Center will send to each student's home high school a letter grade indicating his/her progress toward a semester grade. The student will also receive a grade report from his/her teacher. The letter grade will be:

A	Superior
B	Above Average
C	Average
D	Below Average
F	Failure
I	In-Complete

## **HEALTH SERVICES & MEDICATION AT SCHOOL**

Students finding it necessary to go to the Health Center MUST secure a pass from a teacher to be admitted to the Health Center. North Central students will be admitted to the North Central Health Center; all other students will be seen in the Career Center Health Center. If a student's condition requires the student to leave the school, the parent must be contacted and must give the student permission to leave. The student must sign out of the building at the Career Center front office.

In order to protect the health and welfare of students, Indiana law requires that schools observe certain safeguards in the administration of medication. If medication is to be administered to a student, the following procedures must be observed.

### ***PRESCRIPTION MEDICATION:***

1. A prescribing physician must provide a written order stating the name of the student, the amount of medication to be administered, identification of the medicine, direction for proper administration of the medication, and the signature of the physician. Physician orders will be valid for only one academic year.
2. The medication must be brought to school and kept in the original container provided by the pharmacy.
3. Written consent of the parent/guardian must be on file with the physician's written order. Parental permission must include the name of the student, identification of the medicine to be administered, directions for administration of the medication, and the signature of the parent/guardian. Parental consent will be valid for only one academic year.
4. *Students are not permitted to keep medication in their possession.* Therefore, the necessary forms and the medication should be turned in to the school office as soon as it is brought to the school building. **Parents should bring medications to school.** It is the responsibility of the parent to make certain the prescription is filled.
5. School employees designated by a school administrator must give all medication. Students may not take medication during school without following these procedures.

## ***NON-PRESCRIPTION MEDICATION:***

Written consent of the parent/guardian must be on file and shall contain the name of the student, identification of the medication to be administered, directions for administration of the medication, and the signature of the parent/guardian. Medicine must be in original container.

All procedures pertaining to the administration of prescription medications shall apply to non-prescription medication. Students may not take medication during school without following these procedures. All medicine that is not picked up one week after the close of the school year will be properly destroyed and discarded.

## **HOME SCHOOL SPECIAL EVENTS**

Students should listen to home school announcements, check website, and watch bulletin boards for upcoming events. Students must get permission from the home school two days in advance to be excused from a J. Everett Light Career Center program for the special event. The home school counselor should notify the Career Center Guidance Counselor in advance of any absences due to home school events.

## **IDENTIFICATION**

All students must have a home school identification card or have other means of identification. Students are to present their identification to any staff member upon request.

## **LOCKERS**

Lockers are issued at the Career Center for student use to store supplies and personal items necessary for school use. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

Locker combinations are confidential and are not to be shared. The Career Center will retain access to all student lockers by keeping a master list of combinations for all lockers. Students may not use their own locks or other devices to prevent access by school officials. The Career Center retains the right to inspect all lockers to insure that they are being properly maintained and used for their intended purpose. Lockers may also be inspected if the Director or her designee has reasonable suspicion that the locker contains items which cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the Career Center's ownership or control of the locker. Except in an emergency, students will be notified and allowed to be present if they are on the school premises prior to their lockers being inspected. Whenever a student's locker has been inspected without the student's presence, the student will be notified of the inspection as soon as possible. If a general inspection of all lockers is necessary in a defined area, students will not necessarily be given the opportunity to be present.

### **LOST AND FOUND**

The lost and found department is located in the Bookstore. All personal property that is not picked up one week after the close of the school year will be properly destroyed and discarded.

### **MEDIA CENTER**

The Career Center provides a well-equipped Media Center for student and community use. There are 12 computer stations for internet browsing, word processing, career-tech learning, and other job and school-related activities. The center has approximately 3,000 books, 70 different magazines, and a growing collection of career-oriented video tapes and DVDs available to borrow.

### **MOMENT OF SILENCE**

Schools shall conduct a moment of silence at an appropriate time each school day in conjunction with the Pledge of Allegiance. However, no individual shall be compelled to participate in the reciting of the Pledge.

