

# JENNINGS HIGH SCHOOL

Home of the Bulldogs

## STUDENT & PARENT HANDBOOK \* 2016-2017

2310 North Sherman Street  
Jennings LA 70546

Main Office: 337-824-0642  
Attendance Office: 337-824-5209  
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**Principal Ben Oustalet**  
Assistant Principal Brent Stantz  
Assistant Principal Rory Myers  
Assistant Principal Donna Moore  
Assistant Principal Wilbert Gilbeaux

Jefferson Davis Parish School Board  
203 East Plaquemine Street \* Jennings LA 70546  
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### WELCOME TO JENNINGS HIGH SCHOOL!

This planner is our basic source of information on policies, curriculum, and organizations. School and school board policies can be reviewed at our office. The information in this planner may change based on federal, state, and parish directives or laws and subject to administrative decisions deemed necessary for effective application of school policy and the overall well-being of our students. The Jefferson Davis Parish School Board (JDPSB) is an Equal Opportunity Agency dedicated to a policy that no person shall on the basis of race, color, creed, religion, sex, age, handicap, health status, or national origin be denied the benefits of an educational program or discriminated against in any educational program or class.

In accordance with our Crisis Management Plan, student safety, and the SWPBIS students will be issued a student id and lanyard each school year. The cost of this id is included in your child's **\$8.00** school registration fee which also includes this handbook and a locker fee. This must be paid by all students.

**Jennings High School Mission Statement**

***Working together to achieve academic excellence in a safe and supportive environment.***

**JENNINGS HIGH ALMA MATER**

Let our voices praise the high school  
That we love so dear.  
While our hearts dream of the memories  
Of our high school years.  
Alma Mater, Alma Mater,  
Echoes through the years.  
As we raise our voices to you, Alma Mater dear.

**BELL SCHEDULE**

7:58	Report to 1 <sup>st</sup> hour
8:04	Tardy Bell/Announcements
8:06 - 8:54	1 <sup>st</sup> Hour
8:59 - 9:47	2 <sup>nd</sup> Hour
9:51 - 10:39	3 <sup>rd</sup> Hour
10:43 - 11:31	4 <sup>th</sup> Hour – High School
10:39 - 11:04	8 <sup>th</sup> RTI/ 7 <sup>th</sup> Lunch
11:04 - 11:30	7 <sup>th</sup> RTI/ 8 <sup>th</sup> Lunch
11:31 - 12:29	4 <sup>th</sup> Hour – Junior High
11:31 – 12:00	RTI High School/ 9 <sup>th</sup> Grade Lunch
12:00 - 12:29	High School Lunch/ 9 <sup>th</sup> Grade RTI
12:33 - 1:21	5 <sup>th</sup> Hour
1:25 - 2:13	6 <sup>th</sup> Hour
2:17 - 3:05	7 <sup>th</sup> Hour
3:05	Dismissal

## JEFF DAVIS PARISH SCHOOL CALENDAR FOR 2016-2017

Aug. 8, 2016 .....	State Professional Development Day
Aug. 9, 2016 .....	Teacher In-Service Day
Aug. 10, 2016 .....	First Day for Students
Sept. 5, 2016 .....	Labor Day
Sept. 6, 2016.....	State Professional Development Day
Oct. 6, 2016.....	Teacher Professional Development Day
Oct. 7, 2016.....	Fair Day
Nov. 8, 2016.....	Election Day
Nov. 21-25, 2016.....	Thanksgiving Vacation
Dec. 21-Jan 3, 2017 .....	Christmas/New Years
Jan. 4, 2017.....	Return to school
Jan. 16, 2017.....	Martin Luther King Day
February 27, 2017 .....	American Heritage Day
February 28, 2017 .....	Mardi Gras
March 1, 2017 .....	Teacher Professional Development Day
April 14-21, 2017.....	Spring Break/Easter
May 24, 2017.....	Last Day for Students

## SIX-WEEK PERIOD REPORTING DATES

Six-Week Period	Progress Reports Issued	Six Weeks Ends	Report Cards Issued
First	August 31	September 20	September 26
Second	October 18	November 3	November 10
Third	December 7	January 6	January 12
Fourth	February 2	February 20	February 24
Fifth	March 20	April 5	April 11
Sixth	May 9	May 25	May 25 (Mail)

## GENERAL STUDENT INFORMATION

### ABSENCES AND TARDINESS

Louisiana state law mandates compulsory school attendance and that a student must be in attendance every school day scheduled by the local school board until their eighteenth (18<sup>th</sup>) birthday. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the students is assigned. Parents will be sent a notification letter on the 3<sup>rd</sup> unexcused absence or tardy and attend a conference with school personnel if deemed necessary. In compliance with new state law pertaining to ACT 745 regarding amendments and reenactment of LA R.S.17:233(B)(1) and LA r.s.17:33(C)and by parish procedures, a student shall be considered habitually absent or tardy as described below:

Students shall not exceed 8 days per semester (high school) 16 days (jr. high) of unexcused absences or occurrences of being tardy. Tardiness consists of a student arriving to school after the tardy bell rings and classes begin for the school day. It shall also include but not be limited to leaving or checking out of school unexcused prior to

the regular scheduled dismissal time at the end of the day but shall not include reporting late to class when transferring from one class to another during the school day. Attendance for high school students shall be kept on a per period basis. The only exception to the attendance regulation shall be extenuating circumstances that are verified by the Director of Child Welfare and Attendance. Only the following shall be considered extenuating circumstances under which absences shall be exempt from provisions of compulsory attendance laws.

1. Extended personal physical or emotional illness as verified by a physician.
2. Extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by a physician.
4. Extended contagious disease within a family as verified by a physician.
5. Prior school system approved travel for education.
6. Natural catastrophe and or disaster.
7. Mandated court appearances as verified by a court official.
8. For any other extenuating circumstances, parents must make a formal appeal.

**Absence Reporting:** Parents or guardians must report student absences by calling 824-0642 or 824-5209 before 8 a.m. Students may not call for themselves. All excuses, written or called in including original doctor/dentist verification, for a student's absence must be presented to the school within 5 days of the student's return to be considered for excused absences. Students who have missed school for a personal illness, a serious illness in the immediate family, a funeral, or a religious holiday, when verified by a guardian, may be allowed to make up missed work. In cases of habitual absences or tardiness, consequences to parent/legal guardian as defined by the new law may include:

1<sup>st</sup> offense shall be punishable by a fine of not more than \$50.00 or the performance of not less than 25 hours of community service. Any subsequent offense shall be punishable in accordance with R.S.17:221(A)(2) which states :”Whoever violates the provisions of the Subsection or R.S. 17:234 shall be fined not more than \$250.00 or imprisoned not more than thirty days, or both.

**Denial of Credit and failure to promote:** When a student has exceeded the allowable days of absence as defined by Bulletin 741, School Administrator's Handbook, and no valid extenuated circumstances are offered by the parents, the principal will recommend the denial of credit to the Director of Child Welfare and Attendance for review. High school students who have exceeded the allowable days absent will be denied semester credit for the course in which they failed to meet the attendance requirements. Seat time will be offered to students prior to them being denied credit.

**Truancy Court:** Truancy Court for the 2016-2017 school year will occur on a regular basis beginning in September 2016. You are hereby notified that your student may be referred to 31<sup>st</sup> Judicial District court, Jeff Davis Parish if he/she exceeds 5 days unexcused absence or unexcused occurrences of being tardy within a school semester or if deemed eligible for referral by the Child Welfare Director, or if no valid excuse according to the criteria for extenuated circumstances as previously stated. Subpoenaed appearance in court will require a \$25.00 dollar court fee per family, parenting classes for guardians, and possible jail time for adults. Saturday Community service for students, the surrendering of driver's licenses by students, and other court directed sanctions. Formal charges will be filled against non-compliant parents or students.

**Arrival Time: Supervision of students begins at 7:30 a.m. daily.** Upon arrival all students shall report to the cafeteria/gym. Cafeteria restrooms should be used in the morning. Students may schedule appointments before school for extra help,

makeup work, assignments, or meetings before 8:00 a.m. Once on campus, a student may not leave for any reason.

**Obtaining admits:** Any student who is absent a full day from school must bring a note the day that he/she returns. The note should state the student's name, dates of absence, and reason for absence. A parent/guardian or doctor must sign the note. The JDP policy states that the school must receive a parent note within three days and a doctor's note within five days for an absence to be considered excused towards truancy. Doctor's notes and school business are the only absences that do not count towards denial of credit. Forging a note will result in serious consequences.

