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PARENT/STUDENT HANDBOOK 2014-2015

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GRADUATION REQUIREMENTS

(Effective August 2011)

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Graduation from Jennings Educational Training School requires students to meet the State of Missouri requirement of a minimum of 24 units of credit prior to graduation day. Certain courses are required by the Missouri State Department of Education and the Jennings Board of Education. All students will be required to complete at least seven (7) semesters of high school.

College bound students are required to meet the minimum amounts as listed in the program planning guide booklets. Specific graduation requirements will be listed in the program planning guide booklet given to each student at course selection time. It is important that students and parents study this booklet carefully. It is the student's responsibility to make sure that they do not "come up short" on requirements at graduation time.

The following guidelines are in effect as of September 1, 1994, regarding credits earned outside of the regular school day at Jennings High School. Additional credit is subject to administrative approval.

1. Correspondence courses – 4 courses totaling 2 units of credit would be allowed toward the high

school diploma. This is usually accomplished through the University of Missouri (Columbia), although other correspondence centers could be used. Dual enrollment students may earn a maximum of 2 credits from pre-approved college courses (3) units of college credit equals $\frac{1}{2}$ unit of high school credit. Correspondence course work will not be counted toward graduation if it is not completed with written documentation on file in the registrar's office from the corresponding school, two weeks prior to the last day of school. (There will be no exceptions.)

2. Evening and night school classes: students may take evening and night school classes to meet areas of deficiency.

BUILDING AND GROUNDS

The following rules and regulations govern the use and security of parking lots, driveways, and buildings in the district.

1. Go-carts and mini-bikes or other vehicles that do not meet state standards for operation on public thoroughfares are not allowed on school property at any time.
2. Cars, motor scooters, motorbikes, motorcycles and other motor vehicles are prohibited from landscaped areas, playgrounds, and athletic fields at all times.
3. All persons driving motor vehicles of any kind are not to race, hot-rod, play fender tag, use muffler cut-outs, drag race, start fast OR exceed 10 miles per hour while driving on school driveways or parking lots.
4. Student parking is permitted on the A-wing parking lot only.
5. Unauthorized persons found in school buildings, or on school grounds, at anytime, may be subject to arrest and prosecution. All visitors must check into the office to obtain proper identification to remain in the building.
6. During the school day, students may not bring friends or relatives to school.
7. Firearms, even with concealed weapon permits, are not allowed on school grounds at any time.

8. Passes for individuals to visit with school staff or students will not be permitted during the school day.

SCHEDULE OF CLASSES

Missouri Options Program, (MOP)

Classes start at 9:00 AM and end at 12:20 PM

Missouri Options is a program designed for a specific group of students who have the ability to meet regular high school graduation requirements, but have fallen behind in the accumulation of credits. The program represents an alternative route to high school graduation. A student is eligible to apply for the Missouri Options Program if he or she.....

Ø Is at least 17 years old.

Ø Is at least one year behind in credits.

Ø Lives within the boundaries of the School District of Jennings.

Ø Can read and compute at a level sufficient to pass the HiSET Exam, the Personal Finance class, Health class, and Government class. (After a referral is made, students are scheduled for testing; test scores are evaluated prior to acceptance.)

Ø Is willing to make a commitment to attend consistently and see the program through graduation.

JETS In-School-Suspension

(Classes will start at 8:00 am and end at 2:55 pm.)

The JETS-ISS is a structured supervised program for students, In lieu of an unsupervised, unstructured out of school suspension. Students will receive course work from their home school. The program services students in grades 7-12.

Credit Recovery Program, (CRP)

(Classes will start at 8:00 am and end at 2:55 pm.)

