

JEANERETTE HIGH SCHOOL  
SCHOOL WIDE MANAGEMENT HANDBOOK  
JHS Tigers are SUPERHEROES!



Knowledge is the POWER!!  
2015-2016

# HANDBOOK



## **PRINCIPAL'S MESSAGE**

Let me be the first to welcome you all to the 2015-2016 School year!! It is a top priority of the administration to make the school year a productive and enjoyable one for all of the students and parents. This handbook is to be used as a tool to provide all students and parents with vital information on the daily operation of Jeanerette High School. All procedures and policies of the school are contained within these pages. I encourage all students and parents to read the handbook carefully.

Our goal at Jeanerette High School is to provide the very best education possible for its students. Team work will play an integral part of our success throughout the school year. If you have any questions or concerns regarding the handbook, please contact the administration.

### **MISSION STATEMENT**

The mission of Jeanerette High School is to nurture students with love and compassion, empowering them with the knowledge and skills to graduate, continue their education, and become successful.

**NO EXCUSES!**

## **SCHOOL ACCREDITATION**

Jeanerette High School is accredited by the Southern Association of Colleges and Schools, which assures that JHS has met and must maintain strict standards pertaining to curriculum, teacher certification/preparation, physical facilities and equipment.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Under the provisions of LSA-R.S. 111, no person shall be refused admission into or be excluded from any public school program in the state of Louisiana on account of race, creed, color, national origin, or handicapping condition.

Act 59 allows 16 year old students who meet certain criteria, and with parental or guardian consent to exit school in order to enroll in a board-approved adult education program or vocational-technical program. Students that are allowed to enroll in an adult education or vocational-technical program will be considered in compliance with the compulsory school attendance law.

## **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT**

In accordance with the Family Educational Rights Privacy Act (FERPA) Iberia Parish School Board and any of its schools will not disclose personally identifiable information within education records to third parties, without prior written consent of the parent or eligible student. The parent and/or eligible student may request the corrections of education records, which they believe to be inaccurate or misleading. Education records include, but are not limited to, the following: Final course grades, Student grade point average/transcripts, Standardized test scores, Attendance records, Academic counseling records, and Assessments required by No Child Left Behind Act.

It shall be the policy of Iberia Parish School Board and any of its schools that directory information may be disclosed without consent of parent or eligible student. Directory information is information contained in a student's education records that would not generally be considered harmful or an invasion of privacy if disclosed.

Such information may include: Name/ mailing address, telephone listing, e-mail addresses, photograph, dates of attendance, participation in officially recognizing student's activities or sports team, grade level/enrollment status, student athlete's weight and height, diploma, honors, awards received, and most recent prior school attendance. If the parent or student does not want this information disclosed then they shall notify the school and/or school board in writing.

### **ATTENDANCE POLICIES**

REGULAR ATTENDANCE IS ESSENTIAL FOR PROMOTION AND SUCCESS IN YOUR SCHOOL WORK. WHILE A STUDENT IS ENROLLED IN SCHOOL, HIS/HER NUMBER ONE JOB IS ATTENDING CLASSES REGULARLY AND FULFILLING ALL CLASS REQUIREMENTS. EXCESSIVE ABSENCES WILL AFFECT ONE'S GRADES.

#### **ABSENCES:**

All absences, whether excused or unexcused; shall be counted as absences for attendance reporting purposes to the State Department. Students absent due to school related activities will be considered present and must make up work missed. It is not necessary for a parent to call the office when a student is absent. Parents will be notified by phone each time a student is absent. The Principal will contact the parent/guardian of those students who acquire excessive absences, whether those absences are excused or unexcused.

In an effort to help eliminate as much paper work as possible, students who have doctors' excuses for the days absent, should follow the procedure outlined below.

1. Teachers will mark the student absent in their roll books each day the student is not in class whether the absence is excused or unexcused.
2. Upon returning to school, the student must present a doctor's excuse to each teacher whose class he/she has missed; these days will be marked excused rather than absent. The doctor's excuse must be given to each teacher within three days of returning to school.

The student must make arrangements with each teacher to make-up work missed.

3. Each teacher will initial the excuse, make the correction in their roll book, and return it to the student. **IT IS IMPERATIVE THAT THE STUDENT'S NAME AND THE DATES OF THE ABSENCES BE ON THE EXCUSE.**
4. It is the student's responsibility to turn in all excuses to Mrs. Jacob in the main office.

The days absent for secondary school students shall include excused absences, unexcused absences, and out of school suspensions. Students who participate in approved out of school activities which necessitate their being away from school shall be considered present and shall be given the opportunity to make up work.

Parents will be responsible for informing the school when their child will be unable to attend school for more than ten consecutive days due to health care treatment, physical illness, accident, or treatment thereof.

Attendance requirements are met if the student is enrolled in the parish homebound program.

#### **EXCUSED ABSENCES:**

Students shall be considered excused from school for: 1) personal illness, 2) Serious illness in the family, 3) death in the family (not to exceed one week), 4) observation of religious holidays, or 5) other special reasons authorized by principal.

#### **UNEXCUSED ABSENCES:**

Students shall not be excused for any absences other than those listed above. Oversleeping, car/transportation problems, work, job interviews, fog, train, babysitting, running errands for self or parents are not excused absences or tardies. **When a student has an unexcused absence, it is the student's responsibility to find out what work was missed and to make arrangements to make up the work within three (3) days of the absence.**

#### **5<sup>th</sup> BLOCK:**

A homework center has been established for the purpose of making up class work and/or tests. The homework center will be open from 2:45 p.m. to 4:15 p.m. on specified days. Students who are absent for class work and/or tests must make arrangements to stay after school within five (5) days of returning to school to make up work. Make-up class work and/or tests may not be made up during class time. **Students must be present for check-in at 2:45 to be admitted into 5<sup>th</sup> block.**

#### **Checking In and Out**

Your check in and check out times will be added up by the Parish WebPams system. These times will be calculated into hours and days on absence records.

## CHECK-IN POLICY

Any student who reports to school after the first tardy bell **MUST** be checked in by a parent/designee. **Tardy** students who do not have a parent/designee to sign them in will be assigned to the Adjustment Center. The designee must be identified on the Parental Check-In/Out Release Form. Should a student attend classes without having a parent sign them in, they will be disciplined.

Students are considered **tardy** if they are not in the classroom when the first **tardy bell** rings. Students checking in with a doctor's excuse will be given a valid tardy slip. An appointment slip with the date and time from the doctor must be presented. All other check-ins will be given an invalid tardy. **NO OTHER EXCUSES WILL BE ACCEPTED FOR TARDINESS (including oversleeping, car/transportation problems, work, job interviews, fog, train, babysitting, running errands for self and/or parent, etc.).**

## CHECK-OUT POLICY

No student is allowed to leave the campus after he/she arrives at school without going through the proper check-out procedure. Students will not be allowed to check-out for any reason other than illness, doctor or dental appointment, or family emergency. The following procedure will be used:

1. Obtain a check-out slip from your teacher and fill it out completely (for doctor's appointment complete check-out slip at first block regardless of the time of appointment).
2. Return the slip to the teacher so that it may be sent to the office. (**No student should bring his or her own check-out slip to the office.**)
3. The secretary will contact your parent/guardian(s).
4. When parent/guardian arrives at school, you will be called to the office. Student must then sign out.

**PARENTAL CHECK-IN/OUT form must be completed each year by any parent/guardian wishing to allow other adults the authority to check their child in/out. Parent will be contacted and informed that the student is checking in/out with parent designee.**

## TRUANCY

All instances of possible truancy ("skipping school") shall be investigated and appropriate measures taken by the school, and/or Supervisor of Child Welfare and Attendance.

### **EXTENUATING CIRCUMSTANCES:**

The only exception to the attendance regulation shall be the following:

- Extended personal physical or emotional illness as verified by a physician or dentist.
- Extended hospital stay as verified by a physician or dentist.
- Extended recuperation from an accident as verified by a physician or dentist.
- Extended contagious disease within a family as verified by a physician or dentist.
- For any other extenuating circumstances, the student's parent or legal guardian must make a formal appeal in accordance with the due process established by the local school system.

