

**WAR Mission Statement:** *Welsh-Roanoke Junior High School will provide a positive, consistent, and supportive learning environment for all students.*

**JDP Mission Statement:** *Jefferson Davis School System will provide all students with educational opportunities to achieve success in a multicultural, global society.*

# **WELSH-ROANOKE JUNIOR HIGH SCHOOL**

## **STUDENT/PARENT HANDBOOK 2017-2018**

### ***PHONES***

<b>School</b>	<b>753-2317</b>
<b>Student/Teacher line</b>	<b>753-2356</b>
<b>Fax</b>	<b>753-2245</b>
<b>Gym</b>	<b>753-2416</b>
<b>Cafeteria</b>	<b>753-2588</b>

**Rae Daigle**

***Principal***

**Naomi Benoit**

***Asst. Principal***

Visit Our Parish Website: <http://www.jeffersondavis.org/>

Visit Our School Website: <http://wrjh.jeffersondavis.org/>

**Stay informed with our newly released MySchoolWay app! District and School information is shared daily about upcoming events and important changes! Download it today!**

**1<sup>ST</sup> NINE WEEKS**

DATE      TEACHER'S SIGNATURE

	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.

**2<sup>ND</sup> NINE WEEKS**

DATE      TEACHER'S SIGNATURE

	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.

**3<sup>RD</sup> NINE WEEKS**

DATE      TEACHER'S SIGNATURE

	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.

**4<sup>TH</sup> NINE WEEKS**

DATE      TEACHER'S SIGNATURE

	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.

**2017-2018 Welsh-Roanoke Junior High School Handbook Acknowledgement Page**

*(Read and complete both sides for return to your child's homeroom teacher.)*

The handbook/planner has been compiled with the hope that the students of Welsh-Roanoke Junior High School and their parents will use it as a source of information regarding school policies, curricula, and organizations. This handbook is reviewed annually and updated to conform to current policies. The information contained within this document is subject to change based on federal, state, and parish directives or laws, and also subject to administrative decisions deemed necessary and appropriate for the well-being of the students of WAR. It is also subject to change as deemed necessary by the administration to ensure effective application of the policies of the school and the Jefferson Davis School Board.

The reader will find that the handbook contains valuable information concerning requirements for promotion, the program of studies, general regulations, and other vital facts concerning Welsh-Roanoke Junior High School. In the event that the information that is needed is not contained in the handbook, the student is encouraged to consult with his homeroom teacher, the guidance counselor, or the administration.

Students will come to class prepared for the work of the day. Students are responsible for attending class with textbooks, homework assignments, notebooks, paper, pencils, and other materials required for functioning in a given class (such as gym suits, etc.). Students are expected to report to class on time and prepared to work. School/teacher/parent/student compacts are included in this handbook.

State law permits the use of corporal punishment by school administrators. Occasionally, students may be administered corporal punishment by either the principal or assistant principal. (LRS 17:416.1)

“The Jefferson Davis Parish School Board is an Equal Opportunity Agency dedicated to a policy that no person in this district shall on the basis of race, color, creed, religion, sex, age, handicap, or national origin be denied the benefits of, or be subject to, discrimination in any educational program or activity.”

Each student will sign his/her teacher's homeroom affidavit indicating that he/she has received a copy of the student handbook. Both parent and student should understand that this handbook/planner is to be used to record homework daily, and when necessary, initialed by both the teacher and parent/guardian.

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 THE STUDENT HANDBOOK.

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

The following policies below and on the back require a separate signature. Please read and sign each.

\*\*\*\*\***2017-18 TRUANCY COURT PROCEDURES**\*\*\*\*\*

I have read and understand the policy, procedures, and possible consequences found in this handbook. (See page 6.)

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATE

\*\*\*\*\***BUS POLICY AND REGULATIONS FOR STUDENTS**\*\*\*\*\*

I have read and understand the bus rules as stated in this handbook. (See page 11)

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATE

\*\*\*\*\***INTERNET USAGE CONTRACT (AUP)**\*\*\*\*\*

STUDENT (Print) \_\_\_\_\_  
Last Name First Name MI

I have read the Jefferson Davis Internet Usage Policy and Regulations as noted on pages 16 in the Welsh-Roanoke Junior High School Parent/Student Handbook. I will abide by the regulations for using the Internet. I understand that any violations of the regulations are unacceptable and may result in loss of privileges or school disciplinary action which may include suspension, or other appropriate action being taken by the administration.

\_\_\_\_\_  
PARENT/GUARDIAN (Print)  
Student's Signature Date Last Name First Name MI

I read the policy and regulations on pages 16-18 for using the Internet in Jefferson Davis Parish Schools. I understand the usage is designed for educational purposes *only* and reasonable monitoring of student access will be provided. I do understand that it is impossible for the Jefferson Davis Parish School Board to totally restrict all access to objectionable materials if JDPSB regulations, policies and procedures are not followed by users. I will not hold the Jefferson Davis Parish School Board responsible for materials obtained, or for access gained on the Internet by any student, including my own child, who violates the policies and regulations. I hereby give permission for my child to have school access to the Internet, as reasonably supervised by the teacher or other authorized school personnel. I understand that my child will be subject to appropriate disciplinary action, including suspension, for violations of the policy and regulations. I have received a copy of the policy and regulations in my child's WAR Parent/Student Handbook. (See page 16)

\_\_\_\_\_  
Parent/Guardian's Signature      Date                      Home phone      Work phone      Cell phone

\*\*\*\*\*TITLE IV SAFE AND DRUG FREE SCHOOLS & COMMUNITIES EDUCATION\*\*\*\*\*

While it is mandated by Louisiana law that public schools must 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' activities, you may elect to withhold him/her from participation. (See page 21)

\_\_\_\_ Yes, my child may participate in Safe and Drug Free Education activities and programs.

\_\_\_\_ **NO**, my child may **NOT** participate in Safe and Drug Free Education activities and programs.

\_\_\_\_\_  
Parent/Guardian's Signature    Date

\*\*\*\*\*STUDENT & PARENT STATEMENTS OF COMPLIANCE\*\*\*\*\*

I have read and understand my responsibilities as outlined in the student's and parent's statement of compliance as noted in this handbook. (See page 22) *I agree to comply with the statements outlined in this policy.*

\_\_\_\_\_  
Parent/Guardian's Signature      Date    Student's Signature      Date

\*\*\*\*\*PERMISSION FOR STUDENT RECOGNITION\*\*\*\*\*

Students are recognized throughout the year for academic achievements, school and extra-curricular activities, etc. by the school and/or by the local media, including but not limited to television, radio, video, and the newspaper. Occasionally, students may also be videotaped as a class for professional development or other purposes and shared only with other JDP school personnel. Parents may request that students not participate and that information NOT be released by signing below on the designated line. *Otherwise, no signature is required.* (see page 22)

\_\_\_\_ **NO**, my child is **not** to be photographed, videoed, or mentioned in print for any purpose as stated in the above paragraph.

\_\_\_\_\_  
Parent/Guardian's Signature    Date

**IMPORTANT: ONCE ALL SIGNATURES HAVE BEEN COMPLETED THE STUDENTS ARE TO RETURN THIS TO SCHOOL WHERE THEY WILL TEAR IT OUT AND RETURN IT TO THE HOMEROOM TEACHER.**

## INTRODUCTION

### PRINCIPAL'S MESSAGE:

Dear Students and Parents,

This handbook is provided to acquaint you with school policies and pertinent information regarding the school's operations. Policies are in accordance with local, state, and federal laws. The Jefferson Davis Parish School Board adheres to provisions of the Civil Rights Act of 1964, Title IX Educational Amendments of 1972 (Margaret Guillory, Coordinator,) and Section 504 of the Rehabilitation Act of 1973 (Linda Fonger, Coordinator.) Against no one shall we discriminate on the basis of race, color, creed, sex, or national origin. Policies can be reviewed in their entirety at Welsh-Roanoke Junior High School.

Welsh-Roanoke Junior High School was opened in August, 1968. There have been five principals: J.W. James (1968-1978), Richard Sockrider (1978-1991), Raymond Brown (1991-1994), Kenneth Lasserre (1994-2010) and Linda Bard (2010-2013). Our school's mission is to provide a positive, consistent, and supportive learning environment for all students.

The planner section of this handbook is to be used as a tool to help our students stay organized and informed while attending Welsh-Roanoke Junior High School. We hope this school year will be your best yet!