**Sign-In & Sign-Out:** No student may leave school unless a parent, guardian, or designated person comes to the office and signs the student out. Written notes or parent phone calls will not be accepted to allow a student to sign out of school. Any parent or guardian may come to the office and sign an authorization card designating a close relative or friend to accept responsibility for coming to school and signing the student out. Parents can also go to the office prior to the dismissal time to sign out the student. At the time of dismissal the parent or guardian will complete an absence documentation form (this counts as the parent note.) and receive a student admit slip for the next day. Only faculty and staff who are parents or legal guardians of students may sign them out. Students will not leave the grounds without permission from the office, the principal, or his designee. Doing so is viewed as skipping class and shall be dealt with as such.

**Tardiness:** School begins at 8:04 a.m. A student who does not report to school or class on time is tardy. A student should be in class when the bell rings. Tardiness and absences resulting from car trouble will be unexcused unless confirmed by a parent. Notes must be brought the day of the tardy. Students are allowed five morning tardies per semester with parent excuse before they are required to get a doctor's note. Unexcused tardiness is handled by the semester as follows: Students who are tardy five times will be assigned 1 day of ATS (After School Detention). Students who are tardy 10 times will be assigned Saturday School. Students who are tardy 15 times will be suspended from school. Additional infractions will draw more stringent consequences. Tardies count is per semester.

**Attendance Zones:** Each student approved for a school zone transfer shall file a request to attend school out of zone each year with the JDP School Board.

**Accountability:** All students are under school jurisdiction (rules) during school hours, from the time they arrive at school until they leave the school unless extenuating circumstances arise. A student who rides a bus shall be under school rule during parish bus operation times. Students shall be under school rule while attending any school activity. This applies to all students and activities.

**Perfect Attendance:** Students may not miss any minutes (no tardies) during a six-week period to receive six-week rewards. A student must be present 100% of the school days, outside of school business, for him/her to have perfect attendance for that school year.

**Academic Incentives:** Academic incentives in the form of bonus points, prorated according to student performance, may be awarded to students taking any state required standardized test assessment. Teachers of subjects with no state assessment may assign a major grade during the final 6 week grading period as a student's performance on the final is tied to a teacher's Student Learning Target.

## **ACCIDENT / INJURY PROCEDURE**

JHS recognizes its responsibility to provide proper care to students when they become ill or injured. Student accidents and injuries **MUST** be reported to the main office and/or the nearest teacher immediately -- regardless of the nature or severity of the injury. The procedures for handling an injured student follow:

1. The person in charge will give temporary first aid, depending upon the nature / extent of the injury, and determine if the injured can be moved. First responders are Rusty Phelps, E. Batey, J. Mayeux, and L. Istre
2. The parent is then called to pick up the injured student. The parent assumes the responsibility of further care.
3. If the parent cannot be reached, the school will contact relatives and have them assume the responsibility.
4. If the above steps fail, the principal or assistant principal will care for the student and see that the student receives medical attention if necessary. Neither the JDPSB nor JHS shall assume any liability for the treatment of the student; the parent is responsible for fee payment.
5. If needed, a physician will be given available information concerning the accident or illness. If required, students may be sent to the emergency room.
6. The principal will notify the Superintendent of all serious accidents to students, whether they occur on the school grounds or a school bus.
7. Teachers and other witnesses will be asked to complete an accident report. Office personnel will then prepare formal, accurate reports.

## **ADDRESS & PHONE NUMBER CHANGES**

Parents or guardians should report changes in a student's mailing or physical address and phone number immediately to the main office. This information is needed in daily work and emergencies.

## **ALCOHOL, DRUG & SUBSTANCE ABUSE PROGRAM**

### **(TITLE IV) Safe and Drug Free School and Communities**

#### **Using a variety of resources**

JDPSB policy provides 8 hours of drug and violence prevention and character education program to students in grades 10-12 and 16 hours in grades 7-9. Surveys are often part of this instruction. In order to determine the effectiveness of the programs students may be surveyed to find out their attitudes toward drugs and violence. The results of these surveys will be compiled to help determine the areas in which the Safe and Drug Free program needs to focus. These surveys are completely confidential and anonymous with no individual student responses being identified.

While it is mandated by Louisiana law that public schools provide education in these areas, the federal *No Child Left Behind Act* allows parents to withhold their child (ren) from this instruction. If you do not want your child to participate in Safe & Drug Free Schools' surveys or activities, etc. you may elect to withhold him/her from participating by completing the form sent home to you in the beginning of the year packet and return it to school.

Any JHS student identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in a drug counseling program or one approved by the JDPSB. A substance abuse prevention team shall investigate and report all instances or reports of possession of controlled dangerous substances or alcoholic beverages. The team will report its findings in writing and make recommendations for treatment, counseling, and/or disciplinary action to the principal.

## **ASSEMBLIES AT SCHOOL – CONDUCT**

All assemblies and programs are considered class time. Teachers will escort classes and sit with students in designated areas. Students will move to the area in an orderly

manner and should be quiet and respectful during programs. They may applaud at appropriate times, but should not whistle or “boo” at any time. A visitor’s impression of us is based on our conduct.

## **ATHLETIC DRUG POLICY**

All student athletes at JHS will conform to the following drug policy set by the school: JHS may randomly test athletes during a sports season using a urine or hair specimen upon the request of the principal. The athlete and parent will also sign an LHSAA contract to participate.

## **ATHLETIC EVENTS - CONDUCT**

Students should show proper courtesy and respect before, during, and after the game. Students should not distract members of either team during tense moments or start a cheer when the opposing team has one in progress. Students should not smoke cigarettes, use electronic cigarettes, or use alcoholic beverages or drugs at any school function. Any student or spectator who misbehaves at an athletic event may be asked to leave. If ejected, the student or spectator may be banned from attending any future contests in that sport for the remainder of the season. Depending on the severity of the behavior, the administration may choose to ban him/her from attending any athletic event for a time period set by the principal.

## **ATHLETICS - HIGH SCHOOL**

JHS offers a variety of activities. Girls may participate in volleyball, basketball, softball, track and field, swimming, tennis, and golf. Boys may participate in football, basketball, baseball, track and field, swimming, tennis, and golf.

### **Eligibility for High School Athletics:**

1. A player must be a bonafide student at the school.
2. A student becomes ineligible for participation if he has reached his 19<sup>th</sup> (nineteenth) birthday before September 1 of the current year.
3. A student must submit a birth certificate; a copy is filed at school.
4. Once entering the ninth grade, a student is eligible to compete for eight consecutive semesters unless he/she was held back in grades 6-8.
5. A participant must pass six (6) academic subjects and have a 1.5 grade point average per semester.
6. The participant must pass a physical examination.
7. A transfer student who completes one year’s attendance from the date of enrollment and fulfills all other requirements becomes eligible.
8. A senior must pass all subjects.

## **ATHLETICS – JUNIOR HIGH**

To participate in football, basketball, or track, these requirements must be met:

1. A student must submit a birth certificate copy to file at school.
2. Parents must provide proof of insurance (insurance card) and a signed waiver for students to participate.
3. The participant must pass a physical examination.
4. A student must pass four of five academic subjects each six weeks.
5. A student becomes ineligible for junior high if he has reached his 15<sup>th</sup> (fifteenth) birthday before September 1 of the current year.
6. Student athletes may be subject to other JDPSB or LHSAA requirements.

## **AWARDS – JUNIOR HIGH and HIGH SCHOOL**

Awards Day Assembly, usually held in late April or early May, is held to honor those students who have excelled scholastically or otherwise rendered service worthy of recognition. Medals, plaques, and certificates are given at this time.

## **BEHAVIOR OF STUDENTS**

This handbook outlines parish policies on Internet use, dress code, discipline, suspension, expulsion, student searches, weapons, knives, student smoking or tobacco use, alcohol and drug abuse education programs, electronic devices, laser lights, and sexual harassment. Detailed policies are on file in the office.

The School Board recognizes the necessity for reasonable control and discipline over the conduct of students under its jurisdiction. Every employee in the public school system is authorized to hold each pupil to a strict accountability for any disorderly conduct in school, on the school grounds, or at school-sponsored activities. The Superintendent shall establish regulations for disciplinary measures within schools and continually monitor and appraise their usefulness.

Principals have both the authority and the duty to take disciplinary action whenever the behavior of any student interferes with or substantially disrupts the proper atmosphere for learning within the classroom or other parts of the school.

Any school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee. The principal shall review and act upon such information to determine if suspension or other disciplinary action is necessary. All reports of misconduct or violation of school rules shall be fully documented and shall include the name(s) of the student(s) if known, the alleged violation or misconduct, the employee making the reference, the facts of the case as determined by the principal, and the principal's decision of disciplinary action, if any. Should the principal fail to act on any misconduct or violation of school rules, he/she shall report his/her reasons to the Superintendent and to the teacher/ employee reporting the violation.

Students who regularly disrupt the school environment shall be considered delinquent and may be reported to the juvenile court. Any student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if the student qualifies. It is the professional belief of the staff and administration that this disciplinary plan will assist in providing a safer, healthier, and happier atmosphere for all students to learn. Exceptional Education students will be disciplined in accordance with Louisiana State Department Bulletin 1706.