The only other exception to the attendance regulations shall be other absences that are verified by the principal or his designee as stated below:

- Prior school system approved travel for education.
- Death in the family
- Natural catastrophe and/or disaster.

Students who are verified as meeting extenuating circumstances are responsible to complete all missed assignments.

The State of Louisiana requires all students between the ages of 6 and 18 to attend school. **The law places the responsibility for school attendance upon the parents, guardians, and/or other authorized persons.**

### **Truancy Court**

Students who accumulate three unexcused absences will be turned in to Iberia Parish School Board Student Services. Student Services will turn the student's name in to the Jeanerette City Truancy Court. The court will then subpoena the parent/guardian and the student to meet with Judge Simmons to discuss the student's absences.

## TRANSFER STUDENTS

Students who transfer from one school to another within the parish will be placed at their functional level as their records indicate. Placement will be determined according to grades received from the school previously attended.

Students who transfer from outside the parish will be placed in a grade appropriate to their age or according to the recommendation of one parent or guardian. The student will remain there until records have been received from the school previously attended. Testing and grade level readjustment, if necessary, will occur when records cannot be obtained.



Students who have been appropriately designated as handicapped and/or exceptional and who transfer from other school systems will be processed by special services personnel for program assignment. This processing will occur following registration with the Student Services Department (registration is now done at individual schools). Tentative placement will be assigned until evaluation data required by law is compiled.

### **FEES**

Registration fee is \$30.00. A late fee of \$5 will be charged if registration fees are paid after the official first day of school. This includes student planner, I. D. card and locker fee. Students will be assessed a \$.25 service charge for lost or forgotten lock combinations. The cost of P.E. uniforms is \$20.00 and student-parking permits will be \$15.00.

**Students are responsible for paying lab fees.** These lab fees will be assessed in elective areas where consumable materials are used (industrial technology, science labs, business, family & consumer science, etc.) Students who do not pay lab fees will be referred to the office.

Every student shall be accountable for unpaid fees or debts owed to the school for such things as; but not limited to; lost textbooks, library books, unpaid lunch money, locker fees and fund-raiser money/products not returned.

### **I. D. CARDS**

All students will be required to wear I.D. cards with school issued lanyards on the outside of their uniforms while on school campus. Failure to do so will result in the student being placed in the Adjustment Center until a temporary I.D. Card can be purchased at a cost of \$1.00 per day. If I.D. card or lanyard is lost or stolen, the replacement cost is a \$2.00 for a lanyard and \$5.00 for an I.D. Card. ID's should not be altered in any way. (Ex. Stickers, pictures, writing, etc.) Improper wearing of the school I.D. is considered a dress code violation.

### **LOCKERS/LOCKS**

Lockers and combination locks are issued to students at the beginning of the year. Sharing of lockers is not permitted. Students are responsible for their locks as well as their lockers. The student will be charged \$5.00 for a lost lock, and damage to lockers will be assessed accordingly.

### **STUDENT PARKING**

Parking on campus is a privilege that can be revoked for misbehavior. All cars, trucks, motorcycles, and bicycles must be registered in the office. Parking permits can be obtained from the office at a cost of \$15.00 per vehicle. To register a vehicle on campus you will need a driver's license, proof of insurance, and the vehicle's registration. Vehicles parked on campus without a parking permit are subject to being towed at the owner's expense. Permits are valid for the current school year only.



Vehicles are subject to the same search policy as lockers when they are parked on the JHS campus or any School Board property.

### **CAFETERIA/LUNCH PROCEDURE**

Student behavior in the cafeteria (commons area) should be based on courtesy and cleanliness. Throwing of food, milk containers, straws, or any other objects will not be tolerated. All plates and utensils are to be returned to their designated area. Tables, chairs and eating areas are to be left clean. **AT NO TIME ARE STUDENTS ALLOWED TO TAKE FOOD OUTSIDE OF THE CAFETERIA.**

Students who bring their lunch to school are subject to all cafeteria regulations.

**Students are not allowed in halls where classes are being held during the lunch period and are to remain in the main hall adjacent to the commons area.**

### **BUS REGULATIONS**

Riding the school bus is a privilege. Improper conduct on the bus will result in privileges being denied. Bus drivers will distribute bus regulations to students. Students who come to school by bus should return home by bus unless they have a note from the parent signed by the principal. A student must have a note from parent and approval from the principal before riding a different bus.

### **STUDENT ILLNESS/NURSE'S OFFICE**

Students who become ill at school to the degree that they are unable to participate in class should initiate the check-out procedure. Students will be held in the adjustment center in the event of an extreme illness until a parent can be contacted for check out.

The school nurse is normally scheduled at school one day a week. Appointments to see the nurse may be made in the office. Any and all injuries should be reported to the classroom teacher immediately.

### **STUDENT MEDICATION**

Any student needing medication during the school day must obtain a medication form from the office, which must be filled out by physician and parent prior to bringing medication on campus. This form and the medication must be submitted to the School Nurse (Registered Nurse) by the parent. The container should be labeled with the student's name, dosage, time etc. **NO STUDENT IS PERMITTED TO GO INTO MEDICINE CABINET OR POSSESS ANY FORM OF MEDICATION ON THEIR PERSON, LOCKER, BAG, ETC.** This includes over the counter medicines, such as aspirin, cough drops, etc. After medicine is administered, the medicine log must be filled out.

**The school will not accept the medication unless it has been checked by the School Nurse. IF YOUR CHILD IS TAKING AN EMERGENCY MEDICATION, PLEASE DO NOT DELAY IN CONTACTING THE SCHOOL NURSE** To arrange a medication meeting with the school nurse, call Iberia Parish School Board (365-2341) and speak to the nurses' secretary.

### **OFF-LIMITS AREA**

**JEANERETTE HIGH SCHOOL IS A CLOSED CAMPUS.** Students are permitted in front of the building only when arriving at school in the morning and at dismissal time in the afternoon. All outside areas around the building are off-limits during the school day unless accompanied by a teacher.

#### **AFTERNOON DISMISSAL:**

When school is dismissed, students who drive or are picked up will leave campus immediately. Those who ride buses will go immediately to the bus loading area and board the buses - no loitering will be tolerated. Students with afternoon activities (athletics, band, cheerleaders, clubs, etc) must be in their respective areas by the 2:40 p.m. bell.

#### **STUDENT DROP OFF AND PICK-UP:**

Students who are driven to school in the morning by their parents may be dropped off at the front main entrance (High School) or in front of the boys' gym (Middle School). Students whose rides pick them up from school in the afternoon are to be picked up in the student parking lot between the tennis courts and the softball field. Exit the parking lot through the student gate near the football field - **NO OTHER PARKING AREAS ARE TO BE USED FOR STUDENT PICK-UP IN THE AFTERNOON.**

### **TELEPHONE**

**Students are not allowed to use the office telephone during the school day except in an emergency and then only with staff permission. Students will not be called out of class for phone calls.**

### **LIBRARY SERVICES**

The library opens at 7:10 a.m. daily and remains open throughout the day until the last bus departs. Students are encouraged to make use of the library as much as possible.

### **SCHOOL INSURANCE**

School insurance is available to all students. Packets are available the first week of school. This program is optional. Please check with our secretary in the office during the first week of school if you are interested.

## **PARENT CONFERENCES/VISITORS**

All parents are encouraged to schedule teacher conferences and/or visit our school as often as possible. Parents are asked to schedule conferences during the teacher's professional period by contacting the guidance department at (337) 276-3530. All parents/visitors must check with the office immediately upon entering the building/campus.

## **STUDENT MONEY/JEWELRY**

Students are urged not to bring any more money to school than is absolutely necessary. Do not wear expensive jewelry to school such as watches, rings, and necklaces. Such items are often easily misplaced resulting in loss. **No distracting jewelry such as large chains, crosses, rosaries, dog tags, etc. will be allowed.**

## **EMERGENCY EQUIPMENT**

Tampering with emergency equipment (fire alarm, fire extinguisher, etc.) will result in the student being suspended and subject to possible expulsion.

## **DRESS CODE**

Students at Jeanerette High School are preparing for future opportunities in higher education and various careers. Learning to "Dress for Success" is part of the school experience in preparing students to be successful in the work force and society. Therefore, the student and his or her parent/guardian need to follow the parish dress code guidelines when purchasing school uniforms. School uniforms are not an issue of style. Uniforms address behavioral and safety issues that create a better learning environment for all.