*Rae Daigle, Principal*

### JDPS CALENDAR FOR 2017-2018

August 9	State Prof. Dev. Day
August 10	Teacher In-Service Day
August 11	First Day for Students
September 4	Labor Day
September 5	Bank Day
October 5	State Prof. Dev. Day
October 6	Fair Day
Nov. 20-24	Thanksgiving Holiday
Dec. 21 – Jan 3	Christmas/ New Years
January 15	Martin Luther King Day
February 12	Am. Heritage Day
February 13	Mardi Gras
February 14	Bank Day
March 30-April 6	Easter/Spring Break
April 9 – May 4	LEAP CBT
April 30-May 4	LEAP PBT
May 24	Last Day for Students

### BELL SCHEDULE

Time                      Activity

	Breakfast
7:44 - 7:50	Homeroom
7:50 - 8:40	First Period
8:40 - 8:44	Restroom/Transit
8:44 - 9:34	Second Period
9:34 - 9:38	Restroom /Transit
9:38 - 10:28	Third Period
10:28 - 10:54	Rti
10:54 - 10:58	Restroom /Transit
10:58 - 12:18	Fourth Period (Lunch)
12:18 - 12:22	Restroom /Transit
12:22 - 1:12	Fifth Period
1:12 - 1:16	Restroom/Transit
1:16 - 2:06	Sixth Period
2:06 - 2:10	Restroom /Transit
2:10 - 3:00	Seventh Period
3:00	Shuttle Bus Dismissal

### NINE WEEKS PERIOD DATES

9 Wks	Nine Wks	Ends	ReportCards	Issued
1 <sup>st</sup>	Oct. 16		Oct. 20	
2 <sup>nd</sup>	January 8		Jan. 12	
3 <sup>rd</sup>	March 15		March 21	
4 <sup>th</sup>	May 25		May 25 (mailed)	

Report cards are issued four (4) days following the end of a nine weeks period.

### MID-SIX WEEKS PROG. REPORTS

**Progress Reports** are issued on the following dates:

First nine weeks	Sept. 15
Second nine weeks	Nov. 28
Third nine weeks	Feb. 19
Fourth nine weeks	April 30

## GENERAL STUDENT INFORMATION

### **ARRIVAL TIMES/PROCEDURES**

Shuttle buses should arrive at 7:25 AM from the WES Gym. Students who are dropped off by parents or who walk to school may not be on campus prior to 7:25 AM. Students are to report to the cafeteria for breakfast, to the library or to the gym. The library will be open from 7:25-7:35AM daily. (Students with absentee notes are to report to the office immediately upon arrival for an admit.)

### **ABSENCES AND TARDIES**

*This policy requires a signature on the Handbook Acknowledgment Page in the front of this book.*

Students between the ages of 7-17 are required by state law to attend school daily. **No more than 16 days total may be missed in a school term.** Parents or guardians are responsible for students being at school daily. Students do not have permission to miss any portion of any period or any school day as per parish policy. However, students may be temporarily excused as per state law.

Reasons for which students are temporarily excused are personal illness, serious illness in the immediate family, death in the family (attending a funeral) and recognized religious holidays of the student's own faith.

Although students are allowed to make up their work when parents send written notification to the school for one of the above noted absences, the day (or portion of the day) missed is not exempt from the provisions of the compulsory attendance laws. Students missing more than 16 days per year may be denied promotion and retained.

There are extenuating circumstances that can exempt students from the provisions of the compulsory attendance laws as verified by the Supervisor of Child Attendance and Welfare and with input from the principal.

Doctor verified absences  
Doctor verified recuperations  
Hospital stays  
Contagious diseases verified by a doctor  
Natural catastrophes or disasters  
Court appearances  
Prior-system approved educational travel  
Other extenuating circumstances as approved through a formal appeals process  
All excuses, written or called in, including original doctor/dentist verification, for a student's absence must be presented to the school within five (5) days of the student's return to school to be considered for extenuating circumstances.

When students have a chronic illness or condition (Crone's, migraines, etc.), a letter stating the condition and the allowances required to accommodate said condition must be submitted on letterhead from the attending physician. In order to be considered as an extenuating circumstance. These physicians' letters must be renewed annually.

All other absences are unexcused and students may receive failing grades for any graded activity missed. Students will receive zeroes on all assessments or activities given when the student is unexcused. He or she will complete the work, but no grade higher than a 50% may be awarded. (Only one-half of the points earned can be granted to an unexcused student.)

### **Truancy Court Referral Policy**

*This policy requires a signature on the Handbook Acknowledgment Page in the front of this book.*

Truancy Court for 2017-18 will occur on a regular basis beginning September 2017. You are hereby notified that your student may be referred to the 31<sup>st</sup> Judicial District Court of JDP if he/she exceeds 5 days unexcused absence or unexcused occurrence of being tardy with any school semester or if deemed eligible for referral by the Child Welfare Director, or if no valid excuse is given according the established criteria for extenuating circumstances as listed in the previous section.

Subpoenaed appearances in court will require a \$25 court fee per family, parenting classes for adults, possible jail time for adults, enrollment of the family in FINS, Saturday Community Service for students and/or parents, surrender of a student's driver's license or learner's permit, and other court-appointed sanctions. Formal charges will be filed against non-compliant parents or students. Full details regarding Truancy Court are available upon request at the school office. *(This policy requires a separate signature.)*

### **Reporting Absences**

Students who are absent will submit a signed note from their parent, guardian, or doctor stating date and reason for being absent. **This note shall be presented to the office before school on the day the student returns (before 7:45) for his/her admit to class.** This admit form will be signed by each teacher throughout the day. An administrator shall determine if the absence is excused or unexcused. Work cannot be made up for unexcused absences. Doctors' notes will be accepted up to two weeks after an absence. Failure to receive admits before 7:45 will result in an unexcused tardy.

Questions or concerns regarding school attendance are to be directed to the principal or to the Director of Child

Welfare and Attendance for Jefferson Davis Parish Schools, at (337) 824-2003.

## **Tardies**

Students with five unexcused tardies per semester will be assigned detention. Any five additional tardies in a semester will result in further disciplinary action according to the consequences outlined on page 9 of this handbook. Tardies will be earned each time a student is late to class, late getting to school, or late getting admits for classes. Students with excessive tardies for being late to school and/or for early check-outs that are unexcused may be referred to truancy court. NOTE: Students are given nine “free” tardies per nine weeks.

## **Other Policies Related to Attendance**

Students must be in attendance ½ day or more to participate in athletic events or extra-curricular activities. Any deviations from this policy due extraordinary circumstances must be cleared with the administration prior to the event for which the student is to participate.

Students absent (and excused) four or more consecutive days shall be allowed ten school days to make up all work missed. Students who miss less than four consecutive days will be allowed **three** days to make up work. It is the responsibility of the student to make arrangements with the teacher to make up work missed. If the student misses *only* the day of the assigned test, upon returning to school he must take the test if the teacher so decides. Students missing school because of a suspension shall be counted absent and shall be given failing grades for work done while the student is suspended. **If the work missed is made up he/she can receive no grade higher than a 25% on the assessment or activity.**

## **ACCIDENT & INJURY**

### **PROCEDURES & REPORTS**

All accidents resulting in major or minor injury must be reported to the office. The supervising teacher is to complete the report for his/her student and will do so in a timely manner. This report will be kept on file in the school office.

## **ATHLETICS**

To be eligible for junior high athletics, a student must pass five of seven subjects each nine weeks. Four of the five subjects passed must be major subjects (math, reading, language, science, and social studies). No student may participate if they have reached their 15<sup>th</sup> birthday before September 1 of the current school year. Students placed or promoted to the next grade are eligible provided they meet academic requirements each nine weeks and are age appropriate. Students who

have earned passing grades but have been retained at the request of their parents are governed by LHSAA rules. A physical exam, proof of insurance, and a signed waiver are required for athletic participation. The following activities are provided: football (seventh and eighth grade), girls’ and boys’ basketball, and girls’ and boys’ track. Being selected to join an athletic team is not a guarantee that you will participate.

## **BEHAVIORAL EXPECTATIONS OF STUDENTS**

### **Willing to learn**

### **Acting responsibly**

### **Respecting all**

These WAR expectations are practiced throughout our campus. They are practiced in the hall way, on the sidewalk, in the classroom, bathrooms and in the gym.

### **Behavior: Definitions**

Assault: the unprovoked physical attack on one person by another

Bullying: the act of using force or coercion by browbeating; abusive acts or abusive language

Cyber-bullying: *Cyber-bullying* shall mean harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

Discipline: the persuading of people that it is to their benefit to keep the rules

Fighting: two or more people involved in the exchange of blows and assault is not determined

Harassment: to annoy persistently or to create an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct

Instigate: to incite or to provoke a situation by stirring up or urging on an inappropriate action; to initiate or stir to anger

Intimidation: the use of demanding or threatening language or behaviors used to frighten someone into submission

Profanity and/or Obscenity: Profanity or obscenity in any form is prohibited. Spoken, written, drawn, or gestured communication that communicates an immoral or vulgar meaning as determined by the administration will be considered profane or obscene.