### **SCHOOL CLOSING**

Career Center students are encouraged to check the school's website and listen to the various radio and television stations to determine if the Metropolitan School District of Washington Township and the J. Everett Light Career Center are closed due to inclement weather. In the event a participating school is closed and the J. Everett Light Career Center is open, students from that participating school are NOT required to attend their Career Center class but may do so if they can safely travel.

## **SCHOOL INTERNSHIPS & JOB SHADOWING**

Students may be placed at training sites in the community during the last semester of their senior year while in their career-technical program. A training agreement will be signed by the student, employer, parent, and administration detailing specifics of the training to be provided. Students are required to notify their program instructors in the event they are terminated or change jobs. This notification will occur the day of the termination or change in status.

## **STUDENT SKILLS GUARANTEE**

The J. Everett Light Career Center provides a written guarantee to an employer certifying that a graduate can perform tasks listed on a technical certificate. This certificate is granted based on his/her level of accomplishment upon completion of a program. Upon recommendation by the teacher, the Career-Technical Director provides a written guarantee that the graduate can perform the skills listed on the technical certificate. The Student Skills Guarantee is valid for a period of one year following completion of the program. Contact the Career-Technical Director for more information.

## **SUPPORT SERVICES**

All students enrolled in the program at the J. Everett Light Career Center are provided the opportunity for supportive assistance. JELCC employs both a full time Guidance Counselor and Special Education Coordinator. Students with identified special needs may include those with a disability who receive supports based on an IEP (Individual Education Plan) or a Section 504 plan, those who use English as a Second Language, or those who are academically or economically disadvantaged. These and other students may be at risk in career-tech training and job preparation if supportive services, modifications, and adaptations are not available to them.

Support may be in the form of individual or group counseling, individual or small group tutoring, instructor assistance in curriculum, testing modifications, parent contact, and/or assistance in providing job placement. In addition, students are encouraged to make use of counseling services and other supports available from their home high schools.

Students can receive career guidance, assistance with job placement, and other post secondary information if requested. Career interest testing is also available.

There is no cost for any of these services.

## **STUDENT CONDUCT**

JELCC students are expected to conduct themselves in a manner which will not impair the educational mission of the school. The following list of school regulations, when violated, may result in the detention, suspension, or expulsion of a student from school. The rules apply to violations occurring on school property, at school functions off school property, or traveling to or from school-related activities.

### **I. Student Misconduct of Substantial Disobedience**

- A. 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 of and not limited to the type of conduct prohibited:
  - i. Occupying any school building, school grounds or part thereof with the intent to deprive others of its use.
  - ii. Blocking the entrance or exits of any school, building, corridor, or room within with the intent to deprive others of lawful access to or from the use of the building, corridor, or room.
  - iii. Setting fire to or substantially damaging any school building or property.
  - iv. Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function or of any meeting or assembly on school property.
  - v. 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 his/her supervision. (This ground shall not, however, apply where such conduct is constitutionally protected as an exercise of free speech or assembly or other rights under the Constitution of Indiana or the United States).
- B. Intentionally causing or attempting to cause damage to school property or to private property.
- C. Stealing or attempting to steal school property or private property.
- D. 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 violation of this provision).

- E. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- F. Knowingly possessing, using, or encouraging the unlawful use of, selling, transmitting, manufacturing, distributing, dispensing, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco product, anabolic steroid, alcoholic beverage, stimulant, depressant, intoxicant of any kind, any controlled substance as defined under federal or state law, or any substance represented to be any one of the above. Use of a drug authorized by a medical prescription from a physician licensed to practice in the State of Indiana is not a violation of this policy.
- G. Knowingly possessing or using on school grounds outside designated technology zones an electronic paging device or a handheld portable telephone in a situation not related to a school program or educational function.
- H. Engaging in a criminal law violation that constitutes a danger to students or constitutes an interference with school purposes or an educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- J. Engaging in conduct that is immoral, vulgar, profane, libelous, treasonous, insubordinate, or promotes racial or religious prejudice and constitutes an interference with school purposes or an educational function.
- K. Engaging in inappropriate sexual behavior on school property.
- L. Disobeying administrative authority in a manner which constitutes an interference with school purposes or an educational function.
- M. Willful absence or tardiness of students.