The Credit Recovery Program (CRP) is a blended credit recovery program that mixes face-to-face and on-line learning. Students may recover lost credit through the on-line learning curricula program *Edgenuity*. Students who have not taken the End of Course (EOC) in a particular subject receive face-to-face instruction in order to prepare them for the assessments. The CRP provides students a structured means to earn missed credit in order to graduate

Daily Lunch Schedule

A Lunch 11:30 am – 11:50 am / **B Lunch** 11:55 am – 12:15 pm

C Lunch 12:20 am – 12:40 pm

The District's Attendance Policy

Absences and/or tardiness for any reason are harmful to the students' success in school. The district believes the following will help improve the educational success of all students:

1. The district will not accept tardiness. It is important for students to arrive to school on time each day.
2. The district will not accept unexcused absences. The district understands limited absences due to illness or injury. Otherwise, the district will accept no more than two (2) absences per quarter excused by the parent/legal guardian.
 - Individual student attendance will be monitored. Any student violating district attendance expectations will be required to meet with attendance officer, and will be subject to the student code of conduct.
 - Chronic attendance problems can result in a loss of semester credit.
3. Attendance staff as authorized by Section 167.071, RSMO will:
 - Assist parents/legal guardians to reduce tardiness and trancies;
 - Work with local and state authorities to legally pursue parents and students who are out of compliance with the state or district's attendance laws/policies.

The rules and regulations of the district shall be published in the various student and parent/guardian handbooks, and shall be subject to review by the Board of Education. Irregular student attendance shall be checked by the building principal or his or her designee to determine the cause of absence. Causes for absences may be obtained by telephone calls.

A comprehensive system of attendance records will be maintained for each student. Classroom teachers are responsible for accurate daily attendance for their classes. The building principal is responsible for providing attendance information to parents/guardians and submitting this information to the superintendent's office.

ATTENDANCE - ABSENCES FROM SCHOOL

PROCEDURES AND GUIDELINES

1. Parents **must** telephone the attendance secretary at 382-1942 or 653-8042 before or on the day a student is absent. An answering machine is available for your convenience.
2. Excusing student absences for most cases is provided when parents notify the school in person or by

telephone on or before the absence that the student will not be in attendance. (NOTES ARE NOT ACCEPTED FOR EXCUSING STUDENTS.)

3. The following absences are included in the excused absence guidelines.

- Days when a medical document is provided by the family to the school.
- Documented absences when a student is under the supervision of a social or legal agency.
- Days when a parent has notified the school on the day of the absence.

Although the high school encourages parents to notify the school if students are late or absent, please remember that there is no such thing as an excused tardy. Students who are tardy to class repeatedly will be given detentions and will be subject to possible suspension should tardiness continue.

4. When a student has 5 consecutive excused absences or if the student has chronic excused absences without documentation, that student will be medically excluded from school.

5. Class “skip days” or any skip days are strongly discouraged and disciplinary consequences should be expected.

6. **All students are expected to be present on scheduled final exam days. Giving final exams early will not be permitted. Any emergencies must be cleared by a building administrator.**

7. Students must maintain a minimum of 91% attendance through their four years of high school in order to participate in commencement activities.

8. Students arriving to school late first period class must sign in at the office. Repeat offenders will be referred to the attendance officer for intervention.

LEAVING SCHOOL

If students become ill during the day and wish to leave school, they **MUST** have permission from the school administration before leaving campus. Students are NOT to leave the building during the school day without signing out in the Main Office and without the administrator’s approval. Students who leave school grounds without clearance from the office will be assigned to disciplinary action. A parent conference may be required. All students must remain on campus during all lunch periods.

WITHDRAWAL FROM SCHOOL

In order for all necessary records to be completed, parents/legal guardians must notify the Principal’s Office at least two days before they expect to withdraw. Student’s clearance and withdrawal time will be determined by the administration.

CODE OF CONDUCT

Students are expected to conduct themselves as outlined in the district code of conduct.

INTERNET – ACCEPTABLE USE POLICY

The purpose of the Internet is to bring the resources available on this service to both the students and the staff. This service will promote educational excellence in schools by facilitating resource sharing, innovation, and communication, and will promote a globally linked classroom.

The purpose of the Acceptable Use Policy (AUP) is to establish policies appropriate for the educational setting.