Responsibility: the ability to look at one’s behavior, evaluate it, and make a plan to do better.

Self-Defense: the right of an individual to respond to force with force, only so long as it is necessary to protect oneself. When the danger is past, the resorting to violence is no longer sanctioned. The school only recognizes self-protection, not retaliation. Since the school always has a responsible adult on duty whenever the students are under the supervision of the school, the school believes the opportunity (need) for a student to protect himself/herself will be for all practical purposes non-existent.

Self-discipline: is the ability to make a plan and carry it out, especially as it relates to appropriate behaviors

Sexual harassment: uninvited and unwelcome verbal or physical behavior of a sexual nature; it is the victim's perception that is the focus and not the perpetrator's intent

Theft: the taking of property without the permission of the owner

### **Bullying and Hazing Policy**

The Jefferson Davis Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. *Bullying* is defined by law as a pattern of any one or more of the following:

Gestures, including but not limited to obscene gestures and making faces. Written, electronic, or verbal communications, including but not limited to calling names, threatening, harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a 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 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.

The pattern of behavior above is defined as more than once and must have the effect of physically harming or placing a student in reasonable fear of physical harm, damaging a student's property or placing the student in reasonable fear of damage to property, and must be sufficiently severe, persistent, and pervasive enough to create an intimidating or threatening educational environment, or substantially interfere with a student's performance in school.

*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 elementary or secondary school.

Each student will be informed orally and in writing at the beginning of each school year of the district's 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 or guardian may report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning 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 the School Board. The complete Jefferson Davis School Board Bullying Policy is posted on the district and school web-sites.

### **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/her 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 2 inches in length shall be suspended for three 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 used 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.

## **DETENTIONS**

While in detention during the regular school day, students will be assigned written work. Students who sit quietly throughout detention time and do required assignments will return to class when time has been served. Students choosing not to follow the procedures below will be suspended. Should a student become too sick to remain in detention, time will start over when he/she returns to school. The following rules should be observed while in detention:

Take care of bathroom needs before detention.

Do not move or get out of your chair.

Do not talk or make noises.

Do not sleep. Sit upright in your chair at all times. Do not slump in your chair.

Do not react to noises from other students in detention or from noises in the hall.

**In school suspension** shall be used by the principal or his designee to remove a pupil from his/her normal classroom setting while maintaining him/her under supervision within the school. The assignment of a student to in-school suspension will be made by the principal or his designee. The time, place, supervision, appropriate student behavior, and specific tasks of the student assigned to in-school suspension will be the responsibility of the principal or his designee. The students will not receive credit for any work assigned during in-school suspension.

**Out of school suspension (OSS)** the principal will make every reasonable effort to investigate all aspects of a discipline problem. If the principal finds the offense is of the nature that demands suspension, the student will be suspended. Prior to any suspension, the school principal shall advise the pupil in question of the particular misconduct of which he/she is accused as well as the basis for such accusation. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the principal or his designee. Upon the third suspension, the SBLC will be convened for Special Education students to determine if said student's actions were a part of that student's disability.

The principal shall make every effort to contact the student's parents or guardians and notify them in writing of the suspension, and that the student will be, or has been, removed from his class. If necessary, he/she will be kept under supervision until the close of the school day or the arrival of the parent or guardian. If the parent or principal so requests, the student will be granted an early dismissal from school to return to his home. In the event a student may cause a disruption of the orderly operation of the school, he may be removed from the school premises immediately and placed in the

custody of his parents or next-of-kin. The principal may mail a report of the suspension to the parent or guardian, preferably on the day of the suspension, if possible, but no later than the following day of school. In addition, a copy shall be kept in the student's file in the office.

*Students will receive zeroes on all assessments or activities given while the student was suspended. Upon the students return to school, the work may be made up, but no grade higher than a 25% (1/4 credit) may be awarded as per board policy. It is the student's responsibility to make arrangements with the teacher on the day of his/her return to school. Students who make no attempt to make up this work shall receive zeroes.*

If the parent or guardian of the suspended student wishes to contest the suspension, the parent or guardian, within five school days after the receipt of written notification of the suspension, may submit a written or personal request to the Superintendent or his designee who shall schedule a hearing at his earliest convenience, to be held in accordance with the procedure described within the context of the long term suspension procedure. A student who has been suspended is not allowed to attend any school activities or to be on school property until 8:00 am of the day of his reinstatement.

## **Readmission of a Student (on either short-term or long-term suspension)**

Upon the student's return to school, if the results of a prior conference have not been successful, the principal shall schedule another conference to be attended by appropriate school personnel and by the student's parent or guardian. If in the judgment of the principal, the response of the parent or guardian is deemed necessary and the parent, guardian, or other family member fails or refuses to respond, the principal may recommend a long-term suspension to the superintendent. For reinstatement, a parent or guardian must accompany a student who is returning to school after a suspension.

## **Expulsion**

**STATE LAW PROVIDES THAT A STUDENT MAY BE RECOMMENDED FOR EXPULSION AT ANY TIME FOR ANY SERIOUS VIOLATION OF SCHOOL REGULATIONS.**

The JDPSB shall authorize the Superintendent to expel a pupil from school if an offense committed by the pupil is serious enough to warrant such action or is in violation of state law. Upon the recommendation for expulsion of a pupil by the principal, the Superintendent or designee shall conduct a hearing to determine whether expulsion or other disciplinary action shall be taken. At the hearing, the principal

and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the pupil shall remain suspended. At the conclusion of the hearing, the Superintendent or designee shall determine whether expulsion or other corrective action is necessary. School officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is evidence of the pupil's intent to use the firearm or knife in a criminal manner. All details of the process are outlined at the hearing.

### Fights and Arguments

In the event a student or students become involved in a fight or argument, those students near the fight or argument are to leave the scene immediately and inform a staff member. Students are not to encourage, participate, or intervene in a fight or argument in any way. Students will not prevent or block a staff member from handling a disturbance. In the case of a fight all students involved are to be sent to the office immediately.

### Physical Contact

Holding hands and other physical contact between students is prohibited. All students are expected to conduct themselves as young ladies and as gentlemen at all times while on campus. Failure to comply will result in notification to the parent(s) on the first offense and a discipline referral for each re-occurrence as per the consequence progression established in this handbook.

### Student Code of Conduct

Inappropriate behaviors will be addressed in a consistent manner using assertive discipline. A clip chart will be used in every classroom to track minor disruptions and behaviors that do not meet WAR expectations. Each class has a clip strip and every student has a clip. As students disturb class and do not follow expectations, their clip will be moved down the chart: strike 1, strike 2, and strike 3. If they receive strike 3, they will receive a discipline note on their record. If the behavior continues, the student could be asked to leave the room. Students who have been asked to leave will still be held accountable for work missed and expected to continue their assignment in detention. Students remain on earned strikes for a period of one week and are given a fresh start each Monday. Students who do not receive any strikes will be rewarded weekly through the PBIS reward system. Once a student receives a note for their 4<sup>th</sup> strike in any

given class, they start over on Strike 1 (warning) in that class for the remainder of that week. All students start fresh on "green" the following week. Students may be moved back up the chart for improved behavior at the discretion of the teacher or for excellent behavior over a period of time. Any student who argues when receiving a consequence will automatically be clipped down again. If the student feels that they received an unfair consequence, they should request to discuss the matter calmly and privately with the teacher at an appropriate time such as after class.

The clip chart will consist of the following:

1. I am Willing to learn, Acting responsibly and Respecting all
2. I need to SLOW DOWN and think about my actions.
3. I need to STOP and reflect on my behavior.
4. My behavior has earned me a note

If a student is referred to the office, it will be noted as Referred to Office on the LA DOE Student Behavior Report form. When a student fails to follow the established expectations and breaks a rule, he/she is subject to the following discipline plan:

**ISD** -In school detention

**ISS** – In-School Suspension (8-3 in the Detention Room)

**OSS** – Out of School Suspension

*NOTE: As per JDP policy Students shall be recommended for expulsion upon the fourth (4<sup>th</sup>) suspension.*

Parents will automatically be notified of any major referrals through the online Parent Command Center at the following web address, <http://63.69.165.10/jpweb>, as well as on the nine weeks report cards. At the onset of school you will be sent the forms to set up access to Parent Command Center so that you may receive real-time, computer access to your child's school records. Your previous login and password are all that is needed.