## **BEHAVIOR EXPECTATIONS – B A R K**

**B**e respectful

**A**ct responsibly

**R**eally care

**K**eeep safe



## **BEHAVIOR REWARDS/SWPBIS**

Color card system will be used for casual dress days that will be appointed by administrator. The card system is points based on behavior, attendance, and discipline of students. Levels are gold-maroon-and grey. Students must wear id tag/color cards to be eligible for rewards. Failure to wear id/color card on incentive day will result in loss of privileges for 6 weeks.

**Minor infractions** of school rules include but are not limited to the following:

1. Disrupting school during instructional time, announcements, homeroom class changes, or class meetings or special programs
2. Not paying attention during a lesson (especially if distracting others)
3. Being unprepared for class
4. Running in halls and cafeteria
5. Behaving inappropriately or loudly in the cafeteria
6. Throwing objects
7. Bringing straws, gum, candy or food to class
8. Bringing unrelated materials to class / doing unrelated work in class
9. Violating uniform / dress code policy
10. Violating physical education dress-out policy
11. Unnecessary or intimate bodily contact that is inappropriate at school

### **Severe Behavioral Infractions**

Students choosing one of the following behaviors may be suspended from classes. Suspension may be in school or at home. These behaviors include:

1. Harassment, threats, verbal abuse, bodily injury, or disrespect to students, staff member, teacher, or visitor
2. Skipping ATS (after-school detention) or Saturday School
3. Theft and vandalism
4. Willful disobedience
5. Making unfounded charges against an employee of the school board
6. Use of profane language directly related to an employee of the school
7. Being found guilty of immoral or vicious practices
8. Disturbing the school and habitually violating school rules
9. Instigating or participating in fights while under school supervision
10. Violation of traffic and safety regulations
11. Leaving school premises without permission
12. Leaving class/assigned area without permission; not reporting to area
13. Leaving detention without permission
14. Any offense that the principal deems as severe

### **Heinous Behavioral Infractions**

The principal shall recommend for expulsion from school any student that:

1. Is suspended for a fourth time
2. Commits an offense in violation of state law
3. Commits battery on a school employee
4. Commits any other offense (or series of offenses) that warrants expulsion

## **CONSEQUENCES / Minor Infraction System**

A minor discipline tracking system will be used to track each student's behavior. Minor and major infractions are listed on the previous page. For a major infraction of school rules, a student will be sent to the office immediately.

JCampus student management system will record the number of minor discipline

infractions that a student has received from his/her teachers each semester. When a student has received three (3) minor infractions, parent contact will be made (phone call or discipline letter sent home through student) and student will receive a warning. When a student has received five (5) minor infractions, ATS (after school detention) will be assigned, and a parent conference will be requested. When a student has received ten (10) minor infractions, Saturday school will be assigned and a parent conference arranged.. When the student receives fifteen (15) minor infractions a parent is contacted and he/she will be suspended from school for two days. If the students continues to receive minor discipline infractions after being suspended for getting fifteen, a parent meeting with administration will be set up to discuss the discipline plan for the student. Minor infraction system is calculated per semester.

## **Habitual offenders**

Students may be suspended for any reason after the accumulation of multiple ATS or Saturday school assignments. At the principal's discretion this may or may not include referrals that are consequences of the discipline note system.

## **ATS / Saturday School Rules**

Students may be assigned to after-school detention (ATS) or Saturday school for misbehavior. ATS paperwork is sent home with the student. The rules are:

1. If a student refuses to do work or exhibits disruptive behavior, the ATS teacher will immediately contact the principal and/or the parent. This type of disruption will result in a suspension.
2. If a student does not attend ATS on the scheduled date without advance notice to the principal of an approved extenuating / emergency circumstance, the student will be suspended for one day.
3. ATS and Saturday School may be rescheduled at the discretion of the schools administrators.
4. Students must be in uniform for ATS / Saturday School or will not be allowed to serve and will be suspended for one day.

## **BEHAVIOR: EXPULSION**

The Superintendent or his designee may expel a student from school. After the fourth suspension, state law and district policy requires an expulsion recommendation. Seniors expelled to the alternative school may not participate in graduation ceremonies.

### **EXPULSION \* DRUGS WEAPONS \***

Any student expelled for drugs or weapons may be readmitted to school on a probationary basis during the expulsion period on such conditions as stipulated by the School Board. Readmission to school on a probationary basis shall be contingent on the student and parent / legal guardian agreeing in writing to those conditions. This agreement shall contain a provision for immediate removal of the student from school without benefit of a hearing or other procedure upon the principal or Superintendent determining the student has violated any condition. Immediately thereafter, the principal or his designee shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parents or legal guardian.

## **BEHAVIOR: PAPERWORK**

When a referral is made to the office or a disciplinary action is taken, JHS administration will call the parent and a copy of paperwork will be given to student.

## **BEHAVIOR: SUSPENSION**

Upon suspension of a student, the principal will notify the parent and request a conference – either in person or by phone. Upon the student's return to school, if the

results of this conference have not been successful, the principal will schedule a second conference. If the principal believes that the response of the parent is needed for the student's successful return to school and the parent fails to respond, the principal may recommend long-term suspension to the Superintendent. The School Board is notified of all suspensions. Parents may appeal a suspension to the Superintendent; his decision is final. (JDPSB Policy)

Students missing classes during a suspension are unexcused but are allowed to make up missed work that is equivalent to 25% of the established grade. They will be denied the privilege of participating in such co-curricular and extra-curricular events as field trips, dances, athletics or reward events. Upon a student's third suspension, he/she must set up a meeting at the school board office for a conference with the supervisor of Child Welfare and Attendance prior to returning to school.

## **Bullying and Hazing Policy**

**Bullying** is defined by law as a pattern of any one or more the following: Gestures, including but not limited to obscene gestures and making faces. Written, electronic or verbal communication, including but not limited to calling names, threatening harm taunting, malicious teasing or spreading untrue rumors. Electronic communication includes communication or image transmitted by email instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager computer or any other electronic device. Physical acts, including but not limited to hitting, kicking, pushing tripping, choking, damaging personal property, or unauthorized use of personal property. Repeatedly and purposefully shunning or excluding from activities.

**Hazing** is defined as student behavior which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with or continued membership in, any organization or extracurricular activity at a public school.

Each student will be informed orally and in writing at the beginning of each school year of the schools prohibition against bullying and hazing as well as the nature and consequences' of such actions; including potential criminal consequences and loss of driver's license, as well as the proper process and procedure for reporting any incidents of bullying or hazing. A copy of the written notice given to each student will be provided to each student's parent or legal guardian. A student, parent, or guardian may report concerns regarding bullying, hazing, or similar behavior to a teacher counselor, other school employee, or to any parent chaperone or supervising a school function or activity. Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by district policy.

## **DANGEROUS WEAPONS / KNIVES**

Students, staff, or visitors may not possess (on his person, in his locker, or in a vehicle) a firearm or dangerous weapon/substance on school property or within 1,000 feet of school property or while on a school bus or at a school activity. These are firearm-free zones. A dangerous substance is any gas, liquid, or other substance or instrument that in the manner used is likely to produce death or great harm.

Students who possess a firearm, weapon, or dangerous substance will be suspended and recommended for expulsion. After seizing a firearm / dangerous weapon, the principal or his designee will report the confiscation to law enforcement.

**Knives:** Students are prohibited from carrying or possessing knives on school property or while on a school bus or at a school activity. There is no reason for a student to bring a knife to school. Any student in grades K-12 carrying a knife of less than two inches in length shall be suspended for two days if evidence indicates that no harm was intended. Any student in grades K-12 carrying a knife of two inches or more in length shall be

expelled from school for the remainder of the year if evidence indicates that no harm was intended. Any student who uses a knife of any length to threaten or cause bodily harm will be recommended for expulsion for twelve (12) calendar months. Upon the knife's confiscation, the principal will notify the police and superintendent.

When a knife or other cutting tool is needed for a class or extra-curricular activity, it will be provided by and used under supervision of school personnel.

## **CHEATING CONSEQUENCES**

The following consequences will be applied to students caught cheating:

- 1<sup>st</sup> offense: Zero on assignment, referral to the office
- 2<sup>nd</sup> offense: Zero on assignment, suspension
- 3<sup>rd</sup> offense: Zero on assignment, suspension
- 4<sup>th</sup> offense: Zero on assignment, suspension
- 5<sup>th</sup> offense: Zero on assignment, expulsion recommendation

## **BUS RULES & REGULATIONS**

The bus schedule is published in the newspaper before the opening of school. Contact the JDPSB Transportation Office at 824-2003 for bus schedules.

