

668 Lexington Avenue  
Jackson, TN 38301  
(731) 427-4581



## Student Handbook

### **JCT Vision Statement:**

Effectively provide rigorous instruction and standards-based curriculum in a safe, positive learning environment that is inviting and engaging.

### **JCT Mission Statement:**

Create a learning environment in which students can successfully develop academically, socially, and emotionally, and in which teacher and students alike exhibit a growth mindset, while providing needed support to parents to ensure their students will be successful in a safe and healthy environment that is conducive to learning.

### **JCT School Pledge:**

Here at JCT, we pledge to be... Present, Positive, and Professional!

## School Administrators

Principal: James Walker  
Consulting Teacher: Dr. Dia Jordan  
School Counselor: Tamara Comer  
RTI Lead/Interventionist: Kellie Cavitt  
Cafeteria Manager: Keyoshe Montague

Assistant Principal: Ray Yancy  
Instructional Coach: Leslie Wolfe  
School Social Worker: Kristen Reynolds  
School Nurse: Nicole Jarrett

## Office Staff

Bookkeeper: Melissa Washington

Attendance: Tiffany Fuller

## Faculty & Staff

### Exploratory Teachers

**Physical Education:** Ed Grammer

**Band Director:** Iana McGranahan

**Computer Literacy:** Euronda Lee-Hicks

**Music/Chorus Director:** Sara McLemore

**Library Media Specialist:** Tamara Overstreet

### Elementary Core Subject Teachers

#### **4<sup>th</sup> Grade**

Selina Higgins-Woods	ELA/Social Studies
Molene Murphy	Math/Science
Gabrielle March	Math/Science
April Sanchez	ELA/Social Studies

#### **5<sup>th</sup> Grade**

Amy Polk	Math/Science
Crystal Taylor	ELA/Social Studies
Carrington Branch	Math/Science
Shikita Northern	ELA/Social Studies

### Middle School Core Subject Teachers

#### **6<sup>th</sup> Grade**

Karen Fuller	ELA/Science
Michelle Maclin	Math/Social Studies
Porshaka Love	ELA/Science
Aubrey Shivers	Math/Social Studies

#### **7<sup>th</sup> Grade**

Jasmine Dowell	ELA
Corliss Johnson	Math
Michelle Everton	Science
Eliesse Davis	Social Studies

#### **8<sup>th</sup> Grade**

Theresa Confer	ELA
Rashunda Willis	Math
Erica Oliver	Science
Kenya Hill	Social Studies

### Paraprofessionals:

Candrea Taylor, Brinette Henning, Myra Wilson, Copeland White, Bettina Greer, Theresa Anderson, Nancy Winningham, and Sharde Shade.

## General Information

*\*Due to the COVID Pandemic, some general information may be modified.*

### Backpacks/Book Bags

All students must put their book bags in their lockers. **Students cannot take book bags to class, PE or the lunchroom.**

### Cafeteria & Food Service

The school cafeteria is for the convenience of all students and teachers. This is the students' cafeteria, and your cooperation is needed to maintain a clean and pleasant environment while eating. All trays, candy wrappers, milk cartons, and other trash are to be placed in the designated trash cans. All students are to remain in the cafeteria during their lunch shift. Excessive noise and inappropriate behavior will not be tolerated and can result in disciplinary action. Students are to line up quickly and quietly when their teacher arrives at the conclusion of each lunch shift.

**All food is to be eaten in the cafeteria.** Students may not leave the cafeteria area to meet with teachers, go to their locker, or run errands. Productive learning is taking place in the school building; therefore, students must remain in the cafeteria. Students may not leave the cafeteria with food or beverages. All food and beverage waste must be disposed of in the cafeteria trash cans. JCT is a closed campus. Only parents or legal guardians may visit for lunch. Students must have prior approval from the school office to have visitors on campus during lunch. Student breakfasts are no charge and will be served in the classroom, and student lunches are no charge as well. There is a small charge for faculty, staff, and visitors' meals.

**Students will not be allowed to place orders and have food delivered by or from outside vendors or parents.** Students will be allowed to bring their own lunches from home in appropriate containers. ***Students will not be allowed to bring in food in bulk to be shared with other students*** (i.e., birthday cakes, cupcakes, bags of snack or chips, crock pots, etc.) According to federal food service guidelines, neither the school, staff, faculty, or students are allowed to do anything that creates competition with the cafeteria food service, other than students being allowed to bring their own lunches for their own personal consumption.

