

# 2023-2024 HANDBOOK



**J. EVERETT LIGHT**  
CAREER CENTER



## 2023-2024 Calendar

### First Semester

July 31 .....Teacher Workdays, No Students  
 August 3 ..... First Day of School for Students  
 August 14 .....Back To School Night  
 September 4.....No School, Labor Day  
 September 20 .....eLearning Day for NC Students Only  
 October 6..... End of quarter One  
 October 9-13.....No School, Fall Break  
 November 7.....eLearning Day for NC Students Only  
 November 20-24..... Thanksgiving Break  
 December 21 ..... End of Quarter Two  
 December 21 ..... End of Semester One  
 December 22..... Teacher Workday, No Students  
 December 25 January 5.....Winter Break

### Second Semester

January 8. ....Teacher Workday, No Students  
 January 9.....First Day of Semester Two for Students  
 January 15.....Martin Luther King Jr. Day No School  
 February 19.....No School, Presidents Day  
 March 6.....eLearning Day for NC Students Only  
 March 8..... End of Quarter Three  
 April 15.....Spring Break  
 April 17.....eLearning Day for NC Students Only  
 May 23.....Last day of School for Students  
 May 23..... End of Quarter Four  
 May 24..... Teacher Workday, No Students  
 May 27.....No School Memorial Day

“J. Everett Light Career Center operates under the Policy Manual of the MSD Washington Township. Based on a student’s course of study additional, or unique rules may apply in accordance with each individualized CTE program.”

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

Main Number 317-259-5265      Fax Number 317-259-5298

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

Director . . . . . Shawn Wright-Browner  
Assistant Director . . . . . Brian Funk  
Supervisor . . . . . Carrie Dodd  
Supervisor . . . . . Nicole Cooper  
Supervisor . . . . . Diane Steffey  
Supervisor, Community and Continuing Ed . . . . . Todd DeLey  
Asst. Supervisor, Community and Continuing Ed . . . . . Ryan LaPlante  
Special Services Coordinator . . . . . Brittany Kirschner

### **Career-Technical Instructors**

Animation/Film Production . . . . . Tyler Hindman  
Automotive Collision Repair . . . . . Jonathan Heller  
Automotive Maintenance/Detailing . . . . . Andrew Rice  
Automotive Service Technology . . . . . Dana Wilcox  
Cosmetology - JEL . . . . . Amy Savka, Katja Linville  
Cosmetology - Lebanon . . . . . Mitzi Riddle  
Culinary Arts . . . . . Brad Nehrt, Seong-Oea Bien, Vikki Massie  
Dental Careers . . . . . Michelle Talbott  
Digital Designs & Advertising . . . . . Kristine Key  
Education Professions . . . . . Sheri DeWitt  
EMT . . . . . Nickole Milewski  
Health Careers, CNA . . . . . Tami Way, Beth Downs  
Instructional Coach . . . . . Laura Jones  
Intro to Culinary Arts (NCHS) . . . . . Anthony DiGiusto  
I.T. Pathways . . . . . John Aguilera  
Intro to Cosmetology . . . . . Megan McCullough



## **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. Career-Technical Education 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.*

## **JEL 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.*

## **MSDWT MISSION STATEMENT**

*The mission of Washington Township Schools is to develop lifelong learners and globally-minded citizens by fostering the academic, creative, and social skills needed to achieve excellence in a multicultural environment.*

## **ACCIDENTS AND INSURANCE**

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

### **Student Insurance Plans**

The school district has selected a Student Insurance Plan to make affordable coverage available to parents. Coverage may be purchased at any time during the school year. Go to [www.studentinsurancekk.com](http://www.studentinsurancekk.com) for more information.

## **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 school year 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 ext. 44010.

# ATTENDANCE

Good attendance and punctuality are vital components for success in classes at the J. Everett Light Career Center. If a student is absent from a sending school, the CTE instructor will provide meaningful work during this time to provide a continuity of instruction. The Career Center honors sending school breaks. If a student is absent from the Career Center, due to a break at the home school, there must be a call made to the J. Everett Light Career Center attendance office communicating the reason for absence. Otherwise the absence will be considered unexcused.

## Excused Absences:

All students absence require a call from a parent/guardian to the Attendance Office at 317-259-5265, extension 44555. 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:

Pursuant to I.C. 20-33-2-3.2

- Exhibiting at the State Fair
- Serving as a page for state legislature
- Major religious holidays
- Home school is closed due to inclement weather
- School sponsored activity (requested by home school personnel)
- Doctor or dental appointment
- Driver's test (one absence only)
- College visitation (two days allowed)
- Precinct worker
- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family Funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

## eLearning Days

eLearning days, also known as At Home Learning days, may be used in the event of inclement weather or other special circumstances so that learning can continue without the need to be at school. These days will involve the student completing school work at home and could include the student using their school-issued device. While many of these activities may require a network connection, ample time will be given to students for completing their assignments if they do not have access to a network connection.