Webpams will track the number of notes a student has received from all his/her teachers. Each time a student has received four notes, the office will receive automatic notification. At this time administrative action will be taken. Generally, the number of notes will determine the action taken and will be as follows. **Be advised that the notes will NOT start over at the end of the semester.**

The progression for the note system will be as follows. Please be aware that notes will NOT start over at the end of a semester.

**4 NOTES** –consequence

**8 NOTES**– consequence

- 12 NOTES – consequence
- 16 NOTES - OSS #1
- 20 NOTES - consequence
- 24 NOTES - consequence
- 28 NOTES – OSS #2
- 32 NOTES - consequence
- 36 NOTES - consequence
- 40 NOTES – OSS #3
- 44 NOTES - consequence
- 48 NOTES - consequence
- 52 NOTES – OSS #4 (Recommended Expulsion)  
(*Expulsion shall be recommended on the 4<sup>th</sup> suspension.*)

NOTE: Steps in the consequence progression for students placed in secondary (yellow level) interventions may be added to the progression as deemed necessary by the administration.

***For a MAJOR infraction of school rules, a student shall be referred to the office immediately. MAJOR infractions shall include but are not limited to, profanity, fighting, gross disrespect toward a teacher, harassment, cell phone violations. When a behavior is such that an appropriate consequence is beyond the scope of the teacher, the student shall be referred to the office.***

In addition to the guidelines above, flagrant or blatant acts of misbehavior will be considered exceptions to the note policy as determined by the administration and will constitute a *major* infraction. These exceptions may lead to suspension and or recommendation of expulsion upon the first occurrence. These include:

1. Willful disobedience
2. Disrespect toward a teacher, principal, superintendent, and other employees of the local school board.
3. Using profane language
4. Habitually disturbing the school and violating any rules.
5. Destroying and/or defacing school property, including graffiti.
6. Carrying firearms, knives, or any implement which can be used as a weapon.
7. Throwing missiles or projectiles
8. Participating in, encouraging, or instigating a fight at school or any school function.
9. Leaving school, class, or the school grounds without permission
10. Being habitually tardy or absent.

11. Being in possession, use or knowledge of alcohol, tobacco, electronic cigarettes or similar devices, weapon or anything related.

Please be assured that all circumstances surrounding a student’s misbehavior will be investigated and considered before a teacher or administrator considers taking a disciplinary action. Also, every child will be afforded due process and allowed “to communicate their intent and to explain their actions.”

### **SWPBIS:**

**A School-Wide Positive Behavior Intervention System** is in effect at Welsh-Roanoke with three expectations. . .

1. **Willing to Learn**
  2. **Acting Responsibly**
  3. **Respecting All**
- A complete copy of this **SWPBIS** plan can be reviewed at the school upon request.

### **BOOKSACKS**

Students will use the supplies listed on the school supply list. A book sack or book bag (NOT rolling) will also be permitted. PE clothing should be secured in the PE locker.

### **BUS RULES AND REGULATIONS**

*This policy requires a signature on the Handbook Acknowledgment Page in the front of this book.*

### **Shuttle Buses to Welsh-Roanoke from WES**

Students need to be at Welsh Elementary little gym by **7:20 am** to board their *assigned* shuttle buses to Welsh-Roanoke Junior High School. These buses will depart from WAR at 3:04 and return to WES in the afternoon. Students should ride their assigned bus and sit in their assigned seats at all times unless *approved written permission* is given by the administration.

### **General Bus Rules**

Parents should have children ready and at their designated pick up point along the route 10 minutes before their designated pick up time and 10 minutes after their designated pick up time to compensate for weather, traffic, or emergency situations that the driver may encounter while on the route.

An undisciplined school bus is a hazardous bus. Student misbehavior can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly supervise the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules as a minimum:

- Cooperate with the driver
- 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. Do not ask to ride a bus you are not assigned to ride.

Be courteous, be safety-conscious, protect your riding privilege- enjoy your ride

Do not stand when a seat is available and the bus is in motion

Do not extend arms, head or other objects out of windows and doors

Do not throw objects out of the bus 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 possess the following items on the bus:

tobacco, matches, lighters, obscene materials

The following items are not allowed on the bus:

alcohol, drugs, pets, glass objects, weapons (including knives), and objects too large to be held on your lap or placed under your seat.

Riders should enter the bus fully dressed according to school uniform policy with shirts tucked in and belts on pants.

No electronic devices including cell phones, M3P

players, or iPODS should be used on the bus.

All students must follow these rules. Failure to do so can result in suspension from the bus and/or the complete loss of this privilege.

## **CAFETERIA**

The board has approved for your school to be included in the 2017-2018 CEP program where all students will be eating breakfast and lunch for free.

Students are expected to conduct themselves correctly and make the cafeteria a pleasant place by observing the following rules:

1. Refrain from breaking in line
2. Do not run at any time
3. Do not turn around while seated; talk quietly to students seated next to you.
4. Remove trays, food, and all trash after meal is completed. Use the appropriate receptacles for each.
5. Place chairs back into order after completing meal.
6. Leave the cafeteria with your teacher after completing your meal.

Students may bring their own lunch to school.

However, no food may be brought to a student during the day unless the student is on a special medical diet.

A statement from the doctor is necessary for verification of a special diet and must be submitted yearly. No food is to be eaten in class. Students are

highly encouraged to eat breakfast and lunch next school year, even if they have their own lunches. Our ultimate goal is to provide students with nourishment that is good and good for them. There may be something that they or another student may enjoy that we are offering that day. No student is allowed to leave the school grounds at noon. This is a closed campus.

The Jefferson Davis Parish School Board shall authorize the utilization of biometric information in the identification of students, as well as to enhance student safety and security and protect against instances of fraud throughout the school district.

A student's biometric information shall be treated as any other student record in terms of access and confidentiality, and shall not be disclosed to a third party without the written consent of the student's parent or legal guardian, or the student if eighteen (18) or older, unless the disclosure is required by court order.

## **CHEATING**

If a student is caught cheating (talking during an exam, has a cheat sheet, is copying from another student, or is giving answers to another student or participates in any other form of cheating) the penalties are as follows:

First Offense : The teacher will contact the parent and refer student to the office; the student will receive a "0" zero on the material upon which he/she cheated.

Second Offense : The teacher will refer the student to the office and the student will be given an ASD; the student will receive a "0" zero on the material upon which he/she cheated.

Third Offense : The teacher will refer the student to the office and the student receive an ATS and the student will receive a "0" zero on the material upon which he/she cheated.

Fourth Offense : The teacher will refer the student to the office and the student will be suspended for one day; the student will receive a "0" zero on the material upon which he/she cheated.

Fifth Offense : The teacher will refer the student to the office and the student will be suspended and recommended for expulsion; the student will receive a "0" zero on the material upon which he/she cheated.

## **CHECK-OUT PROCEDURES**

Under no circumstances will a student be permitted to leave school unless he/she is physically signed out by a parent, guardian or designee. When the parent arrives to check out a student, the office personnel will call the student to the office. The adult checking out the student must then sign and give the reason for the check-out on the specified form. Please be advised that

students checked-out for reasons not approved by the state will be considered unexcused. (These reasons may be found under “Absences” on page six (6) of this handbook.) Work may not be made up if their absence for class is not excused.

## COMPLAINTS AND GRIEVANCES

NOTE: Any student grievance shall follow the same procedure as outlined for Board employees.

Any employee of the Jefferson Davis Parish School Board shall have the right to appeal the application of policies and administrative decisions affecting him/her. The employee shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to a personal grievance.

## COMPREHENSIVE SCHOOL COUNSELING PROGRAM & HEALTH SERVICES

The Comprehensive School Counseling Program at WRJH promotes success for all through collaboration and continuous improvement. The data-driven program is aligned with the ASCA Model and is designed to reduce barriers to learning so all students can achieve academic success and make responsible choices in life. All students will have equitable access to developmentally appropriate counseling curriculum in the areas of Academic, Personal/Social and Career Awareness Development. These services are vital components of the educational process, which enable students to assess their needs, recognize their abilities, and formulate strategies to achieve their potential. Parents, teachers, administrators, and students can initiate a referral to the school counselor.

The program includes individual and group counseling, making referrals to outside agencies, educating faculty and parents, coordinating testing, maintaining records, and communicating with families.

Your child will be participating in the school’s guidance and counseling program on a regular basis. In the event you have questions or concerns, contact our school counselor.

The school nurse will screen students for hearing and vision problems. Other screenings such as the one for scoliosis as well as the Governor’s Program on Abstinence will require advance written permission from the parent. School nurses visit schools on a regular basis and are on call for emergencies. Health records are kept at school and maintained by the school nurse.