***JCT is a peanut-free school.***

### Cellphone and Personal Communication Devices in School

At Jackson Careers & Technology, we are very protective of the learning environment. Students may bring personal communication devices to school as long as they are stored away properly. ***Cell phones must be turned off and kept in the school lockers at all times unless permission is given by the principal or the principal's designee.*** Personal electronic devices (i.e. personal laptops, tablets, smart watches, wireless headphones, etc.) should not be brought to school. If a student brings such items to school and the device is stolen or misplaced, administrators will not investigate or spend time locating

the device. This is the liability students assume if they go against this policy. Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

Students who use a cellphone or allow someone else to use their cellphone during a class period are in violation of School Policy 6.312 and will be subject to the related disciplinary action.

### **Cell Phone Violation Consequences:**

Students in violation of the cell phone policy will follow the guidelines of the RT12-B Bulldog Pride consequences.

**Students who refuse to give their cellphone or device to a teacher and/or administrator could be remanded to In-School Suspension for up to 2 days.**

### **Class Officers**

Class officers are chosen at the beginning of each new school year for Grades 6, 7, and 8. Nominations will be taken the first week of school and elections will be held the second week of school.

Qualifications for class officers are:

- Must have an 85 average or higher.
- May not have had out-of-school, in-school suspensions, or Alternative School placements from the previous school year.
- Must obtain at least three (3) teacher recommendations.

Officers will be removed from office if any or all the above requirements are violated. Officers removed from office cannot run again for class office. Any officer who is deemed to neglect the duties of the office may be removed from office at the discretion of the class sponsors and administration.

### **Crisis Management & Emergency Drills**

The staff at Jackson Careers & Technology is very concerned with student safety in the event of a crisis or emergency situation. Students will have extensive practice on emergency procedures to be carried out in the event of fire, tornado, or school violence. In the event of an emergency in which school officials feel it is in the students' best interest to leave school, local media and police will be notified. The safety of our students is our number one priority, and we will act accordingly.

### **Deliveries to Students**

Jackson Careers & Technology does not accept deliveries of flowers, gifts, food, balloons, etc. during the school day. Deliveries will also NOT be accepted from parents or a non-delivery service, nor will students be allowed to take them on the bus at any time. Please be advised of this policy.

## Jackson-Madison County School System Dress Code Policy

### Dress Code

Jackson Careers & Technology school colors are red, black, grey, and white.

Jackson-Madison County School System schools must be environments in which work can be accomplished by adults and students. Students' dress will fall within the following guidelines to create an orderly setting in which teaching, and learning can occur without distraction, and to help young people prepare for the world of work. Standardized expectations related to student dress will assist our mobile student population as students move from school to school within the district. The school administrator will make the final decision about whether an article or style of dress falls outside these guidelines. Special instructions will be issued regarding appropriate dress for extracurricular activities. Teachers and school administrators will be held accountable for the enforcement of these guidelines. These guidelines will be applied consistently to all students unless a student's Individual Education Plan (IEP) indicates otherwise. All requirements apply equally to boys and girls. Principals are allowed, with Director's authorization, to designate discretionary days (i.e., picture day, homecoming week, etc.)

JMCSS Student Dress Code 6.310

### General:

- no hats/caps or bandanas may be worn in the building
- no underwear, undershirts or camisoles are to be visible
- no hoodies can be worn during the school day, and must be put into the locker upon arrival
- other items determined by the school leadership team and approved by the Director of School to be distracting to educational environment are prohibited
- no "grilled" teeth
- no sweatshirts
- no sweatpants, wind pants, pajama pants or jeans

### Jewelry:

- large chains, key chains or other objects may not hang from belts or clothing or be worn as Jewelry. ("large" is to be determined by the school administrator)
- no items with spikes
- no items or clothing with symbols related to drugs, alcohol, adult clubs or magazines, gangs or violence are allowed

### Shirts:

- polo style - collared – red, black, white and grey color – short or long sleeved (sleeve must cover the shoulder)
- no writing, logos, or any type of design should be on the shirt (except the school colored shirt) unless it is a school-approved logo shirt