## TARDY POLICY

Students arriving to school after 8:35 a.m. for morning classes or arriving after 12:49 p.m. for afternoon classes “ARE REQUIRED TO REPORT TO THE FRONT OFFICE, UTILIZING THE FRONT ENTRANCE ONLY”. 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.

Tardy #1: Warning, counseled by CTE instructor

Tardy #2: Warning, counseled by CTE instructor

Tardy #3: Teacher calls home and communicates with parent/guardian

Tardy #4: Teacher calls home and assigns detention

Tardy #5: Teacher calls home and assigns detention

Tardy #6: Teacher completes a referral in Skyward and sends student to Assistant Director. Assistant Director assigns a Saturday detention and makes parent contact.

Tardy #7: Teacher assigns detention

Tardy #8: Teacher assigns detention

Tardy #9: Teacher completes a referral in Skyward and sends student to Assistant Director. Assistant Director assigns a Saturday detention and schedules parent conference. Student will be placed on behavioral and attendance probation.

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.

*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.*

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

### 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. They will be referred to the Assistant Director for disciplinary action.*

Students can earn 100% credit for work missed while on suspension. Students can make up work at 100% at one day for each excused day absent. Under extenuating circumstances, and at teacher's discretion, additional time may be allowed. Make-up work will be given at a minimum of 75% credit if completed by a reasonable time determined by the teacher. If students are absent, they may not earn credit for in class activities or labs missed as a result. Alternative assignments may be assigned.

Dual credit institution's grading requirements may differ.

**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*.

## **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.

Request an early dismissal for an appointment:

Call or e-mail Receptionist, Cathy Fislar, 317-259-5265, Ext 44050 or Attendance Secretary, Kimberly Bolden, 317-259-5265 x44555.

All doctor excuses may be emailed to: kbolden@msdwt.k12.in.us

Leave the following information:

- Parent/Guardian Name
- Parent/Guardian Phone Number
- Name of Child, spell first and last name
- Date of Early Dismissal
- Time of Early Dismissal
- Reason for Early Dismissal

## **RIGHTS AND RESPONSIBILITIES**

### **WHEN AND WHERE THE STUDENT CODE OF CONDUCT (SCC) APPLIES**

The SCC applies to students at all times while they are on school property during school hours and immediately before and after school and at any school-sponsored event, including field trips. Incidents that occur off school grounds are generally not addressed by the SCC. However if it is determined that students have engaged in cyberbullying during non-school hours and the behavior seriously affects the climate and safety of other students in the school, administrators may implement intervention or disciplinary responses included in the MSDWT Student Code of Conduct.

MSDWT recognizes that additional steps must be taken when students with disabilities are disciplined. The SCC requires principals and school staff to follow state and federal laws concerning the discipline of students with disabilities. MSDWT is also committed to providing a free and appropriate education unhindered because of race, religion, national origin, gender, gender identity, sexual orientation, disability, economic status, and other personal characteristics, or any reason not related to their individual capabilities.

### **RIGHTS AND RESPONSIBILITIES OF THE SCHOOL COMMUNITY**

MSDWT is committed to creating positive school climates where students, parents/ guardians, and all staff work together respectfully to maintain a safe and orderly learning environment focused on teaching and learning. Students have a right to a disciplinary process that is consistent, fair, and equitably applied. Our schools are the safest and the most successful when everyone - students, parents/guardians, and staff alike - hold a set of responsibilities that promotes successful collaboration and respect for each other's roles, and all are invested in preventative and restorative discipline practices.

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **Student Rights**

### **Students have the right to...**

- A public education unhindered because of race, religion, national origin, gender, gender identity, sexual orientation, disability, economic status, and other personal characteristics or any reason not related to their individual capabilities.  
An orderly, safe school and classroom environment that will promote learning for all students.
- Be treated courteously, fairly and respectfully by other students and school staff.
- Be informed about the reason for a disciplinary decision.
- Have school staff or an administrator present if police are called and have a parent or guardian notified of the nature of the investigation and other details as appropriate.
- Receive staff responses that address their social/emotional needs.
- Be explicitly taught how they can best demonstrate positive behavior and follow expected routines.

## **Student Responsibilities**

### **Students have the responsibility to...**

- Attend school daily, be on time, be prepared for class, and complete assignments to the best of their ability.
- Be responsible for the decisions they make in the classroom and at school related activities.
- Know and follow school rules and instructions given by all school staff.
- Tell school staff about any dangerous behavior or activity that occurs on school grounds or off school grounds if it may result in disruption to the educational setting.
- Keep parents or guardians informed of school-related issues and give them any materials intended for parents or guardians sent home with students by the school.
- Respect school property, community property, and the property of others.
- Ensure that their conduct contributes to a safe environment while being transported to and from school.