## **II. Possession of a Firearm**

- A. No student shall possess, handle, transmit, or bring to school or on school property any firearm.
- B. The following devices are considered to be a firearm defined in section 921 of Title 18 of the United States Code:
- \* any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - \* the frame or receiver of any weapon described above
  - \* any firearm muffler or firearm silencer
  - \* any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - \* any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant which has any barrel with a bore of more than one-half inch in diameter
  - \* any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled
- C. The penalty for violation of IIA is a minimum of ten (10) school days suspension pending an expulsion meeting, and, upon a finding of violation by the expulsion examiner, expulsion from school for one calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one year period. The Superintendent may, on a case-by-case basis, modify the period of expulsion for a student who is expelled under this section. A student with disabilities (as defined in IC 20 1 6.1-7) who violates IIA is subject to procedural safeguards under the Individuals with Disabilities Act.
- D. The Superintendent or Superintendent's designee shall notify the office of the Marion County Prosecutor when a student is expelled under this ground.

### **III. Possession of a Deadly Weapon other than a Firearm**

- A. A student who is identified as bringing a deadly weapon as defined in IC35-41-1-8 to school or on school property or who possesses a deadly weapon on school property may be expelled for a period of not more than one calendar year. The Superintendent or Superintendent's designee shall notify the office of Marion County Prosecutor when a student is expelled under this ground.
  
- B. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon or is represented to be a weapon constitutes grounds for suspension or expulsion.

### **IV. Legal Settlement**

A student may be expelled from school if the student's legal settlement is not in the attendance area of the district.

### **V. Other Grounds**

In addition to the grounds for suspension or expulsion set forth as example above, a student may be suspended or expelled for engaging in an unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and/or the summer period when a student may not be attending classes or other school functions.

Some examples of conduct which may result in detention, suspension, or expulsion under the above listed rules are:

- a. Failure by the student to identify himself when addressed by any school staff member.
- b. Smoking on school grounds.
- c. Failure to report to the office when directed by school personnel.
- d. Fighting.
- e. Tampering with fire fighting equipment or the fire alarm system.
- f. Use of profanity.
- g. Violations of traffic or parking regulations.

Disciplinary problems should be resolved at the teacher/student/parent level if possible. If the problem is not resolved at this level, the teacher may complete a conduct referral form and submit it to the Assistant Director. This conduct referral may result in verbal reprimand, detention, in-school suspension, behavior contract, suspension, expulsion, or other behavior modification activity.

If a student is suspended or expelled from the Career Center, the student is also suspended or expelled from his/her home high school. A suspension/expulsion from a high school is also a suspension/expulsion from JELCC. All students on suspension or waiting for a decision on an expulsion request are expected to keep up with all assignments.

The participating school principal will receive a copy of all discipline referrals and will be contacted immediately in the case of a suspension or expulsion.

## **STUDENT ORGANIZATIONS & RECOGNITION**

All students enrolled in the Career Center will be eligible and required to belong to and participate in one of the six youth clubs depending on the program in which they are enrolled. The following clubs are active in district, state, and national contests; have officers; participate in community projects; and enjoy a wide range of club activities:

Business Professionals of America (BPA)

Distributive Education Clubs of America (DECA)

Family Career & Community Leaders of America (FCCLA)

Health Occupations Students of America (HOSA)

Tele-Communications Club

SkillsUSA

***National Technical Honor Society:*** Qualified students participate in the National Technical Honor Society. The National Technical Honor Society is an international organization with chapters around the world. The teaching staff at JELCC believes this is a very positive program for our students. Students must be nominated by a teacher and meet academic and personal standards. The society recognizes academic excellence, as well as student occupational proficiencies.

***Student of the Month:*** Every month each teacher will designate a Student of the Month for his/her particular program. The student's picture will be displayed and a letter of recognition will be sent to the principal of the home school.