- no holes, cuts or rips of any kind are allowed
- shirts must be tucked in at all times
- shirts should be sized to fit, neither skintight nor sagging
- turtlenecks are allowed if they are black, white or a school color and are worn under a polo style shirt or sweater

## **Pants:**

All pants must have belt loops and be:

- flat fronted or pleated - khaki, navy or black color
- Capri pants - flat fronted or pleated - khaki, navy or black color
- no cargo style pants or pants with deep pockets in the front or back
- no writing, logos, or any style of design should be on any pant
- no holes, frayed cuffs, cuts or rips of any kind are allowed sized to fit, neither skintight nor sagging; must be worn at waist

## **Shorts:**

- flat fronted or pleated - khaki, navy or black color - (must be knee length when standing)
- skorts (K-4 only) - khaki, navy or black color (must be knee length when standing)
- sized to fit, neither skintight nor sagging; must be worn at waist

## **Skirts:**

- solid color (same colors noted above)
- hemline must at least touch the top of the knee when standing

## **Jumper:**

- khaki or navy in color (must be knee length when standing)

## **Belts:**

(Grades 1-12)

- must wear a black or brown belt with a silver or gold buckle
- buckle no larger than 2" x 2" square and no specialty, logo, oversized or wording allowed

## **Sweaters:**

- cotton, cotton/poly blend or fleece style - black, white, or approved school color
- must be collared and no hood
- may have a full length or 1/4 zipper
- short or long sleeved
- vest styles are acceptable

\*If a student wears a sweater, an approved uniform style shirt or turtleneck must be worn underneath.

## **Shoes:**

- no shoes with heels higher than 2 inches
- no house shoes/slippers
- no flip flops
- no crocs
- no rolling shoes

## **Outer garments:**

- all winter coats and heavy jackets must be put in the student lockers before going to homeroom classes
- light jackets or fleece pullovers may be worn in the building during the day
- all light jackets must be solid and either red, navy, grey or black in color

## **Dress Code Compliance:**

The school will attempt to contact a parent/guardian to get a student in compliance with the dress code. If we are unable to get in contact with a parent/guardian, every effort will be made to get the student in compliance and returned to class promptly.

## **Drug Testing Policy**

Students in are subject to random drug testing. Parents and students will be informed of this policy prior to participation and shall sign a consent to the drug testing and a release of information as a condition of participation. (See School Board Policy 6.3071)

## **Fundraisers**

School support organizations shall obtain the approval of the director or the director's designee before undertaking any fundraising activity that utilizes any property or facilities owned or operated by the school system, any instructional school-day time, or any students and/or personnel of the school system. Fundraising activities of school support organizations shall not conflict with the school district's or school's fundraising efforts, shall be consistent with the goals and mission of the school or school district, and shall comply with state and federal law. Funds derived from fundraising activities sponsored by school-related organizations are not subject to the Tennessee Internal School Uniform Accounting Policy Manual, provided that such funds are not student activity or other internal school funds. Students are not allowed to fundraise for their own benefit by selling items they purchased or obtained to fellow students or teachers.

## **Hall Conduct and Passes**

Students will not be allowed in the hallways during class time without a hall pass. Students allowed to leave class without such hall pass will be sent back to their class immediately. It is our policy that students should not leave the classroom during the teaching period, except in cases of extreme emergency. If a student has a medical condition that might require the student to leave class, the student must bring a medical statement from his/her physician explaining the medical situation. To maintain order in the hallway, students should always walk

on the right side of the hall. Loitering, excessive noise, running, throwing objects, or any other disruptive behavior will not be tolerated in the halls of Jackson Careers & Technology and may be subject to disciplinary consequences.

### **Illness or Other Emergency of Student**

Parent(s) of all students shall complete the online registration forms that provide an emergency contact form and medical information with the following information:

- Parents' location and phone number(s) during the school day.
- The name, address, and phone number of the student's physician.
- Name and phone number of someone who may be contacted in an emergency.
- Information concerning a student's particular physical disability or medical condition.

In the event of a student illness or accident, the staff member in charge shall have the responsibility to render first aid or ensure that it is rendered. In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at the school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency information sheet will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached. Any parent who objects to the procedures contained in this policy should submit to the principal a written emergency plan for his approval.