### **Hair**

**Clean and groomed so that vision is not obstructed.**

No distracting hair styles or colors are allowed – only natural hair colors are allowed. No curlers, rollers, and feathers.

### **Facial Hair**

Neat, well-groomed mustaches are allowed.

Beards, Goatees, etc. are not allowed. Side burns are not to extend below the earlobe.

**Note: Students with facial hair will be sent home to shave.**

## **Uniforms**

### **Shirts**

White, Navy, or dark hunter green in color – polo or “golf style”  
Long or short sleeves with **one or two buttons or snaps** and a collar.  
**Tucked into pants, not rolled over.** Belt must be visible.  
No brand names visible.

T-shirts, undershirts, including turtlenecks, must be **free of writing** and/or emblems and be a uniform shirt color, black, or grey. No insulated undergarments should be visible. **Note: Shirts must be kept tucked in (not rolled over) at all times during the school day. Shirts that are too short to be tucked in will not be allowed. This will be strictly enforced.**

### **Pants**

Khaki or navy in color (Denim/blue jean material is not allowed.)  
**No rivets – no pockets sewn on outside or on lower legs.**  
Pocket “flaps” over inside seat pockets are allowed  
No holes, no fraying, no slits or cuffs.  
Bell bottoms must not exceed 22” in circumference.  
**Waistbands must cover the top of the hipbone crest – No Hip huggers.**  
No brand name or emblems will be larger than 1” x 2” in size.  
**Note: Sagging will not be tolerated at JHS. This will be strictly enforced.**

### **Skirts, Walking Shorts, Shorts, Skorts, Capri’s**

Khaki or navy in color  
Hemlines will not exceed 5” from the floor while kneeling.

### **Shoes – Socks**

**Sandals, thongs, crocs, flip-flips, house slippers, shower shoes and other inappropriate footwear are not allowed.**

Shoes must have complete front and back, which covers the heel of the foot.

Shoes with laces must be kept tied.

Socks – solid in color (white, navy, or khaki), must cover the ankle and be visible with any type of shoe. No pom-poms or emblems are allowed.

Tights that match the uniform may be worn without socks.

### **Belts**

**Must be of single color (black, brown, navy) and worn with pants that have belt loops.**

Large oversized belt buckles are not allowed. Dimensions of belt buckle must not exceed one and one half (1) inches in length and width.

## **Outerwear**

Navy, white, or khaki, jackets, sweaters, sweatshirts, free of brand names, and logos, may be worn. Denim/blue jean jackets are not allowed.

School issued items (jackets, sweaters, sweatshirts) may be worn. (Must be approved by school administration.)

Non-uniform outerwear garments, if worn to school, may not be worn inside the building.

Hoods are outer garments and sweatshirts are allowed.

Outer garments may be “pullover.”

## **Jewelry**

Excessive or extremely expensive items of jewelry shall not be worn.

**Body piercing should be limited to the ears. Due to safety concerns, as well as the disruption to the educational process, objects used to adorn piercings on the face, i.e. eyebrows, nose, lips, cheeks, tongue, and along with any other visible region of the body are prohibited.**

## **Body Decorations**

Tattoos must not be visible with the school uniform.

## **Additional Information**

**Oversized or excessively “baggy” clothing is not allowed. Tight shirts, pants or shorts are also not allowed. Shirts should be long enough to be tucked in the pants without coming out when the arms are raised.** Also, wearing the uniform in any manner that does not comply with the Student Dress Code Policy is a violation. School administrators may take appropriate steps to insure the uniform is worn properly.

Students who transfer into Iberia Parish will be allowed two (2) weeks to purchase uniforms and comply with the policy.

On special “dress up” days, which are approved by the Principal, the students will have the option of “dressing up” or wearing the uniform. Spirit Day shirts may be worn with approved pants, skirts, shorts, skorts, or capris on designated days determined by the Principal.

Days in which blue jeans are to be worn are to be limited and must be cleared with the Superintendent or his designee on every occasion.

## **Final Statement on Dress Code**

IN ALL QUESTIONS regarding dress and grooming, the administration has the prerogative of deciding whether a student’s appearance is disruptive to the learning process, or so offensive or suggestive as to distract other students. Such appearance will not be allowed. Any student who repeatedly has to be warned of violating the dress code will be subject to disciplinary action.

## **DISCIPLINE POLICY**

All students at Jeanerette High School are responsible for their overall school behavior. Students will conduct themselves in a manner that is respectful of teachers, classmates, and others. This handbook includes detailed information on discipline policies at Jeanerette High School.

### **ADJUSTMENT CENTER**

Students will be placed in the Adjustment Center for infractions of school rules. While in the A/C students are allowed to do all schoolwork including tests and are not marked absent from class. No one will be placed in the Adjustment Center more than **four times** during a school session. The four times must be full days, not partial days. Any further infraction of school rules will lead to suspension or expulsion. Students are to report directly to the center as soon as they arrive on campus.

**REFUSAL TO REPORT TO THE ADJUSTMENT CENTER AS ASSIGNED OR FAILURE TO FOLLOW RULES/INSTRUCTIONS IN THE A/C WILL RESULT IN EXTRA TIME OR SUSPENSION FOR THREE (3)-FIVE (5) DAYS. UPON RETURNING TO SCHOOL, THE STUDENT WILL STILL BE REQUIRED TO SERVE THE ASSIGNED TIME IN THE CENTER.**

### **ALTERNATIVE SCHOOL – ACE – (ALTERNATIVE CENTER FOR EDUCATION)**

The In-School Suspension Program (ISSP) provides a place for students that disrupt the educational environment instead of having them at home or on the street. Students are placed in the ISSP at Bank Street School for repeated infractions of school rules as deemed necessary by the administration. A minimum 3 to 5 day suspension from the regular setting is imposed based on the seriousness of the infraction. Attendance is mandatory once a student is suspended and is the parent's responsibility to transport the student to and from the center. Students are allowed three (3) suspension periods at ISSP and on the fourth (4th) suspension must be recommended for expulsion. Students awaiting an expulsion hearing shall be out of school (at home) pending the findings of the Disciplinary Hearing Committee.

### **STUDENT SUSPENSION**

#### **H-3.7b:**

School principals may suspend from school any student for good cause, as stated in R.S. 17:416. Principals shall notify the Supervisor of Child Welfare and Attendance (visiting teacher) of all suspensions. In all cases of suspension the parent, the Superintendent of Schools and the Supervisor of Child Welfare and Attendance shall be notified in writing of the facts concerning each suspension, including reasons thereof and terms thereof. In cases of proposed suspension of handicapped/exceptional students, regulations of Louisiana State Bulletin 1706, Section 459 will be followed.

Any student whose presence in or about a school poses a continued danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from

the school premises without benefit of the above procedure, but such procedure shall follow as soon as practicable.

Principals shall examine the purpose of suspension as it pertains to the school's total discipline plan and shall be limited to suspending pupils for the maximum of five (5) consecutive school days. The principal can require the parent to accompany the student when he/she returns to school as a condition for re-entry after a suspension, but the parent **MUST** accompany the student after the third suspension. A principal may recommend a suspension for a greater time or an expulsion of a student for the remainder of the school term, in which event such recommendation will be submitted to the Superintendent in writing. (See statement coded H-3.2, Hearing Procedure, as it relates to student suspension).

**NOTE** - During any suspension, removal or temporary placement of an identified Special Education student, the system shall continue to provide appropriate educational planning and services.

### **STUDENT EXPULSION**

#### **H-3.7C:**

Louisiana law (R.S. 17:416) mandates that after the fourth suspension of a student in a school session, a disciplinary hearing will be held at the Iberia parish School Board Office.

Upon the recommendations by a principal for the expulsion of any student as authorized by law, a hearing will be conducted by the superintendent or by any other person designated to do so by the superintendent. Upon the conclusion of the hearing, the superintendent, or his designee, shall determine whether such student shall be expelled from the school system or if another corrective or disciplinary action shall be taken. (See statement coded H-3.2, Hearing Procedure).