# **PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES**

## **Parent/Guardian Rights**

### **Parents/Guardians have the right to...**

- Be actively involved in their children's education.
- Be treated courteously, fairly and respectfully by all school staff.
- Have access to information about the policies of the Board and be provided procedural safeguards that relate to their children's education.
- Obtain regular reports, written, oral, electronic (via email/phone) from school staff regarding their children's academic progress or behavior, including but not limited to report cards, behavior progress reports and conferences.
- Visit their child's classroom by pre-arranging a mutually-agreed upon time with the teacher.
- Receive information and prompt notification of inappropriate or disruptive behaviors by their children and disciplinary actions taken by school staff.
- Have access to information and be provided procedural safeguards about due process for disciplinary matters concerning their children, including information on conferences and appeals.  
Receive information from school staff about ways to improve their children's academic or behavioral progress, including but not limited to counseling, tutoring, after-school programs, academic programs and mental health services within MSDWT and the community.
- Receive information about services for students with disabilities and English language learners, when applicable.  
Request school communication be translated into their native language.
- Serve as collaborative decision making partners alongside school staff.

## **PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES**

### **Parent/Guardian Responsibilities**

#### **Parents/Guardians have the responsibility to...**

- Make sure their children attend school regularly and on time and report any absences to the school.
- Inform school officials about any concerns or complaints in a respectful and timely manner.
- Be respectful and courteous to staff, other parents, guardians and students while on school premises.
- Work with school staff to address any academic or behavioral problems their children may experience.
- Support their children's education by talking with their children about school, expected behavior, and the importance of following/-meeting those expectations.
- Read and become familiar with the policies of the Board, administrative regulations and this Code of Conduct.
- Keep all student and family information updated in Skyward, including contact information, addresses, emergency contacts, and students' medical information and communicate updates to their children's individual school.
- Respect other students' and families' privacy rights.
- Regularly check Skyward for their children's grades and updates from teachers as well as read all documents sent from school.

## **STAFF RIGHTS AND RESPONSIBILITIES**

### **• Staff Rights**

#### **Staff members have the right to...**

- Work in a safe, secure, and orderly environment.
- Be treated courteously, fairly, cooperatively and respectfully by students, parents or guardians and other school staff.
- Receive supportive professional development and training.
- Receive the necessary resources to deliver quality instruction.
- Training to support the understanding of the Code of Conduct, implementation of positive behavior supports, and other interventions to maintain a positive school climate.
- Carry out disciplinary action consistent with the Code of Conduct and established administrative rules and expectations when student behavior is disruptive.

### **Staff Responsibilities**

#### **Staff members have the responsibility to...**

- Maintain safe and orderly schools by using proactive and culturally responsive prevention and intervention strategies.
- Explicitly teach, re-teach, and model clear behavioral expectations to all students.
- Be respectful and courteous to students, parents and guardians, other district employees, and visitors.
- Be knowledgeable about District policies, administrative expectations, and school rules, and enforce them fairly and consistently.
- Communicate policies, expectations to families in an education jargon-free manner.
- Respond in a timely manner to parent/guardian and student concerns in an education jargon-free manner.
- Identify and respond to students' social, emotional, and/or behavioral health needs, including referring students for additional support.
- Provide makeup work for students when absent, including those students who are absent for disciplinary reasons.
- Participate in required professional development opportunities.

## **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 2023 Back-To-School Night is on August 21, 2023 beginning at 7:00 p.m.

## **BOOKS/FEES/TUITION**

Secondary students enrolled in high schools participating with JELCC will be charged for books and fees through their home schools.

## **BREAKS**

Each 3-hr program 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. Dispose of ALL food and drink prior to exiting break area.

## **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 differences in the home school calendars.

## **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 receive no credit on the assignment and will not receive an opportunity to make up the work for a grade. Teacher will document in Skyward and call parent/guardian.

A student caught cheating for the second time will receive no credit on the assignment and will not receive an opportunity to make up the work for a grade; Teacher will document in Skyward student meets with teacher, parent and assistant director.

Students' use of artificial intelligence and all of its extensions, like ChatGPT, without a teacher's permission should be considered academic dishonesty along the lines of cheating, plagiarism or copying someone else's work.

Cheating consequences are cumulative by semester.

## **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 Learning Lounge, 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 on the download section of the MSDWT website.

## **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.
- 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, and comparable activities. The current exception to this rule “may be made by school administration on an individual basis for a bona fide religious, medical or other appropriate reason,” according to the policy.
- 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 sweat pants or a t-shirt. “A ziptie may be issued to hold up pants worn below the waist. A student may call a parent for appropriate clothing. 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 in an industry standard uniform to be determined by the instructor. 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.