### **Lockers**

Jackson Careers & Technology assigns each student a locker and lock at the beginning of the school year. Lockers and locks are the property of JCT and are subject to inspection by JCT principal or his designee at any time.

Students are NOT to share their lock combination with other students. JCT is not responsible for any items stolen from student lockers; hence our reason for providing locks for all lockers.

Damage to locks or loss of locks will be the responsibility of the student and payment must be made for replacement of a lost lock and/or damage to a lock. The cost of a replacement lock is \$5.00. All students must put their book bags in their lockers.

**No one can take book bags to class or the lunchroom.**

### **Lost and Found**

Articles found in and around the school should be turned in to the main office where the owners may claim their identified property. After thirty (30) days, all unclaimed items will be donated to Goodwill.

### **Medication Policy**

#### **PRESCRIPTION MEDICATIONS:**

1. Written instructions signed by the parents on a form prepared by the School District will be required and will include the name of the child, name of the medicine, time to be self-administered, dosage and directions for self-administration (non-prescription medicines must have label directions), possible side effects, if known, and the



termination date for self-administration of the medication. The physician's name, phone number, and the diagnosis or reason the medication is needed will be required.

2. A statement from the physician outlining emergency care will be required if a prescribed medication could necessitate a serious reaction.
3. Written consent from the parent to dispense the medications should be obtained. The form in the medication manual should be used.
4. If the dosage of a medication or directions to give a medication changes, the parent will be required to complete a new authorization form to reflect the changes.

## **NON-PRESCRIPTION MEDICATIONS:**

All non-prescription medication (over the counter medication) will be dispensed at school only if it is needed in conjunction with a prescribed medicine. Should a student need to take a non-prescription medication at school, a physician's statement with the name of the medication and why it is needed will be required. If a non-prescription medicine is needed during school hours, parents are allowed to come to campus and administer it.

## **Messages to Students**

Parents and students are encouraged to communicate with each other **before** and **after** school, and students should arrive at school with needed money/supplies. However, if a message or item needs to be given to a student, it will be delivered between classes to minimize disruption to the learning process. Students will not be taken out of classes for messages, except in the case of an emergency.

## **Office Telephone**

Students may use the office phone for emergencies **ONLY**. However, students must get permission from the teacher and the office staff before coming to use the office phone.

## **Posters and Announcements**

Students must get permission from the principal before putting up any posters or student announcements.

## **School Assemblies**

At various times during the school year, it may become necessary to assemble all the students of JCT in a common location. These assemblies are normally held in the gymnasium and will be for the purpose of dispersing information, or for holding a program designed for student entertainment, enrichment, or educational purposes. It is imperative, on occasions such as these, that students move in an orderly fashion to the assigned area and are on their best behavior. The administration reserves the right to ban students who exhibit improper behavior from future assemblies.

## **School Supplies**

Students are responsible for supplying their own school supplies. Each teacher will inform his or her students as to what supplies are needed for class.

## **School Trips**

Students who are involved in activities that require transportation to and from an event must be transported on carriers provided by Jackson-Madison County School System, except in the case where the students' parents or guardians transport the student themselves. Parents or guardians will be required to sign a permission slip authorizing the trip sponsor, who must be a certified employee of Jackson-Madison County School System, to include their child on the trip. Students on school trips are not counted absent and must make up all work missed in advance **or** make arrangements with the teacher prior to the trip. Misbehavior on school-sponsored trips will result in the same disciplinary actions as in-school misbehavior.

## **Sports**

The sports program at Jackson Careers & Technology includes the following:

Boys:

- Football (will Co-op with Jackson-Central Merry Middle School)
- Basketball
- Cross Country
- Track
- Soccer
- Tennis

Girls:

- Basketball
- Volleyball
- Softball
- Track
- Tennis
- Cross Country
- Soccer

To be eligible to participate in athletics, students must meet all eligibility requirements of TMSAA.

## **Student Activities**

There are many activities at JCT that are designed for the enjoyment of the student body. Some of these are pep rallies, club meetings, assembly programs, athletic events, and school-sponsored trips. We encourage all students at JCT to take an active part in these activities. It must be remembered, however, that students participating in school-sponsored events are subject to the same Code of Conduct and disciplinary measures that exist during the regular school day.