### **STUDENT DISORDERS**

#### **H-3.5d:**

The Iberia Parish School Board recognizes the necessity of good communication between the school principal and his/her faculty and students.

The Board also recognizes the responsibility of the principal to maintain order and discipline and does hereby adopt the following policies and procedures to aid and support him/her in carrying out these responsibilities.

1. The principal will notify the superintendent to any incident of unrest in the student body.
2. No disorderly demonstrations, sit-ins, lock-ins, lock-outs, damage to school grounds, school plants, school property or records will be tolerated.



3. Any type of demonstration that prevents the orderly progress of a school day, or that prevents normal class functions, or that prevents nonparticipating students from their usual class activity will not be tolerated.
4. Students participating in such demonstrations will be removed from the school grounds, by force if necessary.
5. Students suspended will not be allowed to return to the school until the suspension is lifted.
6. No outside agitators will be allowed on the school grounds.

### **ELECTRONIC TELECOMMUNICATION DEVICES**

Electronic communication devices (cell phones, CD players, etc.) **will not** be allowed on campus at all.

### **SEXUAL HARASSMENT**

Is defined by the Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment in any form is prohibited and will result in disciplinary action.

If anyone threatens, harasses, or tries to intimidate you, etc., report it to the nearest teacher or to the office immediately and identify the person(s) causing the disturbance.

### **BULLYING, INTIMIDATION, HARASSMENT, THREATENING**

Bullying **will not be tolerated** at Jeanerette High School.

Bullying, intimidation, harassment and threatening shall mean any intentional gesture, written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her property or placing a student in fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student. (Iberia Parish School Board Policy Manual Section JCDAF.)

Disciplinary actions are as follows:

- FIRST OFFENSE: Three (3) day suspension to Ace Alternative and Iberia Parish Schools No-Bullying Contract signed by student, parent or guardian, an administrator.
- SECOND OFFENSE: Five (5) day out-of-school suspension pending expulsion hearing.
- THIRD OFFENSE: Expulsion

Depending of the severity of the incident, the principal may suspend and/or recommend expulsion on the first offense. Other actions that may be taken for any of the above offense of threatening or bullying include, but are not limited to, referral to law enforcement officials, and/or referral to Families in Needs of Services (FINS). It is strongly recommended that parent/guardian seek additional counseling for these students.

### **PHYSICAL EDUCATION POLICY**

If for medical reasons, a student cannot participate in P. E. exercises he/she must have a doctor's excuse on file in the office. A doctor's excuse must be renewed each school year. Doctor's excuses do not excuse a student from dressing out unless the medical condition warrants not dressing out.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities provide opportunities outside of the curriculum for social interaction and personality growth. In addition to the development of social and personal graces, student involvement in wholesome activities, which are guided by competent faculty advisors, can provide an opportunity for the development and reinforcement of a sense of morality and justice that will stand the students in good stead in later life. Therefore, JHS does everything within its power to sponsor, promote, and encourage extra-curricular activities, so that all of our students can reap the benefits from participating in such activities.

A list of clubs and extra-curricular activities that are provided for students has been included in this book. Participation in these clubs can open up worlds of pleasure and fulfillment for you.

Take advantage of what the school has to offer, and you will look back on these days as happy and profitable ones for all concerned.

## CLUBS/ORGANIZATIONS

**Beta Club:** The Beta Club, a student-centered organization continually develops and nurtures individuals by providing opportunities and experiences enabling them to demonstrate the ideals of character, achievement, service, and leadership in a global community. The purpose of the Beta Club shall be to promote the ideals of character, service and leadership among secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school.

**Chapel Club:** The purpose of the Chapel Club is to give God the glory and honor that is due Him. The importance of morality is stressed especially at the high school or teenage level. Members also engage in charitable work.

**Cheerleaders:** The selection of cheerleaders is held in the spring of each year. Any student, male or female, is eligible to try out for cheerleader provided he/she has turned in the signed parental permission sheet by the specified date. Candidates must attend a one-week clinic at JHS prior to selection. The cost of the clinic is \$5.00 and is conducted by the present senior cheerleaders. All candidates that are selected must maintain a “C” average and attend cheerleader clinic in the summer time (paid for by the candidates), and provide their own uniforms. Rules and regulations set by the principal and sponsor must be followed at all times.

**Dance Team:** The primary objective of the Sparklettes is to promote their school and its athletic teams by increasing school spirit and awareness. Every member should have the primary objective of the team in mind and work to see that the objective is met. Dance team members who are suspended from school or who make an “F: in conduct are dismissed from the team. Try-outs are held in the spring of each year. Prospective members must have at least a 2.0 GPA and at least a 3.0 in conduct each grading period.

**Explorers Club:** This club is part of LA GEAR UP. It is a non-academic student club. The club revolves around activities in four domains that are referred to as the ABC’s: **A**cademics, **B**ehavior/Leadership, **C**ollege and Career Readiness, and **S**ervice to School and Community. Students must apply for membership.

**Flag Squad:** The purpose of the flag squad is to promote and uphold school spirit, self-esteem, and develop a sense of good sportsmanship among the students. The squad will represent the school at community functions, games, parades, competitions and school activities. Each member must purchase a flag squad uniform, maintain a “C” average and attend summer camp.

**4-H Club:** The 4-H Club is a national organization, administered locally by the LSU Cooperative Extension Service. It allows members opportunities for personal growth and for leadership experience through their varied programs and activities. You can show off your talents and also learn new skills through projects and competitions of all kinds, inside and outside of school and during the summer. Community service and helping younger members is an important focus of 4-H.

**French Club:** The purpose of the French Club is to promote interest in the French language, our local French heritage, and all francophone cultures. French Club offers activities that extend the classroom experiences such as trips to French plays, French restaurants, and any other French cultural experience that may present itself during the school year. The JHS French Club participates in the annual ALCFES (State French Club) Convention. Fundraisers are held to support the club's activities. Membership is open to all students who are currently enrolled in a French course or who have completed French I and French II.

**Future Business Leaders of America (FBLA):** FBLA is a youth organization open to all high school students who have taken or are enrolled in at least one business subject. FBLA members participate in many school activities such as homecoming decorations, blood drives for the community, and fundraisers for St. Jude's Hospital.

**Future Homemakers of America (FHA):** FHA is a national organization for students studying home economics, home and family living, and catering. You must be enrolled in one home economics course to be eligible to join FHA. The overall goal of the organization is to help individuals improve personal, family, and community living now and in the future. Members participate in school and community projects and many other activities.

**LA GEAR UP:** LA GEAR UP is the acronym for **Louisiana's Gaining Early Awareness and Readiness for Undergraduate Programs**. Its mission is to increase the number of Louisiana students who graduate from high school and enroll and succeed in postsecondary education. LA GEAR UP offers academic enrichment opportunities, college awareness activities, and financial support for higher education. Professional development is a component of LA GEAR UP. Comprehensive student and parent support is provided in the form of summer learning camps, academic-year clubs (Explorers Club), writing contests, and project director's challenge. Financial aid and scholarships is another component of LA GEAR UP. Rewards for Success (RFS) is a unique scholarship program. Various scholarship amounts are tied directly to academic achievement, student responsibility and parental involvement. .

**Student Council:** The purpose of the Student Council is to represent the student body in its decisions and to make the administration aware of the student's needs. It is comprised of class level representatives elected by the student body. The Student Council also serves as a coordinating body for functions that affect the various clubs of the school.

**Students Against Destructive Decisions (SADD):** SADD is a chapter of a national organization whose goal is to insure community safety by discouraging driving while under the influence of intoxicating substances. Intoxicating substances can be alcohol, prescription drugs or illegal drugs. The purpose of this community service organization is to make students aware of the dangers of driving while intoxicated in an effort to reduce the number of drug and alcohol related traffic accidents. The focus of this program is safety.

## ACTIVITY FEE

There is a one time \$10.00 activity fee for all extracurricular activities and athletic organizations accessed by the Iberia Parish School Board. All fees will be recorded in JPAMs.