## **TARDIES**

Students arriving to school after 7:30 a.m. should report to the attendance office. Students late to school due to an excused reason will be sent immediately to class from the attendance office. Students late to school for an unexcused reason may be required to see the Assistant Director. Tardiness due to a student's bus arriving late is excused. Tardiness due to oversleeping, car trouble, etc. is not excused. Students who drive may lose their driving privileges for tardies to school. Students with four (4) tardies to school will be suspended pending a parent/guardian conference. Students are allowed three (3) tardies to class per semester. Students will be suspended pending a parent/guardian conference on their fourth (4th) tardy. Any additional tardies beyond the fourth (4th) will result in an out- of -school suspension. The building is large and there are many students passing to classes. Students neither have time to socialize between class periods nor have time to return to their lockers after each class. With a little planning and a conscientious effort, every student can be on time.

## **TECHNOLOGY ZONES**

I-Pods, MP3s, Radios/CD Players/Digital Cameras/Beepers and/or any other communication devices that could be considered a disruption to the learning environment are not permitted in the classroom unless otherwise approved by the instructor.

Students will have the opportunity to use these devices in a designated "Technology Zone".

There are 4 zones in the career center:

JEL Student breakroom

Adult PN breakroom

Hilltop Early Childhood breakroom

Cosmetology breakroom

A technology zone is an area in the school where students are permitted to use their I-Pods to listen to music and use cell phones to text, call, and send email. **Pictures are not permitted to be taken in these designated areas.**

Each student enrolled in a Career Technical Education class will have a ten minute break as designated by the Assistant Director. The specific break time for each program will be provided to the instructor. During the ten minute break, students are permitted to use their I-Pods and cell phones.

Students are to take care of all communications during this time and should not use their communication devices while class is in session. If a student misuses a communication device in or out of the designated technology zone and the teacher feels it is interfering with the educational process, the student will be referred to the Assistant Director.

**MSDWT and the J. Everett Light Career Center will not be responsible for lost, stolen, or misplaced items.**

**First Offense:** Communication devices will be returned to the student at the administrator's convenience.

**Second Offense:** Communication devices will be confiscated and must be claimed by the parent/guardian of the student.

## **YEARLY DRILL PROCEDURES**

The Assistant Director will conduct the following drills throughout the 2011-12 school year:

### **Fire Drill - one each month**

In schools attended by children, the Fire Code requires total evacuation drills. Total evacuation drills are considered necessary in these occupancies to ensure the prompt, safe, coordinated evacuation of everyone during a real emergency. Total evacuation drills afford the greatest opportunity to assess the emergency responses of supervisory staff and occupants. Follow evacuation procedures posted in each classroom and exit the building according to the map guidelines.

### **Tornado Drills - one each semester**

A "Tornado Watch" indicates a possible storm; a "Tornado Warning" means a tornado has been sighted in the area and residents should seek shelter.

If a Tornado Warning is issued by the Weather Bureau and you are inside, you should:

- Remain calm.
- Open a few windows on the northeast side of the building to equalize the pressure.
- Make sure disabled persons receive assistance as needed.
- Lie under a desk or heavy table or go out into a designated area (see posted sign) and stand against the inside wall at the center of the designated area.
- In the event of a Tornado Drill, seek immediate shelter. Do not leave until the Building Administrator indicates it is safe to do so.
- If outside, travel at right angles to the path of the funnel or lie in a ditch and protect your head or take shelter in a steel-framed or reinforced concrete building. Avoid buildings with wide-span roofs. Do not stay in your car.

## Code Red Drills - one each semester

A “Code Red” drill is defined as a Disturbance or Intruder in the building.

- An announcement will be broadcast over the intercom saying, “Staff, we are in a “Code Red Drill” until further notice”.
- This will be repeated two times if possible.
- Keep students in the room.
- Take in any students in the vicinity of your room.
- Close and lock all doors, windows, and blinds.
- Students are to be moved to an area of the room where they cannot be seen from the door.
- An administrator will announce on the intercom, “Staff, we are no longer in lockdown”, when it is safe to return to normal operations.
- Administrators will walk the building and check to see if ALL doors are locked and students are secure.

# **NOTES:**