## Student Council

Each class will select four students to serve on Student Council. Duties and responsibilities of Student Council members include but are not limited to: advising in curricular and non-curricular areas, hosting Parent/Teacher conferences, recognizing honor roll students, assisting in football & basketball ceremonies, and homecoming. Student Council will organize and oversee homecoming. The principal will meet regularly with this group.

Qualifications for Student Council membership are:

- Must have an 85 or better average.
- Must not have been suspended out-of-school or in Alternative School for the current school year.

## Transportation

It is our belief that every student in Jackson-Madison County School System should be provided with a safe means of transportation to and from school. Should you and your child elect to use the privilege school transportation, we feel that knowledge of our discipline procedure may be very helpful. The privilege of using bus transportation can be revoked due to the behavior of the student or unsafe conditions created by the student(s). All bus infractions are considered safety violations and are subject to disciplinary action. *(Please see School Board Policy 6.300)* Bus drivers oversee the students on their bus, and their instructions are to be followed by riders at all times. Students who cause problems or do not follow the bus driver or monitor's instructions may lose riding privileges. Bus riders must stay in the assigned areas on campus while waiting to be picked up or after being dropped off. Students who misbehave at school while waiting for a bus or when leaving a bus may be put off that campus or bus by the principal of that school for whatever length of time is deemed necessary. **Students who ride the bus are required to be in appropriate school dress while on the bus or on any school campus in the system.**

## Visitors on School Campus

For security purposes, the individual schools in Jackson-Madison County School System are "closed campuses" to the general public. All visitors MUST report to the office upon immediate entrance to the school. All visitors will need to check-in to the main office when entering any of the Jackson-Madison County School System buildings. Visitors must provide government or state issued identification for the routine background check. The system will indicate if the visitor is on the National Sex Offender Registry List. If the visitor's name is on the National Sex Offender Registry List, they will be denied access to our schools.

## Car Riders

Car riders are to be dropped off and picked-up from the cafeteria parking lot before and after school. **Parents will NOT be allowed to check-out students from the office after 2:40 p.m.** and must get their students from the car rider line to avoid overcrowding the office and blocking the bus lanes. Car riders should be picked **no later** than 3:45. If a student is late being picked up more than two times, he/she will be required to ride the bus home moving forward.

## **Academics & Attendance**

**\*Due to the COVID pandemic, some academics and attendance may be modified**

### **Jackson-Madison County School System Curriculum**

Jackson-Madison County School System teachers teach the Tennessee State Standards. The parents of the Jackson-Madison County School System are encouraged to become involved in their child's education. Parents have the right to know and to have access to all the school's curricula. Parents are encouraged to discuss any concern that they may have with the principal.

### **Grading Scale**

The following grading scale is in place for Jackson-Madison County School System:

A .....	93 – 100	D .....	70 - 74
B .....	85 – 92	F .....	69 or below
C .....	75 – 84		

### **Attendance, Absences and Tardies**

The Board of Education believes that attendance is a key factor in student achievement and therefore, all students are expected to be present 180 days of school and be responsible for material missed when absent. Absences shall be classified as either excused or unexcused.

#### **Excused absences shall include:**

- Personal illness
- Illness of immediate family member
- Death in family
- Funerals with parental consent
- Religious observations
- Circumstances that, in the judgment of the principal, create emergencies over which the student has no control.

All other absences shall be considered unexcused. Students may receive a zero (0) for all work missed due to unexcused absences. Students will be allowed to make up work missed due to an unexcused absence by attending ICU before or after school. Once this is done, the zero (0) may be removed. It is the student's responsibility to make arrangements with their teachers to make up their missed assignments.

In the event of excused absences, make-up work must be turned in by the end of the second school day after the student returns to school. In the event of consecutive days of absence, one day per each day absent may be added to the allowed time for make-up work to be turned in. Students on school trips and taking college days are not counted absent. Therefore, all missed work must be made up in advance or arrangements made in advance at the teacher's discretion.

Once a student has missed five (5) days, a doctor's excuse is required for an excused absence due to illness. In the event a student must be absent, the parent/guardian must call in by 9:30 a.m. the day of the absence to notify the school of the reason for the absence, or the student will receive an unexcused absence for that day. It is crucial to the safety of the student that their parent/guardian let the school know when the student will not be at school. The first day a student returns after being absent, the student must come by the attendance office before going to class to pick up a slip to be admitted to class. This slip, whether excused or unexcused, must be signed by each teacher the student has during the day and turned in to the last block/period teacher.