## ATHLETIC POLICIES

### VARSIY LETTER PROCEDURE:

- A. All athletes must remain academically eligible by the L.H.S.A.A. Standards, which are:
  - 1. Pass six of eight classes for the entire year. (Three of four for the fall semester and three of four for the spring semester).
  - 2. A minimum of a C average must be maintained. (1.5 or better GPA)
- B. All athletes will follow the varsity letter progressive procedure:
  - 1. Year 1 - Certificate
  - 2. Year 2 - Certificate
  - 3. Year 3 - Certificate;\* varsity letter
  - 4. Year 4 – Varsity Jacket

\*EXCEPT A STUDENT WITH JUNIOR ELIGIBILITY WHO ENTERS JHS WITH LESS THAN (4) FOUR YEARS ELIGIBILITY BUT HAS PARTICIPATED IN VARSITY ATHLETICS AT ANOTHER SCHOOL.

\*ATHLETIC JACKETS ARE THE FINANCIAL RESPONSIBILTY OF THE STUDENT ATHLETE.
- C. Specified appropriate practice attire will be required by all students participating in after school practices/activities.
- D. Any Middle School student who participates in a varsity sport must pass six out of seven classes and maintain a 1.5 GPA.

### TRANSFERRING SPORTS:

- A. If a student participates in a varsity or junior varsity game and chooses to quit, that athlete can not progress to the next sport until the original sport is completely finished. NO EXCEPTIONS!

### INSURANCE:

Athletic and school insurance may be purchased as a supplement to private insurance. Student athletes must provide to the school proof of medical coverage.

### PHYSICAL EXAM:

- A. Physicals will be provided by the school at a cost of \$10.00. However, the physical will be given once a year. If an athlete misses the date he/she will be responsible for their own physical.

## **DRUG EDUCATION**

### **PROCEDURE FOR DEALING WITH POSSESSION OF ALCOHOL, DRUGS, OR CONTRABAND WITHIN IBERIA PARISH SCHOOLS:**

A student will be automatically suspended until a hearing is held for possession and/or being under the influence of drugs, alcoholic beverages, or contraband while on school premises or while at school-sponsored activities on or off campus.

A hearing will be scheduled within five (5) days of the incident following the guidelines as prescribed in Policy H-3.1 --"Student Due Process."

Upon the conclusion of the hearing, the superintendent or his designee shall determine whether the student should be indefinitely suspended from the school system or if other corrective or disciplinary action should be taken. The Iberia Parish School Board will be the final authority in accepting or rejecting the superintendent's decision.

### **IBERIA PARISH SCHOOL BOARD DRUG TESTING POLICY**

The Iberia Parish School Board does not condone the use of drugs for any purpose other than for medical reasons. The Iberia Parish School Board has a comprehensive drug-testing program. The purpose of this program is to evaluate, and rehabilitate our students involved in extra-curricular activities. Drugs are a serious problem because the use of drugs is: 1) a violation of the law; 2) is harmful to your health. The purpose of this program is to discourage the use of drugs.

#### **THE POLICY CONCERNING DRUG-TESTING WILL BE AS FOLLOWS:**

1. Students involved in extra-curricular activities will be selected at random to be tested, during the academic year. All students involved in extra-curricular activities will be placed in a common selection pool and selection will be made by a statistically valid method.
2. Students involved in extra-curricular activities are also subject to reasonable suspicion testing when an employee in conjunction with another school board employee believes based upon objective and articulable facts, due to specific, contemporaneous physical, behavioral, or performance indicators, that any student involved in extra-curricular activities is using drugs or is otherwise in violation of this policy. In all instances the principal will be notified.
3. An outside firm contracted by the Iberia Parish School Board will do the drug testing. The specimens collected will only be tested for the prohibited drugs listed below. The testing firm will collect the specimen and will handle the chain of custody and reporting of the results. Testing may be done by urine or hair sampling. The specimens will not be tested for any disease or conditions other than drug use.
4. Confidentiality-Information regarding a student's test will be released only under the following conditions: 1) Information that a student involved in extra-curricular activities tested positive on a drug test will be immediately communicated by the MRO (Medical Review Officer) to the designated Iberia Parish School Board Administrator. The only people who will be informed by the Iberia Parish School Board administrator of a positive screen is the school

- principal, the sponsor of the extra-curricular program, and the student's parents and/or guardian,
- 2) Information that must be released due to judicial order.
  5. The Iberia Parish School Board reserves the right to test students involved in extra-curricular activities for the following ten classes of drugs: Amphetamines, Opiates, Cocaine, Cannabinoids, (50 nanograms), Phencyclidine, Barbiturates, Benzodiazepines, Methaqualone, Propoxyphene, and Methadone.
  6. If a student involved in extra-curricular activities tests positive for any drug, he/she must adhere to the following:

**FIRST TIME OFFENDER:**

1. If a student involved in extra-curricular activities tests positive for any illegal drug, he/she will be suspended from participating in all extra-curricular activities for one (1) calendar year and will not be allowed to try out or participate in any extra-curricular activities until a negative test has been obtained **and** the one (1) calendar year has expired. The cost of the retest is at the parent's or student's expense.
2. The student involved in extra-curricular activities will also be referred to the Substance Abuse Family Education (SAFE) Program and Family In Need of Services (FINS) Program and provided with a list of available services for substance abuse in the community. The responsibility to utilize these services rests with the student and his/her parents.

**SECOND TIME OFFENDER:**

1. If a student involved in extra-curricular activities test positive a second time for any drugs he/she will be suspended from completion for the remainder of his/her high school years.

**NOTES:**

1. If a student involved in extra-curricular activities is suspended, the student will not be allowed to participate in practice, competition, or any organized activity with his/her respective team.
2. Any student involved in extra-curricular activities that test positive can be retested at anytime during his/her high school career.
3. The Iberia Parish School Board Policy (H-3.5b) concerning drugs will be enforced if any student is found in possession or under the influence of drugs on any Iberia Parish School Board Campus or at any Iberia Parish school function.
4. A student who refuses to be tested/retested will be dismissed from all athletic programs.
5. It is hereby recognized that participation in an extra-curricular activity is a privilege. It is not a right. The application of the above procedure shall not guarantee the participation of any student in any extra-curricular activity. Immediate dismissal from any extra-curricular activity for any cause is hereby reserved to the sponsor of said activity.

**Definition of Extracurricular Activities:** Those activities which are not directly related to the program of studies and which are under the supervision and/or coordination of the school instructional staff and which are considered valuable to the overall development of the student.



## **APPEALS PROCESS**

Any determination of a positive test and resulting penalty can be appealed by the student-athlete to an appeals committee consisting of: the school principal, a Student Service supervisor, and a sponsor other than that of the school involved. The student involved in extra-curricular activities must file the appeal with the Superintendent within five (5) days of notification. The appeal hearing will take place within five (5) days of the date of appeal. Upon a proper showing, the appeal process must include a retest of the original sample performed by or for the Iberia Parish School Board at the parent's expense.

### **IBERIA PARISH SCHOOL BOARD COMPLAINT/GRIEVANCE PROCEDURE:**

Procedure for students and parents are as follows:

1. A student or parent must file his initial complaint with the teacher.
2. If the complaint cannot be resolved with a parent/teacher conference, the individual must file his complaint with the principal of the school.
3. If the complaint cannot be resolved with the principal/parent conference, the individual must file a written complaint to the Superintendent of Schools of Iberia Parish\*.
4. If the complaint cannot be resolved with the Superintendent/parent conference, the individual must then request a due process hearing (at no cost) \*\*. The superintendent will advise the President of the School Board of the complaint for the purpose of requesting a hearing before the designated committee from the Board.
5. If the individual is not pleased with the decision of the committee, he must request further action before the entire Iberia Parish School Board.
6. If the decision reached by the entire Board is not considered satisfactory by the person(s) filing the grievance, further action may be pursued through the judicial system.

NOTE: The individual may chose to terminate his complaint at any stage of the procedure.

## **STUDENT DUE PROCESS**

Due process involving student suspension or expulsion shall include:

1. Written notice to parents within a reasonable time prior to a hearing. Notice is to include a specific statement of the charges that, if proved, would justify the punishment sought.
2. A full hearing after adequate notice.
3. The right to have present at the hearing the student's parent(s) or guardian(s) (or their designee) and to be represented by lay or legal counsel of the student's choice. Private attorney fees are to be borne by the student.
4. The right to produce and have produced witnesses on the student's behalf and to confront and examine witnesses.
5. The right of the student to produce evidence on his behalf.
6. Access by all parties to a record of the proceedings.
7. The right to administrative review and appeal.
8. The right to have allegations of misconduct and information pertaining thereto removed from the student's school record in the event the student is found not guilty of the charges.

