

**Student/Parent Handbook  
2021-2022**



**225 Pershing Highway  
Jonesboro, LA 71251**

**Chevonda W. Leonard  
Principal**

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**Dear J-HHS Tiger:**

**We are excited about the 2021-2022 school year. At Jonesboro-Hodge High School we strive for Excellence, One Step Beyond. During the tough times we may face this school year, please lean on your Tiger Family to help you deal with emotions. We will provide resources to help you. Please do not hesitate to reach out to your peers and adults on campus.**

**I am thrilled to have students physically back in our classrooms. Our faculty and staff are eagerly awaiting to witness their laughter, energy, and enthusiasm. Our staff looks forward to hosting in person events to the greatest extent possible. To stay abreast of all that is taking place at Jonesboro-Hodge please be sure to have an updated cell phone number and email address to receive information via our JPAMS messaging system and also be sure to create and/or use your Parent Connect account. Also, remember to visit our website and social media platforms regularly for current news and upcoming events.**

**Parents, we are working to support you. We will continue to answer your questions via the office phone number, respond to emails, and keep the lines of communication open. We are working diligently to keep our school community safe. Medical experts and disease professionals have emphasized that maintaining good hygiene and staying away from school or work when ill are critical to keeping our community healthy. In order to assist in promoting good hygiene, we emphasize to everyone the importance of washing hands thoroughly and consistently after using restrooms and before and after eating meals. We have a number of hand-sanitizing stations located throughout campus. Students, faculty, and staff are required to wear masks on the bus and while on campus. Our buildings will be routinely disinfected, and will follow specific guidelines during class exchanges. We will continue to approach these unprecedented times with Tiger Tenacity. Remember, Together-Everyone-Achieves More!**

**Tigerly yours,**

**Chevonda W. Leonard**

**Principal**

# JONESBORO-HODGE HIGH SCHOOL

**Chevonda W. Leonard, Principal**

**225 Pershing Highway**

**Jonesboro, Louisiana 71251**

**Office: 318-259-4138**

**Fax: 318-259-2701**

**Website: [www.jpsb.us](http://www.jpsb.us)**

**Cafeteria: 318-259-7029**

**Stadium: 318-259-3515**

**Gymnasium: 318-259-2747**

## **MOTTO**

*Virtus, Sapientia, Gloria*

*Courage, Wisdom, Glory*

## **ALMA MATER**

*Firmly founded Alma Mater,*

*Mother kind is she.*

*Here within the sheltering structure,*

*Pledge we loyalty.*

*As we enter into battle,*

*Look we must, to thee.*

*Ever faithful, thou art J-H,*

*Thus to victory!*



## **MISSION STATEMENT**

To provide the highest quality of education so that all students will achieve academic success.

## **PHILOSOPHY OF JONESBORO-HODGE HIGH SCHOOL**

At Jonesboro-Hodge High School we strive to prepare each student for his or her rightful place in society by providing training that will meet individual needs, interest, and abilities. Realizing that our society, as well as the world, is undergoing rapid change, the staff of this school endeavors to keep abreast of the times through the curricula and variations in teaching methods.

The objective of Jonesboro-Hodge High School is to offer both a curricular and extra-curricular program that will develop the well-rounded individual. Our school offers preparation for those students who plan to work immediately after graduation as well as for those who will attend college or pursue special training courses. We believe that attitudes, appreciations, study habits, and skills are more important than memorizing facts. Jonesboro-Hodge High School Stands for Excellence sums up the philosophy of our school.

## **ASSURANCE OF EQUAL RIGHTS**

The Jackson Parish School Board adheres to the equal opportunity provision of the federal civil rights acts and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VII of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), or handicapping condition (Section 504 of the Rehabilitation Act of 1973) in the pursuit of educational goals and objectives and the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Jackson Parish School Board Office at the following address:

315 Pershing Highway  
Jonesboro, LA 71251  
318-259-4456

**Jackson Parish Schools  
2021-2022**

|                               |               |   |
|-------------------------------|---------------|---|
| New Teacher Orientation       | August        | 13, 2021  |
| Professional Development      | August        | 16-17, 2021   |
| <b>First Day for Students</b> | <b>August</b> | <b>18, 2021</b>   |
| Parent Teacher Conference     | October       | 15, 2021 (Conferences will be held October 14 <sup>th</sup> 3-8 pm) |
| Professional Development      | August        | 14, 2022  |
| Seniors Last Day              | May           | 10, 2022  |
| <b>Students Last Day</b>      | May           | 23, 2022  |
| Teacher Work Day              | May           | 24, 2022  |