Students must follow safety rules for riding a bus. Rules apply to regular bus runs, extracurricular activities, field trips, and athletic events. A student's right to transportation is contingent upon his good behavior. Bus safety rules are listed:

- Cooperate with your driver. Your safety depends on it.
- Be on time; the bus will not wait.
- Cross the road cautiously when waiting for and leaving the bus.
- Follow the driver's instructions when loading and unloading.
- Remain quiet enough not to distract the driver.
- Have written permission and be authorized by the principal to get off at a stop other than your own.
- Be courteous; be safety-conscious; protect your riding privilege and enjoy your ride.
- Do not stand when a seat is available and the bus is in motion.
- Do not extend arm, head, or objects out of windows and doors.
- Do not throw objects in the bus or out of windows or doors.
- Do not use the emergency door except for emergencies.
- Do not eat or drink on the bus.
- Do not damage the bus in any way.
- Do not use the following on the bus: tobacco, matches, lighters, obscene material.
- The following are also prohibited on the bus: alcohol, drugs, pets, glass objects (except eyeglasses), cell phones, weapons of any kind, and objects too large to be held in your lap or placed under your seat.
- If a student must ride a different bus for one day, the parent must write a note to be approved by an administrator in advance of the day needed. Changes to bus rides are approved only if the driver has room on the bus to safely accommodate the student.

## **CHEERLEADERS – Junior High and HIGH SCHOOL**

Cheerleaders are selected on a yearly basis and must follow all JHS policies and rules as well as those in the JHS Cheerleader Constitution. Candidates must meet these requirements: have and maintain a 2.0 GPA or better, have parental permission to try

out, proof of insurance, a physical and attend a three-four day workshop to learn the tryout dance and cheer. A panel of 3-professional judges and evaluations by 4 faculty members makes selection. Judging criteria is based on cheers, chants, jumps, gymnastics, dance routine, spirit and teacher evaluation.

### **DANCELINE – JAZZERS – HIGH SCHOOL**

A panel of judges' selects dance line members at a tryout each spring. Candidates must meet these requirements: have and maintain a 2.0 GPA or better, have parental permission to try out, and attend a three-four day workshop to learn the tryout dance. The dancer must abide by all rules and guidelines in the Jazzer Constitution.

### **CLASS FAVORITES – HIGH SCHOOL**

A senior may win in one class favorite category and as Mr. and Miss JHS. If a student wins in more than one category, he will be named in the category in which he receives the most votes. Freshmen, sophomores, and juniors may only be voted as Class Favorites.

### **CLASS OFFICERS & STUDENT COUNCIL – HIGH SCHOOL**

A student wishing to hold office must meet the following requirements: maintain a 2.0 GPA or better, have no serious or habitual discipline problems, and exemplify and model appropriate student behavior. Officers must fulfill duties, actively participate in class events, and maintain grades each six weeks. The screening / application process includes teacher recommendations. Failure to meet the requirements will result in the student's removal from office and the appointment of an alternate by the principal.

### **CLASS RANK – HIGH SCHOOL**

Students are ranked in class on the basis of the quality points earned on their transcript. All subjects taught in school are considered including Physical Education. In order to be an honor graduate the student must maintain a 3.5 or better grade point average and be enrolled in LA Core 4, University diploma track. Exceptional education students are not eligible for recognition as honor students. Seniors may not change schedules at midterm to become honor graduates. The principal will approve the dropping of all courses.

### **CLASS OF STUDENTS BY UNITS EARNED – HIGH SCHOOL**

Freshman	0-5 units earned	Junior	12-16 units earned
Sophomore	6-11 units earned	Senior	17-24+ units earned

### **CLUBS / ORGANIZATIONS – JUNIOR HIGH**

Many programs are provided to enrich the learning experiences of our students through active membership in teams, clubs, and organizations. In junior high athletics include football, basketball, and track. In addition there is band, Cheerleaders, FCSA, 4-H Club, Junior Beta Club, French Club, Spanish Club and LEAD Team.

### **CLUBS / ORGANIZATIONS – HIGH SCHOOL**

An organizational day for clubs is held early in the year. After students have signed up, clubs meet as often as needed on their own time. Club requirements are available from the club sponsors. The following clubs are available to high school students: Beta Club; Future Business Leaders of America; Family, Career, and Community Leaders of America; Future Farmers of America; Library Club; Science Club; Foreign Language Club; JHS Coffee House; 4-H Club; Key Club; LEO Club; Octagon Club; Fellowship of Christian Students and Athletes.

## **DELIVERY OF ITEMS**

Flowers, balloons, and other gifts will not be delivered to JHS students. Any such deliveries to JHS will not be accepted.

## **DELIVERY OF MESSAGES**

Secretaries will not interrupt classes to deliver non-emergency messages to students as this interrupts the learning environment and is unfair to the other students in the classroom.

## **DIPLOMA REQUIREMENTS/ RECOGNITION OF GRADUATES**

### SELECTION OF TOPS UNIVERSITY DIPLOMA (HONOR GRADUATES)

Beginning with students that entered high school for the first time in 2014-2015 and beyond, any candidate for graduation obtaining a 3.500 grade point average (GPA) or above on a 4.0 scale on the TOPS University Diploma Track shall be considered an honor graduate. These students shall be recognized and wear color coded honor cords at graduation. Cumulative GPA shall be derived from all units of credits pursued and completed on their transcript.

### SELECTION OF CAREER DIPLOMA EXCELLENCE GRADUATES

Beginning with students that entered high school for the first time in 2014-2015 and beyond, any candidate for graduation obtaining a 3.500 grade point average (GPA) or above on the Jump Start TOPS TECH Career Diploma track shall receive the Jump Start TOPS TECH Career Diploma Excellence Award. These students shall be recognized and wear color coded honor cords at graduation. Cumulative GPA shall be derived from all units of credits pursued and completed on their transcript.

### COMPUTATION OF GPA FOR GRADUATION

The final grades shall be used to determine class rankings.

## **DISASTER PROCEDURES / SAFE SCHOOLS**

JHS conducts drills as safety precautions during the year (lockdowns, evacuations, and shelter-in-place). In the event of a real emergency, do not report to JHS to pick up your child. Parents will report to an alternate site: First Church of Christ (Harris Street) or Sheriff's Office substation (old Coca-Cola plant, corner of Roberts Avenue and Sherman Street). Follow procedures for pick up at the site, and bring proof of identity (picture ID) with you to pick up your child.

**Chemical Accidents:** If a chemical accident occurs, trained emergency personnel will give the directives: shelter in place, evacuation, or a combination of both. This information will be given over the intercom system or sent by messenger. Teachers and emergency personnel will direct students in these situations.

**Fires:** An emergency alarm will indicate a fire or fire drill. A plan for evacuation is posted in each class and reviewed with students during the year.

**Tornado:** An emergency alarm or intercom announcement will indicate a tornado watch or warning. Faculty and students will remain in the building during tornadoes, violent electrical storms, or nuclear attack.

## **DRESS CODE – REGULAR SCHOOL DAYS**

Students are expected to maintain a clean, well-groomed appearance. Students and parents/guardians are responsible for dress code compliance and for purchasing

uniforms. The school will issue dress code violations. The administration and staff shall determine the inappropriateness of clothing or grooming.

## **BODY ARMOR**

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person at any time body armor (Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapon or bodily injury) on any school property, school campus, at a school sponsored function, on a school bus, or other school transportation, or in a firearm free zone, with limited exception as numerated in LA. Rev. STATE Ann.14:95.9.

### **JDPSB dress code policy (File JCDB) requires the following:**

**Pre-K to 12 Boys Dress Code:** Hunter green or white shirt (oxford or knit with collar), uniform original khaki or navy blue pants (pleated or not, cuffed or hemmed), or shorts – not more than 3” above to 3” below the knee. Pants and shorts shall not have outside pockets (sewn on) or rivets. Pants and shorts must be hemmed with no slits. No labels or logos allowed on any clothing.

**Pre-K to 12 Girls Dress Code:** Hunter green or white blouse (oxford, knit, or broadcloth) with collar, uniform original khaki or navy blue pants or shorts (pleated or not, cuffed or hemmed). Approved plaid, original khaki, or navy blue skirts, skorts, jumpers (with blouse), or shorts (less than 3” above to 3” below the knee). Pants and shorts shall not have outside pockets (sewed on) or rivets. Shorts must be hemmed with no slits. Girls may wear pants, shorts, or Capris that are hemmed with no slits. No labels or logos allowed on any clothing.

**Socks** must be visible -- white, original khaki, hunter green, black or navy blue with no logos. Leggings are not allowed.

**Shoes** – Thongs, slippers, sandals, flip-flops, or backless shoes are not allowed. Croc-style shoes may be worn only if they are the lace-up style.