Due process procedures for handicapped/exceptional students are recognized as those found in P.L. 94-142 and Act 754 of the Louisiana Legislature. These procedures can be found in the local application for P.L. 94-142 Part B funds.

<b>Louisiana Educational Assessment Program 2014-2015 Testing Schedule</b>			
<b>Test</b>	<b>Grades/Course</b>	<b>Testing Dates</b>	<b>Makeup Dates</b>
PARCC	3-8 ELA and Mathematics	PBT:Phase I: March 14-18, 2016 Phase II: April 25-April 29, 2016 CBT: Phase I: February 29-March 24, 2016 Phase II: April 25-May 13, 2016	
End-of-Course (EOC) Testing	English, Math, Science, and Social Studies (EOC)	Fall: November 30-December 16, 2015 Spring: April 25-May 20, 2016 Summer: June 20-24, 2016	
PARCC	3-8 Science and Social Studies	April 5-6, 2016	
ACT Series Reading, English, Mathematics, and Science	8	April 4-15, 2016	
	9-10	April 4-15, 2016	
	11	March 1, 2016 Make up – March 15, 2016	
AP	9-12	May 2-13, 2016	
LAA1*	3-8, 10 ELA and Mathematics	February 1-March 11, 2016	
	4, 8, 11 Science		
LAA2* Eligible retesters only	10-12 ELA, Mathematics, Science, and Social Studies	TBD	
ELL	K-12 English Language	February 1-March 11, 2016	

\*PBT- Paper based test

\*CBT-Computer based test

**PROGRESS REPORTS:**

**Middle School:**

Progress reports will be issued approximately four weeks into each grading period. It is the student’s responsibility to give the reports to the parent.

**High School:**

Progress reports will be issued approximately two and one-half weeks into each grading period. It is the student’s responsibility to give the reports to the parent.

<b>PROFESSIONAL LEARNING COMMUNITIES’ SESSION DATES 2015-2016</b>			
Week 1	September 3, 2015	Week 5	January 14, 2016
Week 2	October 8, 2015	Week 6	January 28, 2016
Week 3	October 22, 2015	Week 7	February 18, 2016
Week 4	November 5, 2015	Week 8	March 3, 2016

<b>OPEN HOUSE/PARENT TEACHER CONFERENCES 2015-2016</b>
Wednesday, October 14, 2015
Monday, March 14, 2016

<b>HOLIDAYS</b>	
<b>Holiday</b>	<b>Date</b>
Labor Day	Monday, September 7, 2015
*Sugarcane Festival	Friday, September 25, 2015
Thanksgiving	Monday, November 23 – Friday, November 27, 2015
Christmas/New Years	Monday, December 21, 2015 – Friday, January 1, 2016
Martin Luther King, Jr. Day	Monday, January 18, 2016
Mardi Gras	Monday, February 8 – Wednesday, February 10, 2016
Easter/Spring Break	Friday, March 25 – Friday, April 1, 2016
* Holiday for students only	

**MIDDLE SCHOOL  
GRADING PERIODS  
2015-2016**

**9 WEEKS GRADING PERIODS**

1<sup>st</sup> August 7 → October 9  
2<sup>nd</sup> October 12 → December 18  
3<sup>rd</sup> January 4 → March 9  
4<sup>th</sup> March 10 → May 19

**PROGRESS REPORTS**

September 8  
November 10  
February 3  
April 18

**GRADES DUE**

October 12  
January 4  
March 10  
May 19

**REPORT CARD HANDOUT**

October 14  
January 7  
March 14  
May 19

**HIGH SCHOOL BLOCK SCHEDULING**

**GRADING PERIODS**

**2015-2016**

**FALL**

1<sup>st</sup> August 7 → September 8  
2<sup>nd</sup> September 9 → October 9  
3<sup>rd</sup> October 12 → November 10  
4<sup>th</sup> November 11 → December 18

**SPRING**

1<sup>st</sup> January 4 → February 3  
2<sup>nd</sup> February 4 → March 9  
3<sup>rd</sup> March 10 → April 18  
4<sup>th</sup> April 19 → May 19

**GRADES DUE**

**FALL**

1<sup>st</sup> September 9  
2<sup>nd</sup> October 12  
3<sup>rd</sup> November 11  
4<sup>th</sup> January 4

**SPRING**

1<sup>st</sup> February 4  
2<sup>nd</sup> March 10  
3<sup>rd</sup> April 19  
4<sup>th</sup> May 19

**REPORT CARD HANDOUT**

**FALL**

1<sup>st</sup> September 11  
2<sup>nd</sup> October 14  
3<sup>rd</sup> November 13  
4<sup>th</sup> January 7

**SPRING**

1<sup>st</sup> February 11  
2<sup>nd</sup> March 14  
3<sup>rd</sup> April 21  
4<sup>th</sup> May 19

**SENIOR RELEASE** – Friday, May 6, 2016

**GRADUATION** - Monday, May 9, 2016

Ceremonies begin at 6:00 p.m.

**JHS FOOTBALL SCHEDULE  
2015-2016**

<b>WEEK</b>	<b>DATE</b>	<b>OPPONENT</b>	<b>LOCATION</b>
	<b>August 28</b>	<b>Iberia Parish Jamboree</b>	<b>Lloyd G. Porter Stadium</b>
<b>1</b>	<b>September 4</b>	<b>St. Martinville</b>	<b>Away</b>
<b>2</b>	<b>September 10</b>	<b>Highland Baptist</b>	<b>Home-Thursday</b>
<b>3</b>	<b>September 18</b>	<b>Franklin</b>	<b>Away</b>
<b>4</b>	<b>September 25</b>	<b>Sacred Heart</b>	<b>Away</b>
<b>5</b>	<b>October 2</b>	<b>West St. Mary</b>	<b>Homecoming</b>
<b>6</b>	<b>October 9</b>	<b>Delcambre</b>	<b>Away</b>
<b>7</b>	<b>October 16</b>	<b>Catholic High NI</b>	<b>Home</b>
<b>8</b>	<b>October 23</b>	<b>Loreauville</b>	<b>Away</b>
<b>9</b>	<b>October 30</b>	<b>Notre Dame</b>	<b>Home – Sr. Night</b>
<b>10</b>	<b>November 6</b>	<b>Opelousas Catholic</b>	<b>Away</b>



# DISCIPLINE



Thinking about your words and actions then making choices that are right for you and others.



## **Introduction**

Jeanerette High School is committed to maintaining a supportive and safe school environment in which everyone works collaboratively toward the following outcomes for our school wide management plan:

1. All students are able to engage in a quality education.
2. Students are valued as individuals and supported in taking ownership of their own behaviors.
3. Clear expectations for students' academic and personal achievement are known and supported by all stakeholders.
4. Faculty and staff value and maximize instructional time so students learn at optimal levels to insure current and future success.
5. Students grow to develop as ethical, responsible, and involved citizens.

## **Roles and Responsibilities**

### **Student Responsibilities**

1. Attend school regularly and be on time for classes.
2. Follow all school and classroom rules, and encourage others to do the same.
3. Complete all class work and homework assignments in a timely manner. Keep a personal progress record of grades for every class.
4. Maintain a positive attitude toward teachers, administrators, staff members, and fellow students.
5. Comply with all reasonable requests from staff members and all adults on campus.
6. Resolve conflicts with others in a positive manner. Seek the help of counselors, advisors, teachers, coaches, and administrators.
7. Bring all textbooks, supplies, and materials to class daily – notebooks, pens, pencils, and physical education uniforms.
8. Conduct oneself in a manner that positively reflects the school and community.

## **Student Code of Conduct**

At Jeanerette High School our belief is that every student has the right to a safe and conducive learning environment. Positive choices in behavior will ensure positive student conduct. Students are expected to demonstrate in attitude, words, and actions respect for others and respect for self. Students are also expected to take excellent care of the school building, grounds, equipment, and materials.