**1st Offense-** Student not in uniform will be sent to the JEL Learning Lounge to complete an alternative assignment assigned by the instructor.

**2<sup>nd</sup> Offense-** Student not in uniform will be assigned to the JEL Learning Lounge 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 may be assigned a community service assignment by the Assistant Director.

**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 front window/driver side of their 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 and on JEL website. North Central students must obtain their parking permits at their school.

“Please fill out a Request for Parking Permit form along with proof of 1) Driver License, 2) car registration and 3) car insurance. Return all documents to the JELCC bookstore with your \$10.00 processing fee to obtain a parking sticker. Each student operating a motor vehicle must obtain a parking sticker and display it inside the front window on the driver side of his/her vehicle. \*\*\*JEL sending students only.”

A temporary pass may be issued for a \$5.00 fee in the JEL Bookstore. 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, vape cigarette, 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 "C" 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 Supervisor of Program Development, Diane Steffey, for more information.

### General Requirements to earn credits listed:

- Meet general entrance requirements for the postsecondary institution
- An entrance test knowledge assessment, if applicable
- Complete both semesters of the JEL class
- Earn a C grade or higher for each semester

### Cost of dual credit classes:

- Ivy Tech  
No charge
- Vincennes University  
No charge

**2023-2024 School Year  
Dual Credits & Certifications**

Program	Dual Credit Available*	Certifications Available*
Animation & Film Production (1st yr)	VU BCST 102 3 cr. VU BCST 120 3 cr. VU BCST 140 3 cr.	Adobe Certified Associate - Premiere Pro NOTE: Three ACA exams are required in order to count toward Graduation Pathways
Animation & Film Production (2nd yr)	VU BCST 206 3 cr.	
Automotive Collision Repair & Refinishing (1st yr)	Ivy Tech AUBR 100 3 cr. Ivy Tech AUBR 103 3 cr. Ivy Tech AUBR 101 3 cr.	SP2 Certificates: Collision Safety, Collision Pollution Prevention, Ethics and You in the Automotive Industry, Developing Effective Communication Skills ASE Collision Repair And Refinish: Painting and Refinish(B2), NonStructural Analysis and Damage Repair (B3), Structural Analysis and Damage Repair (B4), Mechanical and Electrical Components (B5)
Automotive Collision Repair & Refinishing (2nd yr)	Ivy Tech AUBR 100 3 cr. Ivy Tech AUBR 103 3 cr. Ivy Tech AUBR 101 3 cr.	I-CAR nonstructural, I-CAR paint and Refinish
Auto Maintenance & Detailing (1st yr)	Ivy Tech AUTI 100 3 cr. Ivy Tech AUTI 121 3 cr. Ivy Tech AUTI 122 3 cr. Ivy Tech AUTI 145 3 cr.	ASE - Automobile and Light Truck Technician : Engine Repair (A1), Automatic Transmission/Transaxle (A2), Manual Drive Train and Axles (A3), Suspension and Steering (A4), Brakes (A5), Electrical/Electronic Systems (A6), Heating and Air Conditioning (A7), Engine Performance (A8), Auto Maintenance and Light Repair (G)
Auto Maintenance & Detailing (2nd yr)	Ivy Tech AUTI 131 3 cr. Ivy Tech AUTI 141 3 cr.	Training & Skills Competency Guarantee Mechanical Pollution Prevention & Mechanical Safety
Automotive Service Technology (1st yr)	Ivy Tech AUTI 100 3 cr. Ivy Tech AUTI 121 3 cr. Ivy Tech AUTI 122 3 cr. Ivy Tech AUTI 145 3 cr.	Shipping Hazardous Materials, Mechanical Pollution Prevention & Mechanical Safety, Automotive Service Excellence Student Certification, S/P2 SoftSkills Certification
Automotive Service Technology (2nd yr)	Ivy Tech AUTI 131 3 cr. Ivy Tech AUTI 141 3 cr.	
Business - Principles of Business	Ivy Tech BUSN 101 3 cr.	
Cosmetology (1st yr)	VU COSM 100 7 cr. VU COSM 150 7 cr.	
Cosmetology (2nd yr)	VU COSM 200 7 cr. VU COSM 250 9 cr.	Indiana State Board of Cosmetology, State of Indiana License
Culinary Arts (1st yr)	Ivy Tech HOSP 101 2 cr. Ivy Tech HOSP 104 3 cr.	ServSafe Manager Certification, Pro-Start National Certificate
Culinary Arts (2nd yr)		
Dental Careers (1st & 2nd yr)		*National Entry Level Dental Assistant (NELDA) - DANB Infection Control, DANB Anatomy, Physiology, & Morphology, DANB Radiation Health & Safety American Heart BLS