**Students with excessive absences (total of 10 absences) are subject to being petitioned to the Juvenile Court and charged with Truancy. It is the responsibility of the student and their parent or guardian to see that the student is in school regularly.**

### Absence Process

3<sup>rd</sup> absence - a letter is sent to parent/guardian

5<sup>th</sup> absence - a meeting is set, and an action plan is established

8<sup>th</sup> absence - the student is referred to the District Truancy Officer

10<sup>th</sup> absence - the student may be referred to the Juvenile Court and charged with Truancy

If a student is not in their first block/period class when the school bell rings at 8:05 a.m., the student will come to the attendance office to pick up a Tardy Slip. Students who are tardy will not be allowed to enter their first block/period class without a Tardy Slip.

Students who are excessively absent are subject to being petitioned to the Juvenile Court and charged with Truancy. It is the responsibility of the student and their parent or guardian to see that the student is in school regularly.

### Tardy to School

A student is considered tardy if he or she arrives to school after 8:05 a.m. Tardy students must be signed into the office by a parent/guardian. **Tardy students will NOT be allowed to sign in themselves.**

1<sup>st</sup> and 2<sup>nd</sup> Tardy - Warning

3<sup>rd</sup> Tardy and beyond - Required Parent/Guardian meeting with a school administrator or designee to discuss systems of support

### Tardy to Class Consequences (Unexcused)

1<sup>st</sup> and 2<sup>nd</sup> Tardy - Warning

3<sup>rd</sup> Tardy - Warning, a parent, guardian will be contacted

4<sup>th</sup> Tardy - Lunch Detention, a parent/guardian will be contacted

5<sup>th</sup> Tardy - One day of In-School Suspension, parent meeting required

6<sup>th</sup> Tardy - Two full days of In-School Suspension

7<sup>th</sup> Tardy - One day of Saturday School

8<sup>th</sup> Tardy - Alternative Discipline Method

9<sup>th</sup> Tardy - Be assigned to In-School Suspension until a parent meeting is held.

## **Junior Beta Club**

Junior Beta Club includes qualifying 4<sup>th</sup>-8<sup>th</sup> grade students. Induction will be held at the beginning of the school year.

### **A. Requirements for Admission**

- The student shall have at least a 85 average in each academic subject for the previous school year.
- Must not have been suspended out-of-school or in Alternative School for the current school year.

### **B. Requirements to Remain in Good Standing**

- The student shall maintain a 85 average each quarter and not be issued Out of School Suspensions or Alternative School.

## **Final Exams**

Students will take a mid-term exam at the end of the first semester. The TCAP test scores will serve as the final exam.

## **Honor Roll & Principal's List**

Students making the Principal's List, Honor Roll and Bulldog Club will be recognized each quarter.

- Principal's List- All A's for the quarter
- Honor Roll- All A's & B's for the quarter
- Bulldog Club-perfect attendance for the quarter

Students qualifying for any of the above for all four quarters will be recognized at the end of the school year.

## **Intensive Care Unit/ICU**

Jackson Careers & Technology has a program to help fight student apathy and raise classroom expectations. ICU is a program designed to make sure each and every student learns the material presented in every class. The goal is to ensure that students are learning and that they have completed every assignment to a satisfactory level. ICU can be assigned before school, after school, during a student's activity block, or Saturday School.

## **Parent-Teacher Conference**

Parent-Teacher Conferences will be on Sept. 1, 2022 and February 16, 2023.

## **Promotion Requirement**

Students must pass 3 out of the 4 core classes (English/Language Arts, Math, Science, and Social Studies) for the year in order to be promoted to the next grade.

## **Public Display of Affection**

PDA is prohibited and will not be tolerated as it is a violation of our school rules.

## **Report Cards**

Student report cards are emailed home at the end of each quarter. It is the responsibility of the parent to ensure an up-to-date email is on file with the school attendance secretary. Progress reports will be emailed in between report card dates to continue to allow parents to be aware of their student's progress. Parents are urged to set up a PowerSchool account and check their student's grades online regularly.