Attitude plays a big part in the overall success of a school. Everyone at Jeanerette High School is expected to come to school with a positive and cooperative attitude. Students in leadership positions within school organizations are expected to be positive role models for the entire student body. Any unacceptable behaviors or attitudes from students who are members of school organizations may result in the student's dismissal from the organizations. This includes athletics.

### **Profanity, Disrespectful Language and/or Behaviors**

Disrespectful language as well as vulgar and or threatening behaviors toward any person is not allowed on campus. The goal of every student is to treat everyone with the respect and dignity they want to be treated with.

### **Zero Tolerance Policy and Violence-Free Campus**

Jeanerette High School does not tolerate the possession, use, or sale of drugs, alcohol, or tobacco by students and/or adults on campus, or any school-sponsored activity. School personnel will take IMMEDIATE action to prevent and eliminate the use or possession of these substances.

Jeanerette High School is a Firearm-Free Safe School, operating under the Federal Firearm-Free Safe Schools Act that prohibits the possession of firearms on school campuses. Any person found in possession of a firearm, weapon, knife, explosive, or other dangerous objects will be subject to arrest and recommended for immediate expulsion. "Possession" includes, but is not limited to, storage in lockers, purses, backpacks, or automobiles.

Fighting is not tolerated at Jeanerette High School. Any serious physical contact (hitting with fists, slapping, pulling hair, choking, kicking, etc.) between two or more students will be considered fighting.

**CONSPIRACY/INSTIGATING:** Aiding and abetting any unlawful act (to do wrong). Students provoking a fight, either physically or verbally will be disciplined in the same manner.

**SELF-PROTECTION/SELF DEFENSE:** The behavior exhibited by a student who is trying to prevent someone from committing bodily harm to him/herself (no option to leave). The behavior includes: blocking someone from hitting through the use of the arms, legs, or some kind of device (ex. book or book bag), holding someone who is attempting to strike, and walking away from a situation where someone is attempting to start a fight. The school only recognizes these types of behaviors as a means of self-protection or self-defense.

### **Intervention**

1. **Immediately** walk away from a situation where someone approaches you with threatening language or behavior (mess). **Do not** respond either verbally or physically.
2. Find a teacher/principal and report the incident immediately.

### **Consequences**

1. Five day suspension pending expulsion hearing.
2. Charges pressed by Iberia Parish Sheriff's Department



## Electronic Communication Devices

In accordance with Iberia Parish School Board Policy LRS 17:239, no person, unless specifically authorized by the School Principal, or his designee, shall use, possess, or operate any electronic communication device, including any facsimile system, radio paging service, mobile telephone service, intercom, electro-mechanical paging system, laser pointers, or any other electronic devices in any public school building, school grounds, or in any school bus. Electronic telecommunication devices include cell phones, CD players, blackberries, palm pilots, MP3 players, and any electronic games.

**1<sup>st</sup> Violation:** Device confiscated for 24 hours – parent notified – parent signs for device and consequence notification sheet – device returned to parent

**2<sup>nd</sup> Violation:** Device confiscated – parent notified – 2 days adjustment center - device retained until the end of the school year – device will be returned by administration beginning with the last week of school.

**3<sup>rd</sup> Violation:** Device confiscated – parent notified – 3 day suspension at ACE Alternative – device retained until the end of the school year - device will be returned by administration beginning with the last week of school.

**4<sup>th</sup> Violation:** Device confiscated – parent notified – 5 day suspension pending expulsion hearing - device retained until the end of the school year – device will be returned by administration beginning with the last week of school.

**Refusal to relinquish device constitutes willful disobedience and will be handled accordingly. The school is not responsible for confiscated items if not picked up by parent within ten days of the last of day school. The school will not be responsible for lost or stolen devices left on campus after this date.**

**Random cell phones checks will be periodically conducted.**



# INTERVENTIONS AND CONSEQUENCES

## Classroom –School Wide Expectations

Students are expected to comply with all five school wide rules and classroom procedures established by teachers. The school wide rules are the same for every class. Students are to become very familiar with each one of your teacher’s classroom procedures and make it a priority to follow them when in their classrooms.

1. Respect teachers, peers, and any adult on JHS’s campus.
2. Be in an assigned seat when the tardy bell rings.
3. Be prepared for class by bringing all appropriate materials–textbooks, notebooks, pens, pencils, P.E. Uniforms, etc.
4. Follow all procedures and instructions given by the teacher.
5. Speak only when teacher instructs you to do so.

## Consequences:

1. **1<sup>st</sup> Violation:** Teacher/student conference – warning.
2. **2<sup>nd</sup> Violation:** Teacher/student conference – documented parent contact by teacher.
3. **3<sup>rd</sup> Violation:** Discipline referral – conference with administrator, parent contact, Adjustment Center for that block.
4. **4<sup>th</sup> Violation:** Discipline referral, parent conference, 1-3 days in adjustment center.
5. **5<sup>th</sup> Violation:** Discipline referral: 2 DAYS I.S.S.P.



## **Blatant Disrespect and Willful Disobedience**

Students at Jeanerette High School are expected to comply with requests from teachers and adults on campus, and follow classroom procedures. Talking back and arguing will not be tolerated. If an adult asks you to do something, simply do it even though you may not agree. Students can resolve disagreements by practicing the following:

### **Interventions:**

1. Ask your teacher/adult to speak to him/her in private. Talk to the teacher/adult calmly and respectfully about the situation.
2. Talk to your advisor, counselor, or coach about the situation and get advice on how to resolve it.
3. Talk to Mrs. Freeman. She will give you advice on how to resolve the situation, discuss the situation with the teacher/adult, or set up a conference with the teacher/adult.

### **Consequences:**

**1<sup>st</sup> Violation:** Student removed from the classroom, parent conference, and 2 days adjustment center.

**2<sup>nd</sup> Violation:** Student removed from the classroom, parent conference, and 3 days adjustment center or 2 days I.S.S.P.

**3<sup>rd</sup> Violation:** Student removed from the classroom and 2 or 3 Days suspension.

**FURTHER VIOLATIONS WILL RESULT IN SUSPENSION AND/OR EXPULSION HEARING.**



# TARDIES

## Interventions:

Students must be in their assigned seat when the tardy bell rings. Students can be on time for class by practicing the following:

1. Arrive at school on time. Students should be on campus no later than 7:20.
2. Go to your locker **ONLY** at designated times during the day.
3. **Move** from class to class without stopping to talk in the hallway or loiter in the hall.
4. **Keep to the right** in the hallway so the traffic can flow with ease.
5. Do not remain in a classroom when the bell rings to end class. Proceed to your next class.

## Consequences:

Tardy Sweeps – Tardy sweeps will be conducted after each class exchange. If a student is not in class when the tardy bell rings, the tardy will be documented by the teacher and reported to the office.

- 1<sup>st</sup> Tardy – Warning – Office notified.
- 2<sup>nd</sup> Tardy – Morning Detention – Report to the AC at 7:05. Arriving late will result in extra time being assigned to the AC.
- 3<sup>rd</sup> Tardy – After School Detention – Must report to the Commons Area by 2:40.
- 4<sup>th</sup> Tardy – 2 days ISS on Site
- 5<sup>th</sup> Tardy – 2 day Suspension (ACE Suspension Center)
- 6<sup>th</sup> Tardy – 3 days ISS (On site)
- 7<sup>th</sup> Tardy – After School Detention
- 8<sup>th</sup> Tardy – 3 day Suspension (ACE Alternative)
- 9<sup>th</sup> Tardy – 3 days ISS (On site)
- 10<sup>th</sup> Tardy – 3 day Suspension (Ace Alternative) – parent contact
- 11<sup>th</sup> Tardy – 5 day suspension pending expulsion hearing

**Students who check in after the 1<sup>st</sup> tardy bell are tardy and must be signed in by a parent. Failure to do so will result in automatic placement in the Adjustment Center until parent returns to school to sign student in.**

**Students who check in with an invalid excuse, will be sent to the Adjustment Center for tardy documentation and consequences.**

## **DRESS CODE**

Every student at Jeanerette High is expected to dress according to the dress code policy established by the Iberia Parish School Board. Students can achieve success in dress code by practicing the following:

### **Intervention:**

1. **Buy** uniforms that follow the uniform policy as described in the student handbook. Uniforms that violate the dress code policy will not be allowed on campus.
2. When dressing for school in the morning, do not wear clothes that violate dress code. (Example: colored t-shirts, improper belt, improper shoes, etc.)
3. Make sure you are **properly** and **completely** dressed when you leave home to come to school. NOTE: Any student who gets off the bus or out of a vehicle improperly dressed will be taken to the Adjustment Center.)
4. After the dismissal bell in the afternoon, take your I.D. off and put it in your book sack or purse so you will know where to locate it the next morning. Put your I.D. on **before** you enter the building in the morning and leave it on **all day**. NOTE: Students walking the hall with no I.D. will be taken immediately to the Adjustment Center or be assigned lunch detention.