Digital Designs & Advertising (1st yr)	Ivy Tech VISC 101 3 cr. Ivy Tech VISC 102 3 cr. Ivy Tech VISC 115 3 cr.	Adobe Certified Associate (ACA)- ACA Specialist (Illustrator) Adobe Certified Associate (ACA)- ACA Specialist - (Photoshop) Adobe Certified Associate (ACA)-InDesign NOTE: All three exams are required in order to count toward Graduation Pathways
Digital Designs & Advertising (2nd yr)		
Education Professions (1st yr)	Ivy Tech EDUC 100 3 cr. Ivy Tech EDUC 121 3 cr. Ivy Tech EDUC 201 3 cr.	CPR (recognized but not a graduation qualifier)
Education Professions (2nd yr)	Ivy Tech EDUC 230 3 cr. Ivy Tech EDUC 233 3 cr.	Paraprofessional Certification
EMT (1st yr)	Ivy Tech PARN 102 75 cr. Ivy Tech HLHS 100 3 cr. Ivy Tech HLHS 101 3 cr. Ivy Tech HLHS 102 3 cr.	Emergency Medical Technician - Basic Emergency Medical Responder (EMR) AHA BLS CPR Certification for Healthcare Providers (recognized but not a graduation qualifier)
EMT (2nd yr)	*Courses may vary by location	
Health Care Careers, CNA Prep (1st yr)	Ivy Tech HLHS 107 5 cr. Ivy Tech HLHS 113 3 cr. Ivy Tech HLHS 101 3 cr.	ISDH Certified Nursing Assistant (CNA) Certification AHA BLS CPR Certification for Healthcare Providers (recognized but not a graduation qualifier)
Health Care Careers, CNA Prep (2nd yr)		
IT Pathways (1st yr)	Ivy Tech INFM 109 3 cr. Ivy Tech SDEV 120 3 cr.	
IT Pathways (2nd yr)	Ivy Tech ITSP 175 3 cr. Ivy Tech DBMS 110 3 cr.	
Law Enforcement (1st yr)	VU LAWE 100 3 cr. VU LAWE 101 3 cr. VU LAWE 145 3 cr. VU LAWE 150 3 cr.	Certified Jail Officer CPR, AED, Basic First Aid, NIMS, FEMA
Law Enforcement (2nd yr)		
Medical Assisting (1st yr)	Ivy Tech HLHS 100 3 cr. Ivy Tech HLHS 101 3 cr. Ivy Tech HLHS 102 3 cr.	Certified Clinical Medical Assistant (CCMA) through the National Healthcare Association (NHA) AHA BLS CPR Certification for Healthcare Providers National Consortium for Health Science Education Certification (INCHSE)
Medical Assisting (2nd yr)	*Courses may vary by location	
Music & Sound Production (1st yr)	VU BCST 102 3 cr. VU BCST 120 3 cr. VU BCST 140 3 cr.	Avid Certified User- Pro Tools
Music & Sound Production (2nd yr)		
PLTW: Intro to Eng. Design (IED)	Ivy Tech DESN 101 3 cr. Ivy Tech DESN 113 3 cr.	
PLTW: Principles of Engineering (POE)	Ivy Tech DESN 104 3 cr.	
Veterinary Careers (1st yr)	Ivy Tech AGRI 107 3 cr.	
Veterinary Careers (2nd yr)		
Welding (1st yr)	Ivy Tech WELD 100 3 cr. Ivy Tech WELD 108 3 cr. Ivy Tech WELD 207 3 cr.	American Welding Society (AWS) Certified Welder, AWS SENSE, Entry Level Welder
Welding (2nd yr)	Ivy Tech WELD 208 3 cr.	

\*Dual Credits and Certifications May Vary and are Subject to Change.  
See dual credit course titles at [www.jebc.com](http://www.jebc.com) on each program page. See instructor for up-to-date offerings.  
To be eligible, students must enroll, meet pre-requisites (if any), and meet passing requirements.

## **ENROLLMENT PROCEDURE**

Each participating high school shall be responsible for enrolling and assigning students to the J. Everett Light Career Center.

The Career Center provides informational tours and shadow opportunities each year. Please go to our website to sign up for more information [www.jelcc.com](http://www.jelcc.com).

## **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 their current occupation.

**High School Students:** High School students must be enrolled in and attend classes at one of the participating high schools, private schools, charter schools or be a home schooled students. Participating schools may establish additional criteria. Students may obtain an enrollment form from their school counselors. Enrollment forms are also available at [jelcc.com](http://jelcc.com)

## **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 or semester, the Career Center will send to each student's home high school a letter grade indicating their progress toward a semester grade. The student will also receive a grade report from his/her teacher. The letter grade will be:

A	Superior	C	Average	F	Failure
B	Above Average	D	Below Average	I	Incomplete

## 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. A Rx label serves this purpose.
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.