## **Disciplinary Procedures**

### **Code of Conduct**

The following pages are devoted to the Code of Conduct that is expected of each and every student at Jackson Careers & Technology. It is our belief that the educational process can only be successful if the environment of our school is conducive to the learning process. We feel that, in most cases, the students will conduct themselves at the standard we expect if they are aware of these expectations in advance. With that in mind, we have developed a universal discipline plan that aligns with our RTI<sup>2</sup>-B, Bulldog Pride initiative. The Code of Conduct lets students know without a doubt what behaviors we expect, as well as the disciplinary actions we will take if improper behaviors are exhibited.

### **Disciplinary Procedures**

The Code of Conduct is posted in every classroom. The students are held accountable to the Code of Conduct that is expected of each and every student in Jackson Careers & Technology.

### **Breaking and Entering**

Students who are caught unlawfully breaking into any Jackson-Madison County School System building or property will have to go before the JMCSS Disciplinary Hearing Board (DHB) and will be referred to the Jackson Police Department.

### **Forgery:**

Students who forge a signature on any document will face consequences in accordance with the school's disciplinary policy.

### **Gangs**

Students wearing/displaying/writing/drawing or talking about anything gang related will be issued consequences and referred to the School Resource Officer.

### **Plagiarism and Cheating**

School is one of many places where students should learn to lead an ethical life. Because words and ideas are the "product" created in schools, plagiarism and cheating are the greatest academic crimes a student can commit. It is the intention of the faculty to respect and value the work of others by (1) creating a climate in which plagiarism and cheating is never acceptable and (2) teaching students how to properly cite sources to avoid plagiarism.

Students who engage in plagiarism or cheating are subject to punishment, which can include but are not limited to:

- No credit for the assignment or test in which plagiarism or cheating occurred.
- Parent contact and/or meeting scheduled.
- Completion of alternative assignment that may result in partial credit.

Disciplinary measures for plagiarism or cheating are initially at the discretion of the school administration. Decisions will be based on individual teacher policy and the severity of the incident of plagiarism or cheating. The school administration may impose additional consequences as deemed appropriate by the JMCSS Code of Conduct.

### **RTI<sup>2</sup>-B “Bulldog PRIDE”**

Response to Instruction and Intervention (RTI<sup>2</sup>) is a multi-tiered, problem-solving approach. The purpose of the Response to Instruction and Intervention for Behavior (RTI<sup>2</sup>-B) Framework is to help districts, schools, staff, parents, and students align behavioral interventions into one comprehensive, cohesive, and effective multi-tiered, problem-solving approach that is sustainable.

### **Staying Safe During the Pandemic**

We are asking all students, faculty & staff members to adhere to the 3 W’s; wash your hands, watch your distance and wear your mask. As of now, wearing mask is optional for faculty, staff and students; however, this could change if the Director of Schools decides to do so.



## Bulldog PRIDE Chart

<b>Bulldog Code</b>	<b>Hallway</b>	<b>Lunchroom</b>	<b>Restroom</b>	<b>Locker</b>
<b>Patient</b>	Be patient of others who dress and look differently than you	Be accepting to those who like different foods than you	Wait your turn to use the restroom	Have patience when waiting on others to use their locker
	Be expectant of large crowds during transitions and allow extra time for movement	Have patience in the lunch line and when discarding your tray.	Wait your turn to wash your hands	Quietly wait your turn to get to your locker
	Walk calmly sharing the halls			
<b>Responsible</b>	Walk quietly on the right side of the hall	Dump tray & line up properly	Always do what is right	Always do what is right
	Always do what is right	Avoid horse playing	Avoid horse playing	Avoid horse playing
	Avoid horse playing	Always do what is right	Throw paper towels in the trash can	Keep locker clean
		Clean up after yourself	Wash and dry your hands properly	
<b>Integrity</b>	Do what is asked the first time	Do what is asked the first time	Do what is asked the first time	Do what is asked the first time
	Arrive to each class on time and prepared to work	Be respectful of others' opinion	Give others their privacy	Be respectful of others' opinion
	Be courteous and treat others with respect	Treat others with respect	Treat others with respect	Be courteous and treat others with respect
	Use 'please', 'thank you' and 'excuse me' when needed	Be courteous toward others	Be courteous toward others	Refrain from sharing your locker combination
	Be respectful of others' opinion	Chew with your mouth closed	Be respectful of others' opinion	Avoid slamming lockers
		Avoid playing with your food		Refrain from writing or damaging lockers or locks
<b>Dependable</b>	Remain quiet in the halls	Talk only when & where allowed	Remain quiet in restrooms	Keep it silent at your locker
	Discard trash you see on the floor	Remain in your seat until time to line up	Keep restroom clean and discard trash you see on the floor	Only touch or use your locker
			Always flush commode and wash your hands	
<b>Ensure Safety</b>	Keep hands, feet and objects to yourself	Keep hands, feet and objects to yourself	Keep hands, feet and objects to yourself	Keep hands, feet and objects to yourself
	Avoid potentially dangerous situations	Avoid potentially dangerous situations	Avoid potentially dangerous situations	Avoid potentially dangerous situations
	Report anything that is unsafe	Report anything that is unsafe	Report anything that is unsafe	Report anything that is unsafe