1. All network use shall be for, or in support of, research, education; local, state or national government affairs; economic development or public service.
2. Students shall not intentionally seek information on, obtain or modify files, other data, or passwords belonging to other students, or misrepresent other students on the Internet.
3. It is not acceptable to use the Internet to access pornographic materials; inappropriate text files, or files dangerous to the integrity of the local area network or wide area network via the Internet. If a student logs onto an inappropriate site, the teacher will be informed immediately.
4. It is not acceptable to tamper with the equipment, alter programs, install programs without proper authorization, or reconfigure any part of the computer.
5. The principal reserves the right to remove user accounts on the network to prevent unauthorized activity.
6. The classroom teacher, principal, or superintendent reserves the right to define inappropriate behavior, pornographic material, and/or malicious use of the Internet.
7. Because of the sensitivity of the monitors, students should not touch them.
8. Sending/accessing e-mail messages/accounts or personal websites that include hate or discriminatory remarks, sexual or verbal harassment remarks, and other inappropriate behaviors are prohibited on the Internet and in the classroom. Any such actions will result in suspension from school as outlined in the Student Handbook and possible loss of future computer privileges.
9. It is not appropriate to use the Jennings School District network for any purpose that violates any copyrighted material.
10. The building administration reserves the right to remove any student from a technology classroom based on violations of the aforementioned policies.

COMMON EXPECTANCIES OF ALL STUDENTS

FOR THE CLASSROOM

1. Students are expected to be regular in attendance to school. **This means students should be in attendance at least 93% of all school hours.**
2. Students are expected to be on time to class. Students should go to the restroom, water fountains, or their lockers, between classes or before school.
3. Students are expected to be in their assigned classrooms at all hours of the school day.
4. Students should make full and constructive use of each class period.
5. Each student must assist the teacher in keeping the classroom clean, orderly and appealing for learning.
6. Students are expected to quietly listen to ALL P.A. announcements.

7. Students are expected conduct themselves in a manner that is cooperative and compliant with any faculty or staff member.
8. Students are responsible for knowing the expectations outlined in this handbook.
9. Students must properly display their school identification badge while on school property.

FOR THE BUILDING AND GROUNDS

1. Students may not eat or drink in the hallways, locker rooms, or restrooms. Students found with open food or drink containers in these areas must dispose of them or give them to the requesting staff member.
2. Students are NOT TO ENTER HALLWAYS DURING LUNCH WHERE CLASSES ARE IN SESSION except for going directly to and from lunch and their classroom.
3. Smoking on school grounds IS NOT PERMITTED.
4. Students participating in school sponsored after-school activities MUST report to their activity area by 3:05 pm and LEAVE campus by immediately after the activity unless their sponsor or coach has made other arrangements. Unsupervised students found in and around the building after 3:05 pm may be subject to disciplinary action or police arrest.
5. Loud noises or talking, running and general horseplay in the building is a sign of disrespect for the school, staff members and other students.
6. School employees and students are expected to respect one another and work cooperatively to provide the best educational environment possible.
7. Students are not allowed to leave the school building or campus without specific permission from the administration of the school.
8. Students are expected to properly use and secure their teacher assigned locker.
9. All students arriving prior to 8:45 am must report to the Commons Area to await admission into the building. Doors will remain locked until this time.
10. Sharing lockers is not permitted. Tech School students will obtain lockers through the Guidance Office.

REPORT CARDS

A report card with grades, teacher's comments, and school attendance record will be mailed to you at the end of each ten weeks of school. At the end of each quarter, grades will be compiled and a letter grade given for each class. **GRADUATION CREDIT WILL BE FIGURED ON SEMESTER BASIS.**

CLASSIFICATION CREDIT STANDINGS

FRESHMEN	-	0 - 5.5 CREDITS
SOPHOMORES	-	6.0 – 11.5 CREDITS

JUNIORS	-	12.0 – 16.5 CREDITS SENIORS
SENIORS	-	17.0 AND ABOVE CREDITS

(Plus all graduation requirements-see Page 1)

MISSOURI ASSESSMENT PROGRAM

END OF COURSE (EOC) ASSESSMENTS

The EOC Exam is Missouri's assessment for high school students. The test is administered to students in the four core subject areas (math, science, English, social studies). Students are tested based on the courses they are taking. EOC exams provide a valid and reliable method for assessing students' knowledge of Missouri's Course-Level Expectations (CLEs). The results of these tests are included in the student's final grade for the second semester.