## CURRICULUM

Each LEA will provide instruction aligned to BESE-approved standards and shall have the autonomy and flexibility to develop, adopt, and utilize instructional

materials that best support their student’s achievement of the standards. (Bulletin 741 §2301)

## DRESS CODE

**As per the JDPSB (Policy File: JCDA) students will conform to the acceptable standards of appearance and dress as established by each school.**

Students are expected to maintain a neat, clean, well-groomed appearance at school. No article of clothing shall be bizarre in style, unsuitable for school activities, nor of a nature to call undue attention to the wearer. Since school life prepares students to take their place in adult life, these primary requirements are expected of all students. The first responsibility for maintaining proper standards belongs to the student and parents. The school will deal with this responsibility when the student or parents fail to recognize this need. Home room teachers will monitor dress code. After 5 dress code infractions a note will be entered into the computer for willful disobedience. **The principal or assistant principal shall be the authority in determining the inappropriateness of any feature of clothing or grooming.** The administration is concerned about dress and grooming primarily from the standpoint of the educational process. Students shall dress in a manner which is not disruptive to this process and shall observe basic rules of hygiene and safety. The prime responsibility for good grooming remains with the students and parents.

### UNIFORMS:

Students in JDP shall be required to wear uniforms to class. Parents/guardians shall be responsible for purchasing uniforms. Uniforms shall be worn as follows:

#### Pre-K- 12 Boys Dress Code

Hunter green or white shirts (oxford or knit with collar, no exposed labels or logos), uniform original khaki or navy blue pants (can be pleated or not, cuffed or not) no exposed labels or logos, or shorts (not more than 3” above the knee). Boys in Pre-K may wear pants and shorts with elastic waists.

#### Pre-K- 12 Girls Dress Code

Hunter green or white blouse (oxford or knit or broadcloth) with collar (no exposed labels or logos), uniform original khaki or navy pants or shorts (can be pleated or not pleated, cuffed or not cuffed) no exposed labels or logos. Approved plaid, original khaki, or navy skirts, skorts, jumpers (with blouse), or shorts (not more than 3” above the knee). Girls in Pre-K – 2 may wear pants and shorts with elastic waists.

The dress code includes the following:

1. Socks for girls and boys must be solid colors of white, navy, khaki, or hunter green. Girls may wear stockings of skin tone, hunter green or navy blue. Socks must be clearly visible above the shoe tops. Shoes must be properly tied at all times.
2. All students must wear belts (brown, black, or navy blue with no design) if pants have loops.
3. No oversized clothing will be allowed; pants must fit at the waist. No “low riders”. Drawstring pants, cargo pants, carpenter pants, and sweat pants are prohibited. Jean style pants or shorts with exposed metal brads or external pockets are prohibited. Shirts must be tucked in properly with belt loops visible.
4. Turtlenecks or undershirts, if worn, shall be white with no monograms, no name brands, and no logos. *Grades 3-12:* Turtlenecks must be worn under uniform jumpers, and may be worn under uniform shirts but cannot be worn alone.
5. Sweatshirts, if worn, must be either hunter green, navy or white. Uniform shirt collars must be visible under a sweatshirt. No “hoodies” allowed.
6. Seasonal clothing: Outerwear should come to mid-thigh or higher and open the length of the front by snapping, buttoning, or zipping. No emblems or logos will be allowed except for school-approved club, spirit, or letter jackets. Sweaters or vests, if worn, must be hunter green navy, white or khaki and open the length of the front. Uniform shirt collars must be visible under a sweater or vest. Outerwear will be either school approved navy blue, white, hunter green, or khaki uniform jackets or school approved spirit, club or letter jackets.
7. Any non-uniform clothing or prohibitive items shall be taken by school officials and returned to parent only.
8. Uniform shirt collars must be visible when wearing a sweatshirt.
9. The wearing of socks shall be mandatory. Socks must be solid white, navy, khaki and hunter green and be visible above the shoe top.
10. Shorts, skorts, skirts and jumpers may be worn no shorter than three inches above the knee.
11. Thongs, slippers, sandals or flip-flops are not acceptable. Shoes must have enclosed backs, must be tightly laced and tied.
12. The wearing of earrings for female students shall be allowed. One pair of stud earrings in the lower lobe of the ear only, dangling earrings shall not be allowed. Male students shall not be allowed to wear earrings.
13. Body piercing that is visible shall be prohibited. (Example: nose, lips, tongue, eyebrows, etc.)
14. Students shall not be allowed to wear any types of chains or necklaces. Prohibited items shall be taken by school officials and returned only to parents/guardians.
15. Only naturally occurring hair colors are allowed (black, brunette, auburn, or blond-natural or dyed).
16. Hair styles that are bizarre and draw undue attention will not be allowed.
17. Sideburns can extend to the lobe of the ears. Beards are unacceptable. Mustaches neatly trimmed must not exceed past the corner of the mouth.
18. The wearing of caps or hats shall not be allowed.
19. Sunglasses, other than prescription, are not allowed.
20. No bandanas or caps are allowed for boys or girls.

Home room teachers will monitor dress code. After 5 dress code infractions a note will be written into the computer as willful disobedience.

### **Dress Code Regulations**

1. All students shall wear designated school uniform clothing as outlined in the uniform policy.
2. Baggy or oversized uniforms are not acceptable and thus prohibited.
3. Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans). Drawstring pants, cargo pants, carpenter pants/shorts, and sweat pants are not allowed.
4. Belts must be worn not more than one size larger than the waist. All students must wear belts if the pants/shorts have loops. Belts must be brown, black or navy blue and free of design.
5. Shirts must be worn tucked in at all times. Plain white color t-shirts can be worn under uniform shirts. Undergarments must not be visible.
6. Transfer students have seven days to acquire a proper uniform.

NOTE: The administration has the final word regarding any dress code issues not aforementioned in this section.

### **ELECTRONIC DEVICES**

No student shall use, possess, or operate any electronic device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students, unless in the event of an emergency as declared by the principal or his/her designee or after regular school hours as directed by a school official.

Students are not to have cell phones or other electronic devices including MP3 players or iPods on the bus or at school for any reason. A violation of these provisions shall be grounds for disciplinary action, including but not limited to, suspension from school.

A properly authorized medical device worn by a student shall not be in violation of this policy.

**The Jefferson Davis Parish Association of Principals has established that any student in sixth grade or above shall be suspended from school for one (1) day if found to be using a cell phone, and given ATS (up to 3) if found to be in possession of but not using, a cell phone. After three ATS's the student will be suspended. This includes school grounds and school buses.**

Please be aware that students really have no need for their cell phones while at school and that their use can actually interfere with emergency situations and may impede first responders. We strongly urge all parents to refrain from allowing students to bring these to school. Exceptions may be made for other special situations as determined by the administration. If you have any questions regarding this policy, please contact the school's administration for clarification.

### **EXTRA & CO-CURRICULR ACTIVITIES**

Extra-curricular activities are provided to broaden and enhance the student's educational experience. The following activities are offered:

1. 4-H Club
2. Jr. Beta Club
3. Cheerleaders
4. Student Council
5. Youth Act Club
6. Library club

Sports include football, basketball, and track.

### **FEE**

Every student is required to pay a \$20 fee.

### **FOOD AND GUM POLICY**

Eating food and chewing gum are not allowed in the classrooms, hallways, gym, or restrooms. All food items will be confiscated and a referral issued. No gum is allowed on campus. Habitual offenders will be given a discipline referral each time they are found chewing gum. (This is in response to students who do not dispose of gum properly.)

### **FRENCH PROGRAM**

French shall be offered to academically able students for 150 minutes per week. Academically able is defined as one who has a grade point average of 3.0 or higher in all courses at the end of the previous year. French I credit (One Carnegie Unit) may be awarded to 8<sup>th</sup> grade students.

### **GRADING SCALE**

Numerical grades will be used in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade teacher grade books. The numerical grade equivalent is converted to a letter grade and recorded on the report card. There should be a minimum of six (6) major grades per nine weeks and the student's lowest major

grade shall be dropped. In JCampus the Quarterly Exam grade shall be entered after the lowest major grade has been dropped. The QE shall not be dropped. **Grades will be determined using the following JDPSB scale:**

<u>Letter</u>	<u>4.0 Scale</u>	<u>Percentage</u>
<b>A</b>	<b>3.45-4.0</b>	<b>93-100</b>
<b>B</b>	<b>2.45-3.44</b>	<b>85- 92</b>
<b>C</b>	<b>1.45-2.44</b>	<b>75- 84</b>
<b>D</b>	<b>0.80-1.44</b>	<b>67 - 74</b>
<b>F</b>	<b>0.00-0.79</b>	<b>00- 66</b>

### **HARASSMENT**

Harassment of any kind- sexual, physical (bullying), verbal, or emotional- will not be permitted at this school. When an incident occurs, students are first counseled and parents notified. If the behavior continues, more stringent disciplinary actions will be taken where the consequence progression is enforced. Extreme cases, even initial ones may result in ISD, ISS, or suspension. See behavioral definitions for more information.