**Belts** must be plain and solid leather or fabric (brown, black, or navy blue). No decorations are allowed on belts (no spikes, studs, rivets, logos, monogramming, or large buckles). The buckle must be plain. Pants must have belt loops with belts worn in them.

**Pants** are worn at the waist – no sagging or “low-riders.” No oversized or baggy clothing is allowed. Denim (regardless of color), drawstring, cargo, or carpenter pants, or sweat pants are prohibited. Pants may not contain outside rivets or sewn on pockets. Pants must be hemmed (no cut off, ragged, elastic, or rolled up ends).

**Shirts** must be worn appropriately and tucked in properly with belt loops visible. Turtlenecks shall be white or hunter green (no logos) and worn with a uniform shirt. Only the top two shirt buttons may be unbuttoned.

**Undershirts** must be white only with no script or graphics.

**Sweatshirts** must be hunter green, navy, or white, and the uniform shirt collar must be visible. Hoodies are not allowed.

**Outerwear** (jackets, sweaters and vests) must be mid-thigh or higher and open the length of the front by snapping, buttoning, or zipping. No emblems or logos are allowed except for JHS school-approved spirit, JHS club, or JHS letter jackets. Sweaters and vests must be hunter green, navy, khaki, or white. Jackets must be navy blue, hunter green, khaki, or white. Jackets will be unzipped and hoods taken off upon entering the school. The uniform shirt collar must be visible.

**Jewelry:** Earrings are permitted for females only; one pair of stud earrings is permitted in the lower lobe only; dangling (or loop) earrings are not permitted. Male students may not wear earrings. No “spacers” are allowed in ear lobes at school. Visible body piercing is not permitted (i.e. nose, lip, or brow). Students may not wear a visible chain or necklace. Bracelets or watches may not disturb the learning environment (no sweatbands, rivets, studs, spikes, etc., are allowed). The principal may request that “grills” be removed if they disturb the learning environment.

**Hair:** Only naturally-occurring hair colors are permitted (black, brunette, auburn, or

blond – natural or dyed). Any student bleaching his/her hair must color the hair to the natural color if he/she grows the hair out. Hairstyles that are bizarre (e.g. Mohawks, hair carvings, bangs that obstruct your vision) and draw attention are not permitted. Sideburns may extend to the lobe of the ears. Beards are unacceptable. Mustaches, neatly trimmed, may not go past the corner of the mouth. Hats or caps are not permitted.

**Religious clothing** must be approved by the Superintendent.

**Tattoos** that are obscene or deemed inappropriate must be covered.

**Other:** Students should not attach key chains or clip-on toys to their clothing, binders, or book sacks. Toys are a distraction at school. Students should not write on themselves or other students. The teacher may send the student to the bathroom to clean the skin and issue an unexcused tardy or a discipline note.

Personal grooming needs (combing of hair, adjusting belts, tucking of shirts, etc.) must be handled in the restroom – not in public view.

Students will be asked to remove prohibited items such as earrings, necklaces, and unapproved jackets. These items may be taken by school officials and returned to the student or his parents at the end of the day. A student may not “take a note” to continue to wear the prohibited items. If the student refuses to remove the item, he will be sent to the office for compliance.

**Transfer students have seven days (one calendar week) to comply with this policy. For more information, please refer to the JDPSB Dress Code policy.**

## **DRESS CODE – EXTRA-CURRICULAR EVENTS / FIELD TRIPS**

Appropriateness of student conduct and dress at any extra-curricular activity sponsored by Jennings High School shall be determined by the principal and handled in a manner deemed appropriate by the principal. For field trips students may wear regular uniform attire or club T-shirt and regular skirt, shorts, or pants.

## **DRESS CODE – CASUAL DRESS DAYS**

Students may wear their own shirts, shorts, pants, or skirts. All other uniform rules apply. If uniform clothing is worn, all regular rules apply. Jeans may not have holes in them. The office reserves the right to determine if clothing is inappropriate. If a student is not in compliance, he/she will call home for appropriate clothing and may lose “casual dress” privileges for the year.

1. All clothing should contain school-appropriate logos and writing.
2. Jewelry will follow the regular dress code guidelines.
3. Baggy pants that “low-ride” or “sag” are not allowed.
4. Pajama pants sleep pants, or doctor pants are not allowed.
5. Sweat pants, yoga pants, or wind pants are not allowed.
6. Girls should wear skirts and shorts of school-appropriate length.
7. Girls may not wear sleeveless blouses, low-cut tops, spaghetti strap tops, one-strap tops, or halter tops. The mid-section may not be exposed.
8. Students must wear approved shoes; sandals, flip flops, potato shoes, backless shoes, “Crocs” without laces, or slippers are not allowed.
9. Pants may not have holes in them, and they must be hemmed.
10. Belts and buckles must follow the regular guidelines; see code.
11. **SPIRIT DAYS** – On Fridays students may wear the approved SWPBIS Spirit Shirt with the remainder of an approved uniform. Regular pants are required. Shirts must be tucked in.

## **DRESS CODE – VIOLATIONS**

Students will not be allowed in class without a proper uniform. The school will contact the parents or guardians and allow them to bring clothes to school. Until properly attired, the student may remain in timeout.



A minor infraction will be issued to the student for minor dress code infractions: no belt, logo on clothing, untucked or improperly tucked shirt, visible chain, pullover jacket, no socks, multiple earrings or loop earrings, skirt or shirt too short, "sagging" pants below the natural waist, improper shoes, and inappropriate outerwear. Dress code minor infractions will be calculated in combination with minor discipline infractions per semester.

## **DRUGS – ALCOHOL – TOBACCO**

Students may not smoke, use e-cigarette products, or possess tobacco, use or possess drugs, or consume alcohol on the campus and the fringe area or at any school event. They may not carry matches, lighters, fireworks, etc., at school or at school events.

### ***Act 909 – 1990 Louisiana Legislature***

1. Any student (16 years of age or older) found guilty of knowledge of and intentional distribution of or possession with the intent to distribute any controlled dangerous substance or other drug on school property, on a school bus, or at a school-sponsored event shall be expelled for at least 24 calendar months.
2. Any student under 16 years of age and in grades six through twelve who is found guilty as in (1.) above will be expelled for at least 12 calendar months.
3. This act specifies procedures for review or appeal as follows:
  - a) The parent or tutor may within five days after the decision is rendered, request the school board to review the findings of the superintendent.
  - b) The parent or tutor may within 10 days appeal to the district court for an adverse ruling of the school board.
4. Upon recommendation by a principal for the expulsion of any student referred to above, the superintendent shall conduct a hearing to determine whether the student will be expelled or if other disciplinary action shall be taken. Until the hearing, the student shall remain suspended from school.
5. No student expelled for this reason shall be readmitted to any public school in La. except by approval of the school board of that system.

A student arrested for possession, intentional distribution, or possession with intent to distribute any illegal drug or substance on school property shall be referred by the principal or his designee, within five (5) days of arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, drugs, or other dangerous substances. If treatment is needed, and the student agrees to the recommended treatment, as certified in writing by the medical professional, such data may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration the student's agreement for treatment in making any final decision on any disciplinary action.

In addition, any student suspended or expelled for being under the influence of, in possession of, or for use of drugs, in any form, or alcohol, shall be required to have an assessment at a substance abuse treatment center, either private or public, and will follow the recommended treatment plan. Before returning to school, the student must give the principal a treatment center report.

JHS will submit the name of any student expelled or suspended from school for 10 or more consecutive days for committing the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the faculty or staff to the Department of Public Safety pursuant to Louisiana R.S. 17:416(d) and R.S. 32:431. Act 732 of the 2003 Legislative Session allows the suspension of driving privileges of those students who are guilty of these acts.

## **DRUG DETECTION**

The Drug Detection Team is a joint effort between parish law enforcement agencies and the Jeff Davis Parish School Board. The purpose of the Team is to provide trained drug detection dogs or chemical processing procedures to locate drugs or their use at school. The Team includes the Superintendent or his designee (leader of the team), a commissioned law enforcement officer with a trained drug detection dog, the principal of the school being searched or his designee, and school personnel designated by the principal. The Team leader is responsible for all aspects of the search. The commissioned law enforcement officer, the handler for the dog, shall perform his duties under the supervision of the team leader. The principal / his designee shall perform the actual search for the suspected illegal drugs or other items when such has been detected by the dog.

## **DRUGS – SEARCHES WITH METAL DETECTORS AND DOGS**

Random searches with a metal detector of a student or his personal effects and random searches of school grounds using drug detection dogs may be conducted at any time. The acceptance and use of lockers, desks, etc., or the parking of vehicles on campus constitutes consent to the search of such lockers, desks, or vehicles by authorized school personnel.