SCHOOL UNIFORMS

Students are required to adhere to the dress policy set forth by district policy. The uniform consists of khaki bottoms. Uniform tops may be red or white **and must be collared**. In cooler weather, sweaters and jackets are acceptable as long as the school uniform is visibly worn underneath. Jennings school spirit apparel is acceptable as long as it otherwise complies with the district dress code.

STUDENT DRESS CODE

Students are not permitted to wear:

1. Any type of headgear or covering (hats, sweatbands, bandanas, scarves, wave caps, nets, hoods, etc.). These items are not to be carried around the school.
2. Any article of clothing displaying obscene or inappropriate printing (i.e., gangs, alcohol, tobacco, drugs, weapons, harassing, obscene, vulgar, lewd or prejudice) either explicit or implied.
3. Pajamas, revealing tops (midriff or cleavage), or any clothing which shows undergarments. (Shoulder straps must be 3 fingers wide.)
4. Clothing or items which are themselves evidence of membership or affiliation in any gang.
5. Shorts or skirts that are not at least fingertip length when the student's arms are placed at their side. Any shirts falling *below* a student's fingertips must be tucked in.
6. Clothing which sags (the waistband of pants, skirts, or shorts must be secured above the waist).
7. Any clothing that is distracting or disruptive to the learning environment and school climate.
8. House shoes, flip-flops, **sliders**, or bare or sock feet.
9. Decorative jewelry that is inappropriate or dangerous (i.e., sunglasses, chains, spiked items, dog collars).
10. Students are not permitted to wear these items alone:
 - Tube tops, spaghetti straps, tank tops, cut-offs, midriffs, muscle shirts.

- Tights, spandex, leggings. (Must be worn with shorts/skirts/dresses that meet dress code requirements.)
- See through clothing (Including sleeves, tops, legs, and backs).

Understand that all students are subject to any additional dress codes determined by this school or district based upon changes in fashion or issues within the school or community.

ELECTRONIC DEVICES

Electronic devices such as iPods, music players, video game players, or their accessories are not needed at school during the school day and should not be brought to school. Students who bring these items to school do so at the risk of having the item confiscated by staff members, lost, or stolen. The high school is not responsible for the theft of these items.

CELL PHONES

Students may possess their cell phones at school. **Using these devices during the school day however, is prohibited.** These devices and their accessories must remain turned off and be kept out of site. Students are responsible for turning off their cell phones and putting them away upon entering the school building. They may turn their phones on again once out of the building after the school has been dismissed. The school is not responsible for the loss or theft of these items. **Jennings School District has established a policy of no cell phone use, at any time, in the restrooms, locker rooms, or any area used for dressing or changing clothes.**

STUDENT EMPLOYMENT

Any student needing a work permit may pick one up in the counselor office. Working students are expected to be prepared for learning; on time each day. They should understand that the school will not allow early releases or late arrivals because of the student's work schedule. Students will not have discipline consequences scheduled around their work schedule. The education of all students is the first priority.

GUIDANCE SERVICES

The purpose of the guidance program is to help students achieve self-understanding, relate to their environment, and plan for the future. Students are encouraged to use the counselor's help for the following services:

1. Program planning in order to meet graduation requirements and career planning.
2. Testing and interpretations of test scores.
3. Confidential discussion of personal, social and academic problems.
4. Understanding of student's confidential records in his cumulative folder.
5. Assistance with educational and vocational plans for the future.
6. Conflict resolution through individual counseling or peer mediation.

STUDENT IDENTIFICATION BADGES

All students are required to wear their current school identification cards during school hours.