### **HIGH SCHOOL CREDIT (Carnegie Units)**

Credits for high school classes (Carnegie units) may be earned at Welsh-Roanoke. While *French I* has always been an option; students will have the opportunity to earn credit for *Health, Journey to Careers and Keyboarding*. All are one unit with the exception of *Health* which is one-half credit. Students in Carnegie credit courses for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine week periods shall have a minimum of six (6) major grades per nine weeks and the student's lowest major grade shall be dropped. In JCampus the Quarterly Exam grade shall be entered after the lowest major grade has been dropped. The QE shall not be dropped. For students in Carnegie credit courses, the 4<sup>th</sup> nine week period shall have a minimum of 6 major grades and the student's lowest major grade shall be dropped. Quarterly Exam 4 shall count as the final exam in Non-EoC Carnegie credit courses.

Semester Courses: Students may earn Carnegie Credit (½ credit and/or accelerated one full credit), in selected courses. Students shall earn two (2) quality points with one quality point in the last marking period (2<sup>nd</sup>/4<sup>th</sup>) or on the QE2/4 (final exam). All semester courses shall have a final exam. The final grade shall be determined by the following formula: P1 + P2 (.40) + E (.20).

### **HONOR ROLL**

In order for a student to be eligible for the banner roll recognition, he/she must make all A's. For honor roll no grade lower than a "B" for each subject is to be

made by the student. Only students achieving honor roll or banner roll status will be recognized in the local media. End of the year awards will follow the same criteria.

## **INSURANCE**

An insurance plan is offered through the school to students. The student has the option of one plan, which insures the student for the school day, or the other plan, which insures the student on a 24 hour basis. Insurance forms are sent home the first day of school and must be completed and returned by the end of the second week of school if the insurance is desired. It is preferable that the student pay by check for parent's proof of payment. Students participating in any school athletic team must have proof of insurance.

## **INTERNET COMPUTER AND INTERNET USE REGULATIONS**

### ***(AUP- Acceptable Use Policy)***

*This policy requires a signature on the Handbook Acknowledgment Page in the front of this book.*

The Jefferson Davis Parish School Board recognizes and believes in the integration of technology in the classroom. Great efforts have been made to have a computer connected to the Internet in every classroom. The Board is proud to have this access to vast, diverse, and unique educational resources for all employees and students in the parish.

It is the intent of this school system to make on-line resources available to faculty, staff and students in order to promote personal growth in information gathering techniques, critical thinking skills, and communication skills. Because of its enormous size, the use of computers and Internet's potential is boundless. With such great potential for educators comes some potential for abuse. It is the purpose of this list of guidelines, as well as the contract for Internet use, to make sure that all who use the Internet and computers use this valuable resource in an appropriate manner.

## **GUIDELINES FOR COMPUTER HARDWARE/SOFTWARE**

1. No activities shall be allowed which may damage or interrupt equipment or the system. Any attempt to alter, harm, or destroy the data of the network system/workstation shall also be forbidden. This includes, but is not limited to, accessing the server/hard drive and tampering with files, damaging equipment, spreading computer viruses, loading software without permission from teacher or administrator, and any other action that is deemed inappropriate.

2. No user shall be allowed to use another's password or trespass in another's folder, work, or files.
3. Network storage areas may be treated like school lockers. Administrators may review files to maintain integrity and ensure students/employees are using the system responsibly. Users should not expect that files will always be private.
4. Any use by any person that incurs expense to the school shall be strictly prohibited. The computer system shall not be used for commercial, political or religious purposes.

## **GUIDELINES FOR INTERNET USE**

1. Acceptable use of the Internet shall be consistent with the philosophy, goals, and objectives of the Jefferson Davis Parish School Board.
2. Searching, viewing or retrieving sexually explicit, profane, violence-promoting or illegal material sites shall not be permitted.
3. Students shall not be allowed to subscribe to any services or order any goods or services over the Internet.
4. Students shall not be allowed to download anything from the Internet without the consent and supervision of the teacher or administrator.
5. Users shall not post personal contact information (e.g. address, telephone numbers) about themselves or others on the Internet.
6. Playing games or using other interactive sites on the Internet, such as chat rooms, AOL Instant Messenger, ICQ, etc. shall not be permitted, unless assigned and supervised by the teacher or administrator.
7. Users shall immediately report to the school authorities or technicians any inappropriate site that should have been detected by the district filtering software. The site address shall be reported in writing.
8. Internet usage shall be subject to monitoring by school officials at any time.

## **NETWORK ETIQUETTE**

Users of the network and Internet are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not get abusive with messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal personal address or phone numbers of any student or faculty.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities are to be reported to the teacher and/or principal.



5. Do not use the network in such a way that would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property.

### **GUIDELINES FOR ELECTRONIC MAIL**

1. Individual students shall not be permitted to generate e-mail accounts nor check their personal mail accounts on the Internet. Only classes as a whole or teachers and administrators may be permitted to have e-mail accounts. Exceptions must be approved by the Superintendent. (i.e., ePALS)
2. Sending and receiving pornographic or obscene materials in messages or as attachments shall be forbidden.
3. Threatening, profane, harassing, or abusive language shall be prohibited.
4. Users should expect no privacy of the content of e-mail on the district server. Messages relating to inappropriate content or illegal activities shall be reported to the Superintendent.
5. E-mail shall be subject to monitoring at any time and shall be archived pursuant to state and federal laws and requirements.

### **GUIDELINES FOR COPYRIGHT ISSUES & SOFTWARE LICENSES**

1. Computers in lab settings shall have licenses for all existing software. If the software was bundled with the computer, the software is considered legal.
2. Teaching stations and mini labs should have the software that was purchased for the computers.
3. All computers in the classrooms must have legal software that was purchased by the school system or teacher. If a computer contains any other software that is shared (illegally stored on more than one computer), it should be deleted from the machine immediately.
4. Use of Internet resources (information, text, and graphics) by teachers and students is for classroom purposes only. Information gained in the classroom shall not be used in ways that violate copyright laws.

### **GUIDELINES FOR WEB PAGES**

1. The last names or addresses of students shall not be included on Web pages published on the Jefferson Davis Web site or any other site.
2. Pictures of students shall not be published on Web pages on the Internet.

### **WARRANTY**

The Jeff Davis Parish School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The Jeff Davis Parish

School District shall not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district's negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Jeff Davis Parish School District specifically denies any responsibility for the accuracy or quality of material or information obtained through its services.

### **CONSEQUENCES OF MISUSE**

1. Internet use is a privilege, not a right, for all users. Inappropriate use shall result in cancellation of these privileges by administration, faculty and staff.
2. The Jefferson Davis Parish School Board allows for suspension in the case of inappropriate or illegal use of the Internet/computer by students and employees.
3. Disciplinary action may include but is not limited to monetary reimbursement, detention, suspension, or expulsion.

### **COMPUTER AND INTERNET USE**

The Jefferson Davis Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. In its continued efforts to comply with the *Children's Internet Protection Act*, the School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. The Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult or student user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the Board, or access

to online services of a newspaper with a daily circulation of at least 1,000.

It shall be the policy of the Jefferson Davis Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

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

Changes to the Children's Internet Protection Act will now require that all students receive age appropriate instruction pertaining to Internet Safety. Instruction must include awareness of and appropriate response to cyber bullying and the use of social media.

### **ACCEPTABLE USE CONTRACTS**

Students may use the Internet only if the appropriate Acceptable Use Contract has been properly signed, filed at the school site, and approved by appropriate School District personnel and then only in accordance with School District regulations governing such usage.

Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner.

### **LIBRARY**

The Welsh-Roanoke Junior High Library provides the resources, services, and instruction that will assist students and teachers to become effective seekers and users of information. All students are required to read a minimum number of Accelerated Reader books.

Assertive discipline is practiced in the library. Behavior rules are established at the beginning of the school year to provide the proper atmosphere for study and reading. Students must have a library pass to enter the library, unless accompanied by a teacher. Students will be allowed a reasonable amount of time to make a selection or complete an assignment. Books are checked out for two weeks and may be renewed once. No overdue fines are charged. Students with overdue books may not check out more books until their overdue books are returned.

Replacement costs (original purchase price) will be charged for lost or damaged books. If the book is found and returned in good condition, the money paid will be refunded. The library opens daily at 7:20 a.m. and remains open except when the librarian is teaching in a classroom or is at lunch.