When a drug detection dog alerts to the presence of drugs, the principal or his designee shall conduct a physical search of the locker, premises, or vehicle. Any suspected illegal drugs discovered during the search shall be confiscated and turned over to a commissioned law officer for custody. A receipt for the suspected drugs, signed by the law enforcement officer, shall be given to the student. A copy will be given to the principal. The report shall contain at least the following information: name of the student(s); name of all members of the drug detection team; identification and quantities of the items confiscated; location from which the items were confiscated; and time and date of the search.

The commissioned law enforcement officer shall ensure that the report is made to the appropriate law enforcement agency to indicate the items confiscated in the search.

The principal shall ensure that the required report form is completed and delivered to the chairman of the school Student Assistance Team for use in counseling the student and parents. The principal shall also ensure that the parents of the student from whom the suspected drugs were confiscated are advised of the incident and informed that a report has been submitted to the school Student Assistance Team and the JDP School Board.

## **SEARCH & SEIZURE**

The JDP School Board authorizes administration in the parish -- with probable cause -- to search any vehicle, desk, locker, area of the grounds or buildings, or person with reasonable belief that the said student has in his possession any weapon or illegal drug or other prohibited item including alcoholic beverages, inhalants, and stolen goods. Probable cause is having personal knowledge from a reliable person.

The JDPSB is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein and is the exclusive owner of any and all of the grounds area of any public school building set aside specifically for any student's personal use. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students constitutes consent by the student to the search of such locker facilities or vehicles by authorized school personnel. School officials who have reason to believe that items in violation of School Board policy are contained therein may search an automobile parked on School Board property at any time. If the automobile is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, law enforcement authorities shall be summoned, and the student shall be subject to discipline.

## **ELECTRONIC / TELECOMMUNICATION DEVICES**

Cell phones, pagers, radios, I-Pods, laptops, computers, CD-tape players, electronic games, laser pointers, pagers, apple watch, or other electronic devices are not permitted on school grounds, in school, or on regular bus routes (JDP policy). However, cell phones may be secured in student vehicles. (Cell phones may be used **OUTSIDE OF SCHOOL BUILDING** after 3:05 p.m.) Violation of this rule will result in ATS for possession and 1 day suspension for use. Cell phones confiscated must be recovered from the school by a parent. If a device is *accidentally* brought to school, the student must bring it to the office **BEFORE** inquiry or discovery by school personnel.

## **FIELD TRIPS & SPECIAL EVENTS**

Permission slips must be signed for students to participate in field trips. A trip is not considered school-sponsored unless a faculty member or sponsor is present. Parents may help with transportation only if they have submitted proof of required auto insurance to the office (100-300-50). The sponsor will remain at school until the last child has left.

The office designates special events. No refunds are given unless the event is cancelled. Junior high students attend junior high events only; high school students attend high school events. If a student misses the bus, the parent may not bring him/her to the event.

Administrators will review all students recommended for exclusion from field trips and/or special events as requested by the trip sponsor. Principals and teachers may exclude students from an activity based on behavior. Reasons for exclusion include: (1) suspensions for any reason; (2) multiple ATS or SAT assignments, or (3) chronic behavior problems in classroom.

## **FINANCES / DEBTS**

Students often incur debts to the school such as cafeteria meals, lost textbooks and library books, damage to school property, club sales, etc. In the event a debt is not cleared, the report card and/or records will be withheld. If a senior student's debt is not cleared, he will not participate in graduation ceremonies.

**If a student is in debt to JHS, the student will not check out library materials or participate in any athletic team, club, or organization or participate in any co-curricular or extra-curricular activities / ceremonies until the debt is paid.**

**(Example: all class fees and grade dues must be paid prior to attending Homecoming)**

## **FOOD AND GUM POLICY**

Drinks, food, and gum are **NOT** allowed in the classrooms; drinks and food may be packed in lunchboxes for meals. Habitual offenders will be disciplined. Students may purchase from vending machines available at school after lunch lines are cleared during their assigned lunch.

## **FORGOTTEN ITEMS**

Students will not call home for forgotten items. Students will not be called from class for forgotten items (i.e. homework, projects, money, and PE uniform). Students should organize materials before leaving for school.

## **GANGS AND GANG ACTIVITY**

No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, sign, or other items that are evidence of membership or application in any gang. No student shall commit any act or omission or use of speech, either verbal or

nonverbal (gestures, hand signs, graffiti) that are evidence of membership or application in a gang.

## GRADE RECOVERY GUIDELINES

Once a six-weeks is complete, students who have a 50-66 average or students who fail due to excessive absences can improve their grade from an F to a D. Teachers can assign work related to the deficient skills and retest on those objectives. Students who complete the assigned work by the end of the following six-weeks will have the opportunity to earn a passing score of 67%. A student who has scored below a 50 average in a course must have the permission of the principal to participate.

## GRADING SCALE

Grades shall be determined using the following JDPSB scale:

Letter/4.0 Scale	% Scale	Semester Grade	Session Grade
		Quality Points	(Quality Points)
A = 3.45 – 4.0	100-93	A = 14-16	A = 28-32
B = 2.45 – 3.44	92-85	B = 10-13	B = 20-27
C = 1.45 – 2.44	84-75	C = 6-9	C = 12-19
D = 0.80 – 1.44	74-67	D = 4-5	D = 7-11
F = 0.0 – 0.79	66-0	F = 0-3	F = 0-6

Students in Honors or AP courses will follow a JDPSB 10 point approved scale

A= 100-90	C=79-70	F=59-0
B= 89-80	D=69-60	

All teachers will follow this grading scale. The numerical equivalent is converted to a letter grade and recorded on the report card. Teachers will give at least four major test grades each six-week period.

### HIGH SCHOOL - FULL CREDIT COURSE:

First Semester Grade for a Full Credit Course: The semester grade is determined by adding the quality points of grades earned by the student during the preceding three six weeks plus the grade earned on the semester exam (required) and dividing the sum by four. If the student has an average of 1, he/she will pass the first semester.

Session/Final Grades: Session grades will be determined by adding the quality points of grades earned by the student during the six preceding six weeks periods plus the grades earned on the semester exams (required) and dividing the sum by eight.

To pass a full credit subject, the student must have at least an 0.80 average and at least seven quality points, three earned the second semester, one of which must be made on the last marking period or on the final exam.

### HIGH SCHOOL – HALF CREDIT COURSE:

To successfully complete a one-semester course, a student must make at least one quality point on the last marking period (six weeks period) or on the exam for that semester. For one-half credit courses, the student must have at least four (4) quality points within the semester for which credit is given, one of which must be earned on the last marking period or on the exam for that semester.

### JUNIOR HIGH COURSES:

The semester average for grades 7-8 will be determined by adding quality points of the grades earned during the three marking periods and dividing the sum by three.

Final grades for grades 7-8 will be determined by adding the quality points of grades earned by the student during the six six-week periods and dividing the sum by six.

To pass a subject for the year, the student must have at least a 0.8 average and at least five (5) quality points. Two of these points must be earned in the second semester with at least one point in the fifth or sixth six-week period.

## **GRADUATION REQUIREMENTS – HIGH SCHOOL**

Full participation in the graduation ceremony is a privilege -- not a right -- for the individual student and his/her parents. The privilege of participating in the graduation ceremony on graduation day is governed by the following principles:

1. Seniors must be enrolled in at least four classes at JHS or the La. Technical College, or College Classes
2. Students must successfully complete the courses required by the State Board of Elementary and Secondary Education, Department of Education, and JDP School Board: a minimum of 24 Carnegie units for all entering freshmen, sophomores, juniors and seniors, passing all required sections of the End of Course Exams for entering freshmen and sophomores and/or satisfactorily meeting requirements to receive a skills certificate and/or a GED). See the counselors for more information on the Curriculum and Career Paths. End of Course testing for 2016-2017 will include Alg.I, Eng.II, Eng III, Geometry, Biology, and US History the test will count as 16% of the final exam grade.
3. Certification by the administration as having followed the rules and regulations of the school to such a degree that the student has earned the privilege of participating in the graduation ceremony. Alternative School students attending for behavioral issues do not march. Also, a student must be completely cleared of all financial debts or obligations to the school before being allowed to march.

These requirements must be met before a student is allowed to participate in the graduation ceremony. Then, participation by the student in the graduation ceremony shall be optional. However, students who participate are expected to follow the school's dress code, wear the selected cap and gown, and attend graduation practices. Stoles and or chords worn for graduations are based on academic excellence of a 3.5 GPA or higher, and those meeting the academic requirements for Senior Beta. Honor graduates called out at graduation must earn a 3.5 GPA or higher and be enrolled in LA Core 4 Diploma track.

Any decision adversely affecting a student's privilege of being an active participant in the graduation ceremony may be appealed to the Jeff Davis Parish School Board. The decision of the School Board is final.