See [www.msdt.k12.in.us>Students&Families>HealthServices>Forms](http://www.msdt.k12.in.us>Students&Families>HealthServices>Forms)

4. Students are not permitted to keep medication in their possession unless the AUTHORIZATION FOR PRESCRIBED SELF ADMINISTRATION AND/OR POSSESSION OF MEDICATION form is on file. JEL honors medication forms on file at the sending school; therefore, this file may be submitted and kept on file at JEL. If medication is to be administered at JEL by JEL staff, AUTHORIZATION FOR PRESCRIBED MEDICATION OR TREATMENT or AUTHORIZATION FOR NON---PRESCRIBED MEDICATION OR TREATMENT form must be on file. MEDICATION FORMS ARE AVAILABLE ON OUR DISTRICT WEBSITE [WWW.MSDWT.K12.IN.US](http://WWW.MSDWT.K12.IN.US) UNDER STUDENTS & FAMILIES > HEALTH SERVICES > FORMS Parents should bring medication 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:*** .....

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.

## **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 JEL Supervisor of Student Services 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 their 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.

### **LEARNING LOUNGE**

The Career Center provides a well-equipped Learning Lounge for students to use. There are computer stations for internet browsing, word processing, career-tech learning, and other job and school-related activities. It is not just about providing quality information resources but also creating and forging experiences that will cultivate and enhance reading for pleasure, and independent learning.

### **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, CLINICALS & JOB SHADOWING**

Students may be placed at training sites in the community anytime during 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.

## **GOVERNOR'S WORK ETHIC CERTIFICATE**

The J. Everett Light Center will issue a Governor's Work Ethic Certificate (GWEC) to qualifying high school seniors, recognizing the invaluable currency of "employability skills." The program is structured to connect employers to their local school district through a College and Career Readiness Advisory Council, (comprised entirely of local educators and employers) establishing a fundamental, collaborative partnership for this program and continued alignment between the business community and our education system.

## **SUPPORT SERVICES**

All students enrolled in a program at the J. Everett Light Career Center have access to support services. JELCC employs full-time administrators and a Special Services 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. There is no cost for any of those 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 their supervision. (This rule 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.
- 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, a cell phone 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

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- 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

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- 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

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Sending School students who are suspended or recommended for expulsion will be consistent with the MSDWT discipline policy regardless of what school they may attend.

### V. OTHER GROUNDS

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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 or vaping 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 to participate in one of the six youth organizations depending on the program in which they are enrolled. The following youth organizations 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)

- Family Career & Community Leaders of America (FCCLA)

- HOSA: Future Health Professionals

- Indiana Association of School Broadcasters (IASB)

- SkillsUSA

- Technology Student Association (TSA)



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.

## **TECHNOLOGY ZONES**

Electronic 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 is 1 zone in the Career Center:

JEL Student breakroom

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

Each CTE program in the career center will be assigned a scheduled 10 minute break period in which students are permitted to use their communications devices. The specific break time for each program will be provided to the instructor by the Assistant Director. During the ten minutes break, students are permitted to use their electronic devices during this time.

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:** Student surrenders communication device to instructor. Communication devices will be returned to the student at the end of the class period.

**Second Offense:** Student surrenders communication device to Assistant Director be claimed by the parent/guardian of the student.

## **YEARLY DRILL PROCEDURES**

The Assistant Director will conduct the following drills throughout the 2023-24 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.
- Ensure 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.

## **Lockdown Drills - one per semester**

Lockdown Drill means an emergency safety procedure in which occupants of the facility remain in a locked indoor space and is used when emergency personnel or law enforcement determine a dangerous person is in the vicinity.

- An announcement will be broadcast over the intercom saying, “Staff, we are in a “Shelter in Place Drills” 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.

## **Indoor Air Quality**

The Director of Operations serves as the district’s Coordinator of Indoor Air Quality. Any questions concerning air quality should be directed to the director of Operations, Ms. Angela Britain-Smith at the H. Dean Evans Community and Education Center, 8550 Woodfield Crossing Blvd. Indianapolis, IN 46240 or at 317-845-9400. (I.C. 16-41-37.5)

## **Family Educational Rights and Privacy Act (FERPA)**

The District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. The District will include information regarding students’ suspensions and expulsions to these agencies and institutions.

School officials, as defined by FERPA may access students’ Personally Identifiable Information (PII) without student or parent consent. For this purpose, school officials includes but is not limited to a teacher, school administrator, district administrator, board member, registrar, counselor, admissions officer, attorney, human resources personnel.