### **LOCKS AND LOCKERS**

Lockers may be rented from the P.E. office for \$3.00. If lost, they will cost \$5.00. No personal locks will be permitted. Lockers are available in the PE dressing rooms. The following policies apply:

1. Lockers are not areas of complete privacy. They may be searched periodically for health or safety purposes. The master combination (omit combinations) list and master key are kept in the office.
2. Each student will be assigned a locker if a lock is rented. Students are to use only the assigned locker.
3. Lockers must be locked at all times.
4. Lockers must be kept neat at all times.
5. Books and coats are to be stored in lockers and not left in classrooms or hallways.
6. Students are not permitted to use their own locks. Any locks other than those furnished by the school will be removed.

### **LOST AND FOUND**

All items found should be turned in to the office. Lost and found is located under the east stairwell. Be sure to mark your name clearly on all personal items so that they may be returned to the rightful owner.

### **MEDICATION**

As a general principle, medications are not to be given at school. Acutely ill students should be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

Special circumstances may exist for a health problem that can be expected to be of a long duration which might require medication during school hours. When such a condition exists, the school will adhere to the following policy:

1. Medication must be brought to school by the parent or guardian. Students will **not** be allowed to have any medication in their possession on the school grounds or on the school bus.
2. An Administration of Medication form must be signed and completely filled out by the parent and physician requesting the medication be given at school.
3. The medication must be in a container appropriately labeled by the pharmacy or physician. The child's name, name of the medication, the doctor prescribing, the date of issuance of prescription, and dosage are all part of the labeling.

4. The above regulations cover all medication and include prescription as well as non-prescription (over the counter) medications.
5. Children who are under a doctor's care with a chronic long term condition which requires specific medication over an extended period of time shall be treated as any other student taking short term prescribed medication.
6. Parents shall make every effort to plan dosage of medications during non-school hours. Failure to follow this procedure may result in expulsion if students are found to be in possession of medications. (**Important:** This also includes asthma inhalers for which no medications forms have been verified.)

## PARENT CONFERENCES

State law and parish policy requires that at least two parent teacher conferences be scheduled during the first semester of each school year for students in academic need. The law also requires that a parent attend at least one of the scheduled conferences.

Parents of students are welcome to request conferences to speak with the teachers of their children. This is accomplished by calling the school and speaking with an administrator who will work to find a time agreeable to all parties. Most conferences requiring the presence of more than one teacher will be after school hours. Conferences with specific teachers may be set up during the day when the teacher has his/her conference period. Parents are welcome to visit with the administration at any time they are available.

Parent conferences may be requested *by* the school as necessary to promote a positive working relationship between the school and the home. This may be required as to help students be more successful. Mandatory conferences will be required for students when they have accumulated eight (8) discipline referrals. Once contacted, the parent will have one week to arrange for a visit to school to meet with the administration. Together, and with the student (child), we will work to develop a plan for improved behavior. Students who parents are not in attendance will move to the next higher level of consequence on the discipline consequence progression and receive an After School Detention (ASD). *Please refer to pages 11 for this progression.*

## PHYSICAL EDUCATION POLICY

Physical Education grades will be derived from the following:

1. A 100 point written test on an activity from which notes have been given. A minimum of 6 major tests will be given each nine weeks. During some nine weeks more than one written test will be given.
2. A 100 point grade will be given for dressing out. Each student is allowed one free "no dress" day per

- nine weeks. Ten points will be taken off each time the student does not dress out after the "free one" is taken.
3. A 100 point grade will be given for participation. Ten points will be taken off if the student does not participate. Participation does not have to be 100%, but an attempt must be made in order to keep the points.
4. After demonstration of skills, students will be given several attempts to execute the skills taught. A 100 point grade will be assigned based on the student's willingness to attempt the skill.
5. Students who refuse to dress out may be given a detention. A parent note concerning a minor injury will excuse the student from participating for one day. This does not excuse the student from dressing out. Excessive days will require a doctor's note. Students who have a doctor's note not to participate in PE must still dress out unless the note states that the child is not to do so.
6. The only acceptable PE uniform is navy shorts and a gray shirt. During cold weather, students may wear navy or gray sweat pants and sweatshirts with the PE uniform underneath.
7. A student who does not dress out four times (including the free dress day) in one nine weeks will receive a discipline note. At the end of the nine weeks, these grades will be averaged to obtain the student's nine weeks grade in PE.

## PRIVACY ACT- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Students and parents may review all personal records (and challenge the contents) including letters of recommendation, etc. Non-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 students are notified or the sending institution has given prior notice that it routinely transfers such records. Welsh-Roanoke routinely transfers records to requesting schools. Certain public directory information (name, address, date and place of birth, degrees and awards) can be released without consent. If a parent does not want directory information released, they should inform the principal in writing.

## PROMOTION

### Sixth, Seventh, and Eighth Grades:

Students in grades 6-8 shall have combined grades for Language/Reading (ELA) beginning the 2015-2016 school year. Spelling, Accelerated Reader, Accelerated Math, and homework shall NOT count as a grade at any grade level in any subject.

- A. Students must achieve an average of a D (.6) in 3 of 4 major subjects (English Language Arts, Math,

- Social Studies, and Science) either through the school's Academic RtI 2.0 Cycle of Instruction or RtI Process.
- B. At least three (3) quality points must be earned with one quality point earned in the third or fourth nine weeks.
- C. Session grades will be determined by adding the quality points of grades earned each nine weeks and dividing the sum by four. If one (1) quality point has not been met the second half of the year, an F is recorded for the session.
- D. Students who fail three or more core subjects (English Language Arts, Social Studies, Science, or Math) will not be eligible to attend summer school for promotional purposes anywhere (either in or out of district) and will have to repeat the grade they failed. Substitution of subjects in summer school is not allowed for promotion. The SBLC will review all cases where a student does not pass all 4 major subjects and determine if the student will be promoted or retained.
- E. Students in grades 1-8 shall have a minimum of six (6) major grades per nine weeks and the student's lowest major grade shall be dropped. In JCampus the Quarterly Exam grade shall be entered after the lowest major grade has been dropped. The QE shall not be dropped.
- F. At the conclusion of the 2014-15 school year and beyond, due to a delay in test scores resulting from the administration of new assessments, placement decisions for third through eighth (3-8) grade students shall be made according to the Jefferson Davis Pupil Progression Plan. The main factor considered when determining proficiency and placement of third through and eighth (3-8) grade students in the absence of state approved standardized assessment scores will be the student's successful completion of the required course work as outlined in Pupil Progression Plan. Additional indicators of readiness to be considered shall be a body of data including, but not limited to a student's level of performance on Quarterly Exams, State released practice tests, Accelerated Reading, Accelerated Math, and any other appropriate data.
- G. Eighth grade students who fail to meet the passing standard may be placed on a high school campus in a transitional ninth grade. This decision shall be made by the school in which the student is enrolled as an 8<sup>th</sup> grader in consultation with the student's parents. Students placed in a transitional 9<sup>th</sup> grade shall meet the following criteria:
- a. Students shall be required to participate in the school's Academic RtI 2.0 Cycle of Instruction, RtI Process, and demonstrate mastery of skills for the subject(s) students failed to demonstrate proficiency.
  - b. Students must meet minimum attendance requirements for Academic RtI 2.0 Cycle of Instruction, RtI Process, and demonstrate their readiness to complete 9<sup>th</sup> grade work in order to be placed in Transitional Ninth Grade. The sending school's SBIT Team, with input from the receiving school, will make the final determination for placement.
  - H. A student who has been retained one or more times for any reason in grades K thru Four, and who has successfully received remediation through the Academic RtI 2.0 Cycle of Instruction and/or RtI Process to the level that he/she was successful in grade level (4<sup>th</sup> grade) ELA and Math coursework and has successfully met the Jeff Davis Parish Promotion and Attendance Criteria for the fifth grade, may be PLACED in the seventh grade by the individual school's SBIT with written confirmation that the parent feels this is an appropriate placement for their child.
  - I. A student who has been retained one or more times for any reason in grades K thru Five, and who has successfully received remediation through the Academic RtI 2.0 Cycle of Instruction and/or RTI Process to the level that he/she was successful in grade level (4<sup>th</sup> grade) ELA and Math coursework and the Sixth Grade LEAP Test and has successfully met the Jeff Davis Parish Promotion and Attendance Criteria for the Sixth Grade may be PLACED in the Eighth Grade by the individual school's SBIT with written confirmation that the parent feels this is an appropriate placement for their child.
  - J. The placements listed above can only occur once in a student's educational career.
  - K. Students in grades 7-8 are given the opportunity to accelerate and earn Carnegie Credits prior to entering the 9<sup>th</sup> grade in several subjects through traditional means as well as online virtual classes offered through Odyssey ware. The scope of course offerings is contingent upon each individual school's ability to schedule and staff these courses.
  - L. Jefferson Davis Parish has applied for and successfully received a waiver from the LA State Department exempting the district from the Bulletin

741 requirement that all elementary schools offer an articulated foreign language program for 30 minutes daily in grades four through six and 150 minutes per week in grades seven through eight. Foreign language for high school credit will be offered in all Jefferson Davis Parish Schools that have academically eligible students in grade eight.