## **HALL PASSES**

This planner contains a hall pass. Students are allowed six excused passes per six weeks to take care of personal emergencies and phone calls for illness. Teachers must approve the use of the hall pass by initialing it before its use. If the teacher's permission is not obtained in advance, the student may receive an unexcused admit. It is expected that students will handle their business in a reasonable amount of time. Should a student take longer than is considered reasonable, he will be referred to the office. Once students have used the six hall passes for the six weeks and the emergency pass, unexcused tardy slips will be issued.

## **HANDICAPPED STUDENT POLICY**

The JDPSB provides a free and appropriate public education to all handicapped students within its jurisdiction. Students who are handicapped as defined by special education law and Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and educational services. The

parish's Section 504 Coordinator is SPED Director Linda Fonger. She may be contacted at 824-1834.

## **HARASSMENT**

Harassment of any kind – sexual, physical (bullying), verbal, or emotional – is not allowed at this school. When an initial incident occurs, students are counseled. Further offenses are handled more harshly. In the case of sexual harassment, students are given a copy of the harassment policy, which is explained to them by an administrator. Extreme cases – even initial ones – may result in ATS, Saturday detention or suspension. (See sexual harassment.)

## **HEALTH & PHYSICAL EDUCATION**

Students are required to dress out and participate in a daily PE program. Each student is required to purchase and wear the school's PE uniform (gray shirt and blue shorts with white boxes on front of each), tennis shoes, and socks. The PE department is not liable for lost or stolen articles. Navy blue or gray sweats may be worn on cold days at PE only.

A student's six-week grade in PE is based on participation, skills and/or written tests, and dressing out. Students unable to participate must present a doctor's note and statement of what they can do. The principal must approve this note. Students will dress out and be given an alternate task.

In a six-week period, on the third non-dress day, a postcard or letter will be sent home; on the fifth non-dress day, after-school detention, ATS, will be assigned; sixth non-dress day, Saturday school; and seventh non-dress day, suspension.

## **HONORS COURSES/DUAL ENROLLMENT**

The TOPS University Diploma Track and Jump Start TOPS TECH Career Diploma shall be based on the four (4.00) point scale. High schools shall offer honors class(es) deemed appropriate on campus beginning with the 2016-2017 school year from the recommendations for TOPS Honors Courses from the Louisiana Department of Education. The TOPS Honors Courses and Dual Enrollment shall be based on a ten point grading scale as well as a four (4.00) GPA scale.

## **HOMEWORK**

Homework may be averaged as a test grade. Homework assignments may be viewed at the following [www.jeffersondavis.org](http://www.jeffersondavis.org) then Student Progress Center. If a student is absent three or more days, you may request homework by calling 824-5209 (high school) or 824-5212 (junior high) by 8:30 a.m.

## **HONOR ROLL**

To be eligible for Honor Roll recognition each six weeks, a student must make only A or B in all subjects. For high school, the student must take at least four subjects. Classes at the Louisiana Technical College are included.

## **INSURANCE**

Each student may request a student insurance packet on the first day of school. The insurance company, approved by the JDPSB, provides at-school coverage and 24-hour coverage. Checks should be made payable to the insurance company. Parents must complete the appropriate forms and return them to the homeroom teacher. Claim forms are available in the main office.

## **INTERNET USE**

Students may use the Internet if the annual Internet Usage Contract has been properly signed and approved by appropriate school personnel and then only in accordance with School District policy and regulations governing such usage. Instruction on Internet Safety will include awareness of and response to cyber bullying, as well as appropriate online behavior in regards to interacting with other individuals on social networking websites or chat rooms.

### **The use of the Internet away from school including chat rooms (My Space, Face Book, Instagram, Snap Chat, etc.) in such a manner that causes a disruption at school may result in disciplinary action at school.**

Any person using computers or other electronic information resources shall be required to use such equipment in a responsible, legal manner. Only school-appropriate material should be accessed on the Internet. The principal determines what is appropriate. Inappropriate use may result in ATS, Saturday school, suspension, or expulsion.

## **LIBRARY USE**

The library is open from 7:30 a.m. to 3:30 p.m. each day to do research, check out books, and take Accelerated Reader tests. Books that are overdue will be fined .10 cents a day per book. A student will not check out additional books if the student has an overdue book or if the student owes any fines. Fines may be paid in cash, Community Coffee barcodes, Box Tops for Education, or canned goods. (1 barcode or box top = \$0.20; canned goods or bucks = \$0.50 each). Canned goods will be donated to a local charity.

## **LOCKS AND LOCKERS**

High school students will be assigned a book locker. Property should be clearly marked with the student's name and kept in a secure place. Lockers are not shared. Changes in lockers are made through the Counselors' Office. Locker access time is before and after school, after 2<sup>nd</sup> hour, and during the lunch period.

PE lockers will also be assigned to all students, and locks will be issued for the PE lockers only. The administration will remove any locks not belonging to the school.

**THE SCHOOL HAS THE RIGHT TO CHECK ANY LOCKER AT ANY TIME.**

## **LUNCH AND BREAKFAST PROGRAM**

Meal prices will be announced in August. Students should pay for meals before school in the cafeteria. Students will not be allowed to charge their meals and will not be allowed to pay as they go through the line unless they move to the end of the line.

All students will receive a free/reduced lunch application in August. Completed forms must be returned to the homeroom teacher or front office. Students will begin the year on free or reduced lunch status from the previous year. Students who fail to apply or reapply will be charged full price for meals after that date. Students may apply for free/reduced meals throughout the year.

Extra meal items may be purchased; however, they must be paid in cash and not charged to the lunch account. For information, call the cafeteria at 824-4046.

## **LATE WORK**

In grades 9-12 deadlines are strictly enforced. Assignments are due on the day announced by the teacher. Late work will only be accepted the next day for 50% of the assigned grade. No assignments will be accepted after the second day.

## **MAKE-UP WORK**

Students with excused absences must make up all work missed, or they will receive grades of “F.” Students who miss three (3) or fewer days have three (3) school days from the return date to make up work. Students missing four (4) or more days have ten (10) school days from the return date to complete work.

### **It is the student’s responsibility to meet with the teacher and make arrangements to make up any work missed.**

If the student misses only the day of the assigned test and the student was aware of the test date and had adequate preparation for the test, the student must take the test on the day of return, if the teacher desires. If a student is absent the day before a previously announced test and is present the day of the test, the student must take the test. (Policy) Under any other circumstances, the student has three (3) days to make up the test. Students should not be allowed to leave one class to make up work missed in another class.

**High School Exams:** A grade of “F” grade for the semester or year will be given if a student fails to make a valid attempt to complete the semester exam. Once the exam is completed, the course grade will be recalculated accordingly. The principal will handle any special situations or extenuating circumstances.

## **MEDICATION IN SCHOOLS**

JDPSB policy states that medication shall not be given to or taken by students at school with limited exception. Students will not have any type of medication in their possession (including aspirin or cough drops) on school property. Medication found in a student’s possession at school shall be taken from the student and reported to the principal who shall contact the parent. The student may be suspended from school.

Acutely ill students should be sent home after contacting parents or guardian. Students recovering from short-term acute illness should remain at home until the need for medication no longer exists. Parents or guardians may, with the principal’s approval, give medication to their children at school. The law forbids teachers to give medication to students.

Special Circumstances: When there are special circumstances because of permanent health problems or health problems of long duration, and medication is needed to assure school attendance of the student, arrangements by the parent or legal guardian of the student shall be made with the principal of the school for the student to receive required medication. The doctor must authorize the administration of medication at school. Required paperwork is available at the office. Call the school nurse at JHS for information.

## **Parent Teacher Community (PTC)**

The Parent Teacher Community PTC is a group brought together voluntarily to work closely with the administration, in an effort to support the performance of our students and encourage student excellence. Activities must be approved by the administration. Interested parents and community members are encouraged to attend. The meetings are held every month.

## **PARKING AND TRAFFIC REGULATIONS**

Students who drive a motor vehicle to school must register it in the office by paying a \$5 fee for a parking permit sticker. Upon arrival, students will park the vehicle immediately in the student parking area (west side) and will exit the vehicle. Sitting in or on parked cars is not allowed. Traffic signs and speed limits must be followed. All drivers and riders should enter the building through the main JHS (west) entrance. Hang tags must



be returned at year's end. Loud music and reckless operation (such as driving on the grass) are not permitted. Students are to report into school building immediately after parking on school grounds, no loitering.

Cars and other vehicles are not to be loaned to other students or vandalized by other students. Driving is a privilege that can be revoked. Students who violate these policies are subject to disciplinary action by the principal. School officials have the authority to conduct reasonable searches of student vehicles when warranted. Neither the Jeff Davis Parish School Board nor JHS is responsible for any theft or damages incurred while a student's vehicle is parked on the campus.