## **School-Issued Devices:**

For the purpose of improving 21st Century Skills in and out of the classroom, students may be assigned a school-issued technology device. The grade level of the student will determine the type of device as well as whether it stays primarily at school or remains with the student.

These devices may be sent home with students in special circumstances such as an eLearning day. Whether the device is being used at home or in the classroom, the device remains the property of M.S.D. Washington Township at all times. Therefore, there is no assumption of privacy. M.S.D. Washington Township reserves the right to inspect student devices at any time during the school year.

Technology, on or off-campus, must be used in accordance with the mission and philosophy of M.S.D. Washington Township as well as the Acceptable Use Policy for Technology as stated in the Student Handbook. Teachers may set additional requirements for use in their respective classes. Misuse of the device may result in disciplinary action.

## **NO FOOD DELIVERIES ALLOWED**

Food cannot be delivered to students during the school day by parents, any person and/or food delivery establishments, including but not limited to Uber Eats, Door Dash or GrubHub. This is to better ensure the security of the school as well as to minimize disruptions to the school day. Also, students are NOT allowed to leave school to get food. Students found leaving school will face disciplinary consequences. Food delivered to students by outside delivery companies will be confiscated. If a student opens an outside door to allow an outside food delivery, they will face disciplinary consequences as that creates a security risk. If you have questions, please contact the Assistant Director.



# J. EVERETT LIGHT

## CAREER CENTER

### **2023-2024 DIRECTORY**

### **Participating & MOU Schools**

#### Carmel Clay Schools- Hamilton County

Dr. Michael Beresford, Superintendent, Carmel Clay Schools  
5201 East 131st Street Carmel, IN 46033  
Phone: 317-844-9961 Fax: 317-844-9965

#### Dr. Tim Phares, Principal, Carmel High School

520 East Main Street Carmel, IN 46032  
Phone: 317-846-7721 Fax: 317-571-4066

#### Hamilton Southeastern School Corporation - Hamilton County

Dr. Yvonne Stokes, Superintendent, Hamilton S.E. School Corp.  
13485 Cumberland Road Fishers, IN. 46037  
Phone: 317-594-4100 Fax: 317-594-4109

#### Mr. Jason Urban, Principal, Fishers High School

13000 Promise Rd. Fishers, IN 46038  
Phone: 317-915-4290 FAX: 317-915-4299

#### Mr. Reginald Simmons, Principal, Hamilton Southeastern H.S.

13910 East 126th Street Fishers, IN 46038  
Phone: 317-594-4190 Fax: 317-594-4199

#### Lebanon Community School Corporation - Boone County

Dr. Jon Milleman, Superintendent, Lebanon Community School Corp.  
1810 North Grant Street Lebanon, IN 46052  
Phone: 765-482-0380 or 317-873-5299 Fax: 765-483-3053

#### Mr. Kevin O'Rourke, Principal, Lebanon Senior High School

510 Essex Drive Lebanon, IN 46052  
Phone: 765-482-0400 Fax: 765-483-3040

#### Noblesville Schools - Hamilton County

Dr. Daniel Hile, Superintendent, Noblesville Schools  
1775 Field Drive Noblesville, IN 46060  
Phone: 317-773-3171 Fax: 317-773-7845

#### Mr. Craig McCaffrey, Principal, Noblesville High School

18111 Cumberland Road Noblesville, IN 46060  
Phone: 317-773-4680 Fax: 317-776-6289

#### Sheridan Community Schools - Hamilton County

Dr. Dave Mundy, Superintendent, Sheridan Community Schools  
509 East Fourth Street Sheridan, IN 46069-1199  
Phone: 317-758-4172 Fax: 317-758-6248

#### Mr. Rick Davis, Principal, Sheridan High School

24185 N. Hinesley Road Sheridan, IN 46069  
Phone: 317-758-4431 Fax: 317-758-2406

#### Washington Township, M.S.D. of - Marion County

Dr. Nikki Woodson, Superintendent, M.S.D. of Washington Township  
8550 Woodfield Crossing Blvd. Indianapolis, IN 46240-2478  
Phone: 317-845-9400 Fax: 317-205-3385

#### Dr. Daniel Mendez, Principal, North Central High School

1801 E. 86th Street Indianapolis, Indiana 46240  
Phone: 317-259-5301 Fax: 317-259-5369

#### Westfield Washington School Corporation - Hamilton County

Dr. Paul Kaiser, Superintendent, Westfield Washington Schools  
322 West Main Street Westfield, IN 46074-9384  
Phone: 317-867-8000 Fax: 317-867-0929

#### Ms. Alicia Denniston, Principal, Westfield High School

18250 North Union Street Westfield, IN 46074  
Phone: 317-867-6800 Fax: 317-867-2909

#### Western Boone Community School Corporation - Boone County

Mr. Rob Ramey, Superintendent, Western Boone Community Schools  
1201 N. SR 75 Thorntown, IN 46071  
Phone: 765-482-6333 Fax: 765-482-0890