M. Summer school credit for removal of deficiencies must be earned at a school approved by the Louisiana State Department of Education, or by the equivalent agency of another state.

► Describe the elementary foreign language program for academically able students in grades 4–8. Jefferson Davis Parish has applied for and successfully received a waiver from the LA State Department exempting the district from the Bulletin 741 requirement that all elementary schools offer an articulated foreign language program for 30 minutes daily in grades four through six and 150 minutes per week in grades seven through eight. Foreign language for high school credit will be offered at all Jefferson Davis Parish Schools that have academically eligible students in grade eight. An academically eligible student is defined as one who has an overall 3.0 GPA in all courses at the end of the previous year and has met the grade level criteria for promotion. A student on grade level is defined as one who has met the grade level criteria for promotion for the previous year. Students who do not meet the academically able criteria may be allowed in the French Program at the discretion of the principal if additional teachers are not required.

Explain the local definition of the term “grade level” or “on grade level.”

A student on grade level is defined as one who has met the grade level criteria for promotion for the previous year.

## REPORT CARDS and PROGRESS REPORTS

Report cards are sent home the fourth day following the end of the nine week period. Progress reports are sent home with students on the 26<sup>th</sup> day of each grading period. Parents are reminded that by accessing the Parent Command Center at <http://63.69.165.10/jpweb> you may view your student’s grades, discipline, attendance, lessons, and homework at any time during the school year.

## RESTROOMS

Students are allowed ample time for using the restrooms during the day. However, students may abuse this privilege by loitering in the restroom. A student may receive an unexcused tardy if they must

leave (without doctor’s excuse) to use the restroom during class time. Students may use the restroom between all class periods and all students have an additional opportunity during their P.E. time. Students requiring additional restroom breaks due to medical conditions must present a letter from the attending physician verifying the student’s need. This letter from the doctor for a situation such as this must be filed with the office annually.

**SAFE & DRUG FREE SCHOOLS & COMMUNITIES (TITLE IV)***This policy requires a signature on the Handbook Acknowledgment Page in the front of this book.*

Using a variety of resources, Jeff Davis Parish schools provide eight hours of drug and violence prevention and character education to students in grades 10-12 and 16 hours of drug/violence prevention and character education to students in grades K-9.

In order to determine the effectiveness of the Safe and Drug Free program, 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 must 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 and Drug Free Schools’ activities, you may elect to withhold him/her from participation by checking no on the signature page at the beginning of the handbook.

Keeping our parish schools “Safe and Drug Free” is of great importance to the Jeff Davis Parish School Board. Through a comprehensive drug and violence prevention campaign, we can provide students with safe and secure places to learn. All areas of school property may be searched; however, no student will be individually searched by school personnel. It is also necessary to conduct periodic drills as safety precautions throughout the year. Schools will be practicing Lockdowns, Evacuations, and Shelter-in-Place drills. In the event an incident should happen at our school which causes us to evacuate, **YOU DO NOT REPORT TO SCHOOL** to pick up your child(ren). Parents are to report to the **Welsh Elementary School Gym** for pickup if you are a resident of Welsh. If students live in Roanoke they will remain at the evacuation site, **The Church of the Brethren** to be picked up from there. School Messenger and local media will also be utilized to notify parents of any emergency. Follow the procedures and instructions at the release sites for lining up and picking up. Have proof of identity (picture identification) ready and

available; otherwise students may not be released to you.

## ACT 909 – 1990 LEGISLATIVE ACTON

1. Mandates that any student, **sixteen (16) years of age or older**, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of **twenty-four (24)** calendar months.
2. Mandates that any student who is **under sixteen (16) years of age and in grades six through twelve** and who is found guilty as in Number 1 above shall be expelled from school for a minimum period of **twelve (12)** calendar months.
3. Mandates that any student who is **Kindergarten through grade five** and who is found guilty as in Number 1 above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
  - a. The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
  - b. The parent or tutor of the pupil may within ten (10) days appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this Act shall be readmitted to any public school in the state except upon the approval of the school board of the system to which he seeks admittance.

## SEARCH AND SEIZURE

The School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. The acceptance and use of locker facilities, desks, etc. or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities, desks, or vehicles by authorized personnel. Any teacher, principal, administrator, or school security personnel may search the person of a student or his personal

effects when, based on attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Random searches with a metal detector of a student of his personal effects and random searches of school grounds using drug detection dogs may be conducted at any time

## STUDENT & PARENT STATEMENTS OF COMPLIANCE

*This policy requires a signature on the Handbook Acknowledgment Page in the front of this book.*

### Students agree to following:

1. I will attend school daily, except when absent for reasons due to illness or other excused absence.
2. I will arrive at school on time each day.
3. I will demonstrate significant effort toward completing all required homework assignments.
4. I will follow school and classroom rules.
5. I have received and read the Student/Parent Handbook for WAR.

### Parents agree to following:

1. Ensure that my child attends school daily, except for reasons due to illness or other excused absence.
2. Ensure that my child arrives at school on time each day.
3. Ensure that my child completes all required homework assignments.
4. Attend all required parent and teacher or principal conferences.
5. My child and I have received and read the Student/Parent Handbook for WAR.

## STUDENT RECOGNITION (Photos and Video)

*This policy requires a signature on the Handbook Acknowledgment Page in the front of this book.*

Students are recognized throughout the school year for academic achievements, co-curricular and/or extra-curricular activities, by the school and local media, including but not limited to television, radio, video, and the newspaper. Occasionally, students may also be videotaped for professional development and other purposes and shared with other JDP school personnel only. Parents may request that students NOT participate and that information NOT be released by signing the *Permission for Student Recognition* form in the front of this handbook.

## TELEPHONE

The telephone is for emergencies only. If a student is sick or injured, the parent will be contacted by the office. Students are not allowed to call parents for items forgotten at home (i.e. homework).

## TEXTBOOKS

Textbooks are the property of the state and must be taken care of by the student. If a book is lost or damaged, it must be purchased. At the end of the school year or upon withdrawal, students must return all textbooks or pay for their replacement.

Any student owing money will not be allowed to participate in any athletic team, club, co-curricular or extra-curricular program until all debts are cleared.

### TRANSFERS

When a student is transferring, the student needs to report to the office the morning of the last day of attendance and get a transfer sheet. The student is then responsible for taking the transfer sheet around to all his teachers including the library and cafeteria. As the student goes to his classes, he/she turns in the book for that class and gets the teacher to initial the sheet and put his/her current grade for that six weeks. When all books are turned in, the student needs to go to the library to check for outstanding library books, then to the cafeteria to check for any outstanding bills. A parent signature is also required once all materials are returned and all fees have been paid. This school routinely releases student records to other school officials when requested due to student transfer. (Buckley Amendment, FERPA, 1974)

### UNSUPERVISED AREAS

The following are considered off limits to students during regular school activities, except when under the supervision of an instructor:

1. Teachers' Lounge
2. West side of the gym
3. South side of the driveway
4. Northwest corner of the campus
5. The band room prior to 7:45 a.m.

Also, please note that when students are dropped off in the morning that they must not be dropped before 7:30 AM. This is also for those who walk to WAR as well. All students are to report to the cafeteria for breakfast, go to the library or go to the gym upon arrivals.

### VISITORS

All visitors to the school must verify who they are, their purpose for being in the school, and do so through the principal's office before going into any other part of the facility. They will sign in on the Visitor's Log in the front office and receive a pass which must be worn and visible throughout the visit. Upon leaving, they must sign out in the office as well.

School officials, parents of school children, and other JDPSB officials will be welcomed in a cordial manner. Anyone appearing on a school campus who is not one of the aforementioned groups above will be required to get written permission from the Superintendent's office

in order to visit the school. All visitors must have a name badge or name tag clearly visible while on campus. Visitors will not be allowed to enter the lounge to drop in on a teacher. Appointments may be made by calling the office. Upon leaving all visitors must sign out in the office.

### My Schedule

Class Period	SUBJECT	Teacher
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
6 <sup>th</sup>		
7 <sup>th</sup>		

**Note: Restroom breaks occur before each period.**