## **PICTURES**

A professional photographer – directed by the yearbook staff and sponsor -- takes school pictures and senior portraits on a scheduled school day. A makeup day is set for students who are absent. All students will have their pictures taken, but no student is required to purchase them. The principal will announce the required attire for the day.

## **PREGNANT STUDENTS**

Pregnant students have the same educational opportunities as other students. One who becomes pregnant should notify the principal immediately in writing upon knowledge of the condition. A doctor's statement shall be required and put on file stating the medical condition, approval for attendance, and activity limitations. The student shall keep the principal continually updated of her progress and shall not hold the school responsible for any medical problems that may arise with a pregnant pupil while she is in school. After delivery, the student will return to school as soon as she is released. Written release is required from her physician. Shirts will be tucked in as long as possible.

## **PRIVACY ACT -- FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA, 1974 or the BUCKLEY AMENDMENT)**

Students and parents may review all personal records (and challenge the contents) including letters of recommendation, etc. No domiciliary or noncustodial parents have the above rights unless limited by court order. Students' records may be released to school officials when the student is transferring if the parents or student are notified or the sending institution has given prior notice that it routinely transfers such records. JHS routinely transfers records to requesting schools. Certain directory information (name, address, date and place of birth, degrees & awards) can be released without consent.

## **PROM & OTHER DANCES / EVENTS**

JHS juniors and seniors who have paid class dues for all years that they have attended JHS will receive prom invitations. Only these students and their dates are invited. Students are classified by homeroom. If you are classified as a sophomore in August, you remain one for the year. Prom attire will be appropriate and formal. Only formal top hats are allowed. Dress code for all dances will be reviewed in advisory period. School personnel may use a breathalyzer to screen students at dances or any school function.

## **PROMOTION AND RETENTION POLICIES – JUNIOR HIGH**

Students who fail to meet the parish criteria shall be retained. Criteria for Promotion shall be **Students in grades 7 and 8 must have an average of a D (.8) in four of five major subjects (reading, mathematics, language arts, science, and social studies)**. Any student who fails a spring ELA and/or Math LEAP 25 Test will be required to attend remediation provided in the following school year. Students must attend 90% of the remediation and demonstrate mastery of skills to be promoted. The SBLC will review cases where a student does not pass five (5) major subjects. A written exam will be

given at least four (4) times per six weeks. The School Building Intervention Team (SBIT) is set up by the principal to review student information and make grade placement decisions regarding tests and grade level work.

## **SCHOOL APP**

Jennings High School has a free app that is a vital line of communication between all stakeholders. Please take time to sign up for access to JHS information by going to APP or Google Play store and typing SchoolInfoApp and then setting up Jennings High School under Louisiana. Weekly updates will be given through this technology tool.

## **SCHEDULE CHANGES**

Schedules are made from the student's four-year plan; the school will announce the deadline for schedule changes at the beginning of each semester. Before a schedule change is made, however, a request must be made in writing by the parent, and a conference must be held with the principal, counselor, teacher, and/or parents. Students must be enrolled in a course at least eighty (80) of ninety (90) days in order to get credit for the semester; therefore, no schedule changes can be made after the tenth (10<sup>th</sup>) day of a semester. (Junior high students will follow the same procedure.)

## **SCHOLARSHIPS**

Local clubs, private foundations, and colleges and universities provide opportunities for JHS students to obtain scholarships. All awards and scholarship deadlines are announced to seniors and are posted on bulletin boards and JHS APP. For scholarship information, call the Counselors' Office at 824-2299 or log onto the website at [www.jenningshighschool.org](http://www.jenningshighschool.org).

## **SCHOOL RECORDS**

No outside individual or organization shall view permanent school records or school files without written permission from the Principal or Superintendent of Schools. Students have no access to any student permanent record, teacher grade books, or tests. A student or parent may request a copy of that student's records. JHS releases student records to military recruiters, if requested, as required by the No Child Left Behind Act of 2001 (PL 107-110). If you do not agree, notify the principal in writing of your request not to have basic information released. Absence of notification will authorize JHS to release this information.

## **SENIOR RINGS / JUNIOR RING CEREMONY**

Senior rings may be ordered from an outside vendor or through a company selected by the school. During the fall semester, the company's representatives will make a presentation to the junior class. They will present information on sizes and prices. Rings are then ordered, and a deposit is required. The balance is due before rings are distributed.

When juniors receive rings, a ceremony will be held. Only students classified as juniors at the beginning of the year or an outside vendor may attend the program. Official rings include the school's name and year of graduation.

## **SEXUAL HARASSMENT**

JHS does not tolerate any form of sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Incidents of sexual harassment may include verbal

harassment such as derogatory comments, jokes, slurs, remarks, or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Harassment does not only depend upon the perpetrator's intention but also upon how the targeted person perceives the behavior or is affected by it. Individuals affected by sexual harassment should make it clear that such behavior is offensive to them. If the harassment continues, they are to report it immediately to the principal or his assistants.

## **SPECIAL PROGRAMS**

CONNECT, APT (Junior High), DOT programs are available upon application process at WEIC. Call the counselors at 824-2299, 824-9066, or 824-5212 for more information.

## **STUDENT COUNCIL**

The Student Council assumes an active part in school plans and affairs. The council includes two class representatives from each class who serve four-year terms (subject to recall). Each advisory elects one new representative each year. The president of the student council is elected from the class representatives.

## **STUDENT SURVEYS**

Periodically students are asked to respond anonymously to surveys that enable JHS to assess needs and provide programs to meet those needs (i.e. Safe & Drug Free Schools and Advanc-ed). Often, funding for projects must be documented by needs identified in these surveys. Under the provisions of the Protection of Pupil Rights amendment to the Educate America Act, parents may refuse permission for their children to participate in these surveys by informing the administrator in writing.

## **TELEPHONE USE BY STUDENTS**

To call home, a student must use a hall pass and complete a phone slip in the office. A secretary will place the call. Students may call home for emergencies or illness only. Calls will not be made for forgotten materials, after-school practices, or PE clothing. Office personnel will determine if an emergency exists. Students may not use any electronic device to call home.

## **TEXTBOOKS**

Textbooks are the property of the State of Louisiana. Students are responsible for their upkeep during the year and will pay for damages (beyond reasonable wear and tear) or loss. At the end of the year or upon withdrawal from JHS, students must return all books issued to them or pay for their replacement.

**NOTE:** Any student in debt to JHS will not participate in any athletic team, club, or co-curricular or extra-curricular program until all debts are cleared.

## **TOPS - TUITION OPPORTUNITY PROGRAM FOR STUDENTS**

Students who take and complete the TOPS curriculum and have met the ACT score guidelines set by BESE may qualify to have their tuition paid when entering college upon funding. For a TOPS brochure outlining requirements, please visit the Counselors' Office.

## **TRANSCRIPT OF GRADES**

A graduating senior may have one transcript of his grades made up at no charge. For additional transcripts, students will be charged a small fee.

## **VANDALISM**

Vandalism is a crime. Vandalism to school property is costly; students may be faced with criminal charges, suspension, expulsion, and/or restitution.

## **VISITORS TO CAMPUS**

All visitors to school must register in the office and receive a "Visitor's Pass." They should report to the main office upon arrival, state the nature of the visit, and be directed to the area. Parents should not go to any area unless they have a pass from the office and/or are accompanied by a school employee.

## **WITHDRAWAL FROM SCHOOL**

If a student is leaving JHS for any reason, he/she and the parent/guardian should:

- 1) Report to the office and talk to the secretary or counselor.
- 2) Receive and sign the transfer / withdrawal form in the office.
- 3) Report with the form to each teacher, the librarian, and the cafeteria manager. Have him/her sign the form when books are returned and debts are paid.
- 4) Bring the form back to the counselor or secretary to pay for any lost or damaged materials and complete the process.

It is essential that students complete the withdrawal process properly; otherwise, their transcript of grades and credits will not be transferred to the next school of attendance. Also, a student who is seventeen (17) years of age may withdraw from school prior to graduation with the written consent of his parent/guardian.

## **YEARBOOK**

The JHS Yearbook Staff produces the JHS Bulldog's Growl. The sponsor selects the staff from students who apply. Credits in Publications I & II may be earned by the Yearbook staff. One of the primary requirements of member selection is that a student be interested in working hard and devoting many after-school hours to the job. As part of the grade, staff members will sell advertisements, design layouts, photograph school events, and assist the official photographer on school picture days.

**PARISH AND SCHOOL POLICIES AND REQUIREMENTS DO CHANGE DURING THE COURSE OF ANY GIVEN SCHOOL YEAR AND CAN NOT ALL BE LISTED IN THE LIMITED FORMAT OF OUR STUDENT HANDBOOK. ALL PARISH AND SCHOOL POLICIES WILL BE ADHERED TO WHETHER OR NOT THEY APPEAR IN THIS HANDBOOK.**