**NOTE: STUDENT'S DRESS CODE WILL BE CHECKED UPON ENTERING THE BUILDING. ANY STUDENT IN VIOLATION WILL BE SENT DIRECTLY TO THE ADJUSTMENT CENTER.**



**Consequences:**

- 1<sup>st</sup> **Violation** – warning – change of clothes
- 2<sup>nd</sup> **Violation** – change of clothes – Morning Detention – Report to the AC
- 3<sup>rd</sup> **Violation** – parental contact – Lunch Detention
- 4<sup>th</sup> **Violation** – Referral – After School Detention - parental contact
- 5<sup>th</sup> **Violation** – Referral – 1 day ISS (On Site) - parental contact
- 6<sup>th</sup> **Violation** – Referral – 2 day Suspension (Ace Alternative) – parent contact
- 7<sup>th</sup> **Violation** – Referral – After School Detention – parent contact
- 8<sup>th</sup> **Violation** – Referral – 2 day ISS (On Site) – parent contact
- 9<sup>th</sup> **Violation** – Referral – 3 day Suspension (Ace Alternative) – parent contact
- 10<sup>th</sup> **Violation** - 5 Day suspension pending an expulsion hearing

**Uniform shirts** must be worn under hoodies and jackets at all times. Violators will not be allowed to wear hoodies or jackets in the building. There will be **NO WARNINGS** given for this dress code violation.

Dress code violations will be recorded on WebPAMS. Continuous violations of dress code will be disciplined as willful disobedience.

**Sagging:** Sagging is not tolerated at Jeanerette High School. Pants must be worn at the waist at all times during the school day. **THIS WILL BE STRICTLY ENFORCED.**

## DETENTIONS

**Morning Detention (M. D.)** is detention outside of regular hours held on an assigned day from 7:05 a.m. to 7:45 a.m. Students report to the Adjustment Center immediately upon arrival.

Students must be on time and sign in by 7:05 a.m. Any student arriving late will not be accepted, but will be reassigned to complete the original time **plus an additional day**. School uniforms must be worn. Arriving late a second time may result in 2 days suspension at I.S.S.P. Any student who does not show up for morning detention will be suspended for 2 days at I.S.S.P. **NO EXCUSES WILL BE ACCEPTED!!!!**



**Lunch Detention (L.D)** is detention held during school hours. Students assigned to lunch detention will report to the Adjustment Center as soon as the lunch bell rings. Lunch detention students will eat lunch the last ten minutes of each lunch period in an assigned area and will not be allowed to communicate with other students.



**After School Detention (A.S.D.)** is detention outside of regular school hours held on an assigned day from 2:40 p.m. to 4:00 p.m.

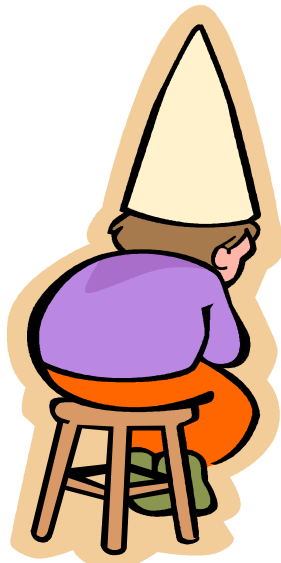
Students must be on time and sign in by 2:40 p.m. Any student arriving late will not be accepted, but will be reassigned to complete the original time **plus additional detention** at a later date. School uniforms must be worn.

Not showing up for A.S.D. may result in suspension. Only a doctor's excuse or court excuse will be accepted for missing ASD.

Students must bring textbooks and materials to study and are expected to work the entire time assigned.

Anyone violating the rules of the A.S.D. Program will be dismissed and placed at I.S.S.P.

Any behavior that results in being sent out of A.S.D. will result in being sent to I.S.S.P.



## MAJOR INFRACTIONS

For severe infractions, the administration should be notified immediately to remove the student/students from the class. Severe Infractions that warrant an immediate office referral:

1. Profane/Obscene Language (Verbal or Written)
2. Cursing Faculty, School Officials, or any other adult
3. Fighting/Loud Arguing/Disruption of the school environment
4. Disrespectful attitude/tone with a teacher or adult
5. Walking/Running away from a teacher
6. Refusal to follow directions of authority
7. Threatening a faculty member
8. Threatening another student
9. Assault and battery on student or faculty
10. Sexual harassment (Verbal, written, or physical)
11. Horse playing/hand playing/play fighting
12. Running down the hall or cafeteria
13. Throwing food items/drinks in the cafeteria
14. Skipping class
15. Leaving class without authorized permission
16. Leaving campus without authorized permission
17. Refusal to report to the office
18. Refusal to remove illegal clothing
19. Refusal to turn over illegal items (cell phones, cd players, etc.) to authority
20. Smoking
21. Gambling
22. Stealing
23. False charges (lying, forging the signature of faculty, etc.) against authority
24. Possession of illegal substances/paraphernalia  
(cigarettes, lighters, matches, drugs of any sort, weapons, etc.)
25. Reckless behavior in the student parking lot or the  
school campus.
26. Destroying school property. (writing on walls, desks, etc.)
27. Illegal I.D.

## HALL PASSES

All students will be issued a student planner/hall pass at orientation. This student planner/hall pass is to be in student's possession at **ALL** times. Failure to do so will result in the student being disciplined. If planner is lost, it must be replaced at a cost of \$5.00.

No student may be in the hallway without a student planner/hall pass signed by a teacher. No student may use another student's planner/hall pass. Removal of the name sticker or rearrangement of the planner's pages will result in the student being required to purchase a new student planner/hall pass and disciplinary action. Disciplinary action will include Adjustment Center assignment or suspension. Obscene/profane writings will be dealt with under that section. The student planner/hall pass remains the possession of JHS.

**Students on the hallway with a hall pass, but not in the designated area will have hall pass privileges revoked.**

## RESTROOM POLICY

Students will be allowed one restroom pass per class per grading period. Passes will not rollover to the next grading period. Go to the restroom in the morning, before school, during locker breaks, and during lunch. Any student leaving class without permission will be automatically assigned to After-school detention.



## School Function/Dance Dress Code

No bare midriffs, discreet silts only, no short skirts, no strapless shirts, no tank tops, no spaghetti strap shirts. If you have any doubts about the suitability of your chosen attire, please check with Mrs. Antoine or Mrs. Freeman before the event. Unacceptable attire will be turned away at the door/sent home to change.

## JHS DANCE GUIDELINES

1. No one under 13 years of age and no one over 21 years of age will be allowed into the dance.
2. You must be in the dance by 10:00. The doors will be locked and no one will be allowed to enter after 10:00.
3. Once you leave the dance, you will not be allowed to reenter. You must leave the school grounds.
4. Indecent behavior will not be tolerated. If the behavior is not corrected after you are warned, you will be asked to leave.
5. **FIGHTING OR CAUSING A DISTURBANCE WILL NOT BE TOLERATED. YOU WILL BE ARRESTED AND SUSPENDED FROM SCHOOL.**





PBIS

ROOAR

The Positive Behavior Intervention and Support (PBIS) program is a reward program designed to promote good behavior and academic success. “TigerBucks” will be given out daily by administrators, teachers, and staff for exemplary behavior and academic achievement. “TigerBucks” can be redeemed at the store or to the administration to earn positive points.

ROAR is the PBIS acronym for: Respect, Opportunity, Achievement, and Responsibility.