Students must present their school I.D. cards to enter after school activities such as sporting events, dances, plays, musicals and all school sponsored events. Replacement cost for lost ID cards is \$1.50. Students who fail to produce an I.D. will be fined and a new card will be issued.

HALL PASSES

Students in the hall during class time must have a hall pass from a teacher or administrator or be considered skipping. Students will not be allowed a restroom or water break within 10 minutes of a passing period. Altering a pass is considered forgery.

BOOKS

Students are responsible for keeping up with their textbooks and returning them with minimum damage. Lost books must be paid for before a replacement can be issued. The school will not allow students to receive their diplomas or transfer their records until all of their book fines have been cleared. If a lost book is returned while the book is still being used by the school a refund will be made to the student.

LOST AND FOUND

All articles found in the building or on the grounds should be turned in at the office. Care of your own possessions is part of your education. Do not leave things where someone else may pick them up.

1. Do not bring things of unusual value to school.
2. Label your possessions with your name.
3. Do not leave money or valuables unsecured.

TELEPHONE SERVICE

Parents should call the main office for students only in an emergency. Students may be called to the office at the end of the day to pick up the message from their parent only. An emergency is a death in the immediate family or sudden severe illness where the student's assistance is required. Students may use office telephones for calls with the approval of an administrator or counselor. Students may use office phones for emergency calls. ***Parents should not contact students on their cell phone during the school day. Doing so does not invalidate disciplinary actions for violating the building's policy on cell phone use.***

INSURANCE

Group insurance for protection against loss caused by accidents at school is provided for all students. Students engaged in athletics **MUST** have this insurance unless covered by insurance in the home. This is a minimal amount of insurance coverage. Additional coverage is the individual family's responsibility.

ACCIDENTS

Every accident in the school building, on the school grounds, or pertaining to any school sponsored activity **MUST** be reported immediately to the person in charge as soon as possible. Detailed information must be given so the person in charge can submit the required written forms to the office. This is the student's responsibility, and is for the student's benefit as well as the schools. (For example: Don't wait until you have to file an insurance claim form with a doctor, before you report the accident to the person

in charge at the school.) Claim forms are available in the main office.

HEALTH SERVICE

The school health program is based on health instruction, maintaining a wholesome environment, and health service. Health programs are planned with the thought of teaching good health habits as well as for health appraisal. Health services include vision screening, dental programs, hearing testing and nutrition programs. Parents are notified by telephone, letter, or personal contact of any necessary referrals found through the health program.

Prescription medication, brought in the prescription container, properly labeled and accompanied by a note signed by a parent or guardian requesting the medication be given, will be kept in the Health Office. The student will be responsible for reporting to the nurse for the medication. Students are discouraged from bringing medication to school unless absolutely necessary.

It is understood that at times it is necessary to exclude a student from participating in physical education classes. If this is necessary for a period OVER THREE DAYS, it is required that the student bring a note from the doctor specifying the reason and period of time involved. It is to be noted that health related exclusions must be updated regularly. They will not be accepted to run from one year to another. (These notes are to be brought to the Attendance Office and they will be turned over to the nurse for filing.)

SPORTS, CLUBS & ORGANIZATIONS

SPORTS: FALL-Football, Volleyball, Softball, Cross Country, Cheerleading,

WINTER-Basketball (Girls & Boys), Cheerleading,

SPRING- Baseball, Girls Soccer, Track (Boys & Girls)

CLUBS & ORGANIZATIONS: Student Council, National Honor Society, Art Guild,

Future Business Leaders of America (FBLA), Mock Trial Team,

Family Career Community Leaders of America (FCCLA), Abstinence by Choice (ABC), Big Brother/Big Sister, Instrumental Music and Vocal Music,

Speech & Drama Team, Publications/Yearbook, JROTC: Color Guard, Rifle Team, Drill Team

MENTORING & MOTVATIONAL ACTIVITY PROGRAMS: Adopt – A- Student, JHS Work Force Incentive Act Program, Incorporation-Infinite Scholars Program, Upward Bound, Preferred Family Healthcare Team of Concern, Warriors Ambassadors

SPORTSMANSHIP

Good sportsmanship is something everyone strives for. Being a gracious winner as well as a good loser sets some people apart from the crowd. Here at Jennings, we hope everyone will be a good sport.