## Disciplinary Actions at Each Level

### Classroom Teacher's Responsibility

#### **Level 1: Inappropriate Behavior**

This level will follow the RTI2-B, Bulldog Pride, Teacher-managed process.

#### **Level 2: Disruptive Behavior**

This level will follow the RTI2-B, Bulldog Pride, Teacher-managed process.

### School Administration's Responsibility

#### **Level 3: Significantly Disruptive Behavior**

Call for an administrator. The student may be given a warning, assigned Lunch Isolation, assigned to WIN for a number of days as determined by the administration, Saturday School, or assigned to Virtual Out of School Alternative Placement for a specific amount of time.

#### **Level 4: Severely Disruptive Behavior**

Call for an administrator. The student may be given a warning, assigned Lunch Isolation, assigned to WIN for a number of days as determined by the administration, Saturday School, In-School Suspension for up to 3 days, SOAR Academy, or assigned to Virtual Out of School Alternative Placement for a specific amount of time.

#### **Level 5: Zero Tolerance Behavior**

Call for an administrator. The student may be assigned to Virtual Out of School Alternative Placement, placed at BEST (4-5) or Parkview Learning Center (6-8), asked to appear before the Disciplinary Hearing Authority, or referred to law enforcement. The parent/guardian shall meet with the administration prior to the student's return to school.

### Consequence Descriptions

#### **Lunch Isolation (LI)**

Students will not be allowed to participate in regular lunch activities and will be isolated from their classmates. Student in LI will not be allowed to talk nor move around during their lunch period.

#### **What I Need (WIN)**

Students will be required to stay after school for 90 minutes. Students will be required to bring written work to complete as students without work will not receive credit for staying. WIN is from 3:00 p.m. to 5:00 p.m. Transportation will be provided for students serving in WIN. Students who fail to report to WIN or stay the entire 90 minutes will be subject to additional consequences as determined by the administration which may include but not limited to: additional time in WIN, Saturday School, ISS or OSS.

## In-school Suspension (ISS)

Students will be placed in in-school suspension on the premises of JCT.

## Saturday School (SS)

Students will be required to attend school on Saturday from 8:00 a.m. until 12:00 p.m. Students will be required to bring written work to complete as students without work will not receive credit for staying. Transportation will not be provided for students serving in SS. Students who fail to report to SS or stay the entire four (4) hours will be subject to additional consequences as determined by the administration which may include but not limited to: additional time in SS, WIN, ISS, OSS, or remanded to the Disciplinary Hearing Board (DHB).

## SOAR Academy

Students will be required to serve 9 weeks in the SOAR Academy. After successfully completing all 9 weeks of SOAR, the student will return to the general population. While in the academy, the student will complete all work assigned by the teachers and they will also have to meet with the school counselor, school social worker, or the district crisis counselor.

## Out of School Suspension (OSS)

Students shall not report to school and will be marked suspended. **Students will be allowed to request all missing assignments upon return from OSS and given one (1) day per day suspended to complete missed assignments.** Students serving OSS may not participate in any extracurricular activities as either a participant or a spectator.

*Discipline measures are always at the discretion of the principal as delegated by state law. Juvenile court referrals are at the discretion of the school's administration.*

### **Confirmation of Understanding**

I have read and discussed the contents of the 2022-2023 Jackson Careers & Technology Student Handbook with my student.

I understand by signing this document I am confirming that I understand what is expected of my student at JCT.

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date