#### Mr. Brent Miller, Principal, Western Boone High School

1205 N. State Road 75 Thorntown, IN 46071  
Phone: 765-482-6143 Fax: 765-482-6146

#### Zionsville Community Schools - Boone County

Dr. Rebecca Coffman, Superintendent, Zionsville Community Schools  
900 Mulberry Street Zionsville, IN 46077  
Phone: 317-873-2858 Fax: 317-873-8003

#### Mr. Tim East, Principal, Zionsville High School

1000 Mulberry Street Zionsville, IN 46077  
Phone: 317-873-3355 Fax: 317-873-8002

# Break The Silence



# Report It!

Any parent or student can anonymously report harassment claims to MSD Washington Township Schools via text, phone, email or website.

For instant access to the website simply scan the QR Code below





WASHINGTON  
TOWNSHIP SCHOOLS

**REPORT  
HARASSMENT & DISCRIMINATION**

**Anyone can make an anonymous report to  
MSD Washington Township Schools via**

**text or phone: 317-850-5568**

**Central Security Company**

**email: 1217@ALERT1.US or**

**website: <https://msdwt-in.safeschoolsalert.com>**



# IF YOU SEE SOMETHING SAY SOMETHING!



Report Unusual Behavior To Your  
Teacher or Administrator

Report Incidents Anonymously!

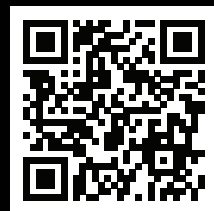
Website: <http://1217.alert1.us>

Email: [1217@alert1.us](mailto:1217@alert1.us)

Text or Call: 317-672-0613

Any parent or student can  
anonymously report  
harassment claims to MSD  
Washington Township  
Schools via text, phone,  
email or website.

For instant access to the website  
simply scan the QR Code below





# FOCUS AREAS

2023-2024

CLASSROOM NORMS ARE EXPLICIT, BRAIN-ALIGNED & REGULARLY REINFORCED

EQUITABLE ACHIEVEMENT

QUITTABLE ACHIEVEMENT

FEEDBACK & REFLECTION

PARTNERSHIPS

PERSONAL LEARNING SAFETY

HIGH EXPECTATIONS

TEACHER/STUDENT RELATIONSHIPS

KINDNESS

FACULTY/STAFF WELL-BEING

URFOCI FOR 2023-24

FISCAL RESPONSIBILITY

RESPONSIBLE

STUDENT PEER TO PEER SELF-DIRECTED SUPPORT

SCHOOL SAFETY COMMUNICATIONS

HIRING AND RETENTION OF A HIGH A QUALITY DIVERSE STAFF



J. EVERETT LIGHT  
CAREER CENTER

# Future Focused

## ***AFTER-HOURS EMERGENCIES***

For all emergencies please call 317-205-3391 Central Security Company.

The MSDWT has an after-hours emergency telephone number to report the following situations: open windows, open doors, unusual smoke, unusual noise, vandalism, loitering, and the ringing of a school's security alarm.

This phone number is also a confidential means of reporting persons who have committed illegal activity on school grounds, including drug use, vandalism, violence, possession of a weapon, etc.

## ***VECTOR SOLUTIONS ALERT SYSTEM - ANONYMOUS REPORTING***

For emergencies, always call 911!

If you are in immediate danger or your tip is in regard to a life-threatening emergency, call 911!

## ***BULLYING, HARASSMENT AND INTIMIDATION TIP***



The language below appears in our Student Drug and Alcohol Testing section:

A student's refusal to submit to a drug and alcohol test or to provide a valid specimen will be considered admission of a violation of the District policy and school rules pertaining to the use and possession of drugs or alcohol. If the laboratory reports the presence of an adulterant in the specimen provided, the District shall deem it a refusal to provide a valid specimen. A violation of this District policy or any school rule will be dealt with in accordance to the District's policy on student suspension and expulsion (Policy 5532).



J. Everett Light Career Center  
1901 East 86th Street • Indianapolis, IN 46240 • 317-259-5265

## NOTICE

The MSD of Washington Township School Corporation of Marion county has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, handicapping condition, and national origin including limited English proficiency.

For further information, clarification, or complaint, please contact:

Civil Rights, Title IX and Section 504 Coordinator

Tim Blom, director of Elementary Education

8550 Woodfield Crossing Blvd.

Indianapolis, IN 46240-2478 • 317-845-9400

Any other information concerning the above policies may be obtained by contacting the corporation superintendent:

Dr. Nikki C. Woodson

8550 Woodfield Crossing Blvd.

Indianapolis, IN 46240 • 317-845-9400