Here is a spectator's Code of Ethics:

1. Be cooperative and show good sportsmanship at all times.
2. Respect the referee's decisions.
3. Never Boo --- even though you do not agree.

4. Be courteous to visiting teams and coaches.
5. Refrain from using profane language.
6. Be a quiet as possible during free throws at basketball games.
7. Be graceful losers as well as graceful winners.
8. Please put all refuse in disposal containers at exits.
9. Respect the property of the local school.
10. Do not bring soda into the gymnasium at basketball games.
11. Do not smoke on school property.
12. Leave immediately after games -----DO NOT LOITER!
13. Treat departing teams and guests in a respectful manner.

ATHLETICS

Sports are open to all boys and girls who wish to try out for them, providing:

1. Each student must pass a physical examination. Forms may be obtained through the Athletic Director's Office.
2. Parents must furnish the school with their written permission for each student to participate.
3. Each student must have passed six (6) classes the preceding semester and be enrolled in six (6) classes the current semester.
4. Each student must be covered by insurance either at school or at home.
5. Students on Activity (Effort) Suspension cannot participate in or attend practice or games.
6. Amendment to MSHSAA By-Law 212.0, Citizenship Requirements, to provide that a student having an unexcused absence on a given day may not be eligible to participate in an interscholastic contest/event until he/she has attended a full day of classes (or has an excused absence from class) without an unexcused absence.
7. **Students who aspire to participate in college athletics at the Division I and II Levels must apply and be cleared by the NCAA Clearing House. All student athletes should consult their guidance counselor for details.**
8. All students and parents are to understand that participation in sports is a privilege, not a right.

DATES TO REMEMBER**JENNINGS EDUCATIONAL TRAINING SCHOOL****2013-2014 SCHOOL YEAR (Tentative)**

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1ST QUARTER

- Mon., August 11 - 1st Day of School
- Thurs., Aug. 29 - JETS Open House – (6:00 – 8:00 pm)
- Mon., Sept. 1 - **NO SCHOOL**, Labor Day
- Fri., Oct. 11 - *End of 1st Quarter*

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2nd QUARTER

- Sat., Oct. 12 - Homecoming
- Thu., Oct. 24 - **NO SCHOOL**, Staff Development Day
- Fri., Oct. 25 - **NO SCHOOL**, Parent/Teacher Conf. 11:00a.m.-7:00p.m.
- Nov.11 – Nov.15 - Fall EOC Testing
- Nov. 27,28,29 - **NO SCHOOL**, Thanksgiving Holiday
- Fri., Dec. 20 - *End of 2nd Quarter/1st Semester*
- Dec. 23-Jan. 3 - **NO SCHOOL**, Winter Break

3rd QUARTER

- Mon., Jan. 6 -- **NO SCHOOL**, Staff Development Day
- Tue., Jan. 7, 2014 - Return to School
- Mon., Jan. 20 - **NO SCHOOL**, Martin Luther King Day
- Fri., Feb. 14 - **NO SCHOOL**, Staff Development Day
- Mon., Feb. 17 - **NO SCHOOL**, President's Day (or Snow Make Up Day)
- March -14 - **NO SCHOOL**, Spring Break
- Fri., Mar. 21 - *End of 3rd Quarter*

4th QUARTER

- Fri., Mar. 28 - **NO SCHOOL**, Parent/Teacher Conf. 11:00a.m.-7:00p.m.
- Fri., Apr. 18 - **NO SCHOOL**, Spring Recess Day
- Mon., Apr. 28 - Spring EOC Testing Begins and Continues through May 16
- Mon., May 26 - **NO SCHOOL**, Memorial Day
- Thurs., May 29 - **LAST DAY OF SCHOOL**