**Holidays:**

|                              |           |                                       |
|------------------------------|-----------|---------------------------------------|
| Labor Day                    | September | 6, 2021                               |
| Fall Break                   | Dismiss:  | Thursday, October 14, 2021 (Students) |
|                              | Return:   | Wednesday, October 20, 2021           |
| Veteran's Day Observed       | November  | 11, 2021                              |
| Thanksgiving                 | Dismiss:  | Friday, November 19, 2021             |
|                              | Return:   | Monday, November 29, 2021             |
| Christmas                    | Dismiss:  | Friday, December 17, 2021             |
|                              | Return:   | Monday, January 3, 2022               |
| Dr. Martin Luther King       | January   | 17, 2022                              |
| Winter Break/President's Day | Dismiss:  | Thursday, February 17, 2022           |
|                              | Return:   | Wednesday, February 23, 2022          |
| Spring Break                 | Dismiss:  | Friday, March 18, 2022                |
|                              | Return:   | Monday, March 28, 2022                |
| Easter Break                 | Dismiss:  | Thursday, April 14, 2022              |
|                              | Return:   | Tuesday, April 19, 2022               |

**Information Only:**

|                                |                         |                          |                      |
|--------------------------------|-------------------------|--------------------------|----------------------|
| <b>End of Grading Periods:</b> | <b>October 14, 2021</b> | <b>Graduation Dates:</b> | <b>TBD - Weston</b>  |
|                                | <b>January 10, 2022</b> |                          | <b>TBD - JHHS</b>    |
|                                | <b>March 18, 2022</b>   |                          | <b>TBD - Quitman</b> |
|                                | <b>May 23, 2022</b>     |                          |                      |

*Note: 392 Instructional minutes per day  
Mandatory in-services for non-certified employees will include three (3) days as assigned by  
Respective supervisors for the 2021-2022 school year.*

**JONESBORO-HODGE HIGH SCHOOL  
BELL SCHEDULE  
2021-2022**

**Students Not Eating breakfast will report directly to 1<sup>st</sup> period beginning no earlier than 7:15 a.m. Once a student has entered the building and 1<sup>st</sup> period classroom they will not be allowed to leave until the next class change.**

Bell—7:15 a.m.-7:35 a.m.      Breakfast will be served.

| Shift A               |               | Shift B               |               |
|-----------------------|---------------|-----------------------|---------------|
| 1 <sup>st</sup>       | 7:40-8:40     | 1 <sup>st</sup>       | 7:40 – 8:40   |
| 2 <sup>nd</sup>       | 8:44-9:33     | 2 <sup>nd</sup>       | 8:44 – 9:33   |
| 3 <sup>rd</sup>       | 9:37-10:26    | 3 <sup>rd</sup>       | 9:37 – 10:26  |
| 4 <sup>th</sup>       | 10:30 – 11:19 | 4 <sup>th</sup>       | 10:30 – 11:19 |
| 1 <sup>st</sup> Lunch | 11:19 – 11:44 | 5 <sup>th</sup>       | 11:23 – 12:12 |
| 5 <sup>th</sup>       | 11:48 – 12:37 | 2 <sup>nd</sup> Lunch | 12:12 – 12:37 |
| 6 <sup>th</sup>       | 12:41 – 1:30  | 6 <sup>th</sup>       | 12:41 – 1:30  |
| 7 <sup>th</sup>       | 1:34 – 2:23   | 7 <sup>th</sup>       | 1:34 – 2:23   |
| 8 <sup>th</sup>       | 2:27 – 3:21   | 8 <sup>th</sup>       | 2:27 – 3:21   |

ISS and/or Alternative lunch will be at 11:48



# Jonesboro-Hodge High School

## School Wide Expectation Matrix

|                               | <b>Classroom</b>  | <b>Cafeteria</b>  | <b>Restroom</b>  | <b>Hallway</b>   |
|-------------------------------|---|---|--|--|
| <b>P</b><br>Prepare Yourself! | <ul style="list-style-type: none"> <li>•Be on time to class</li> <li>•Bring all required materials.</li> <li>•Turn in all assignments on time</li> <li>•Follow approved dress code</li> </ul>             | <ul style="list-style-type: none"> <li>•Carry ID daily &amp; present it when asked.</li> <li>•Pay for meals daily</li> <li>•Remove headgear when entering</li> </ul>    | <ul style="list-style-type: none"> <li>•Go between classes or during lunch.</li> <li>•Get permission and a proper pass from teacher during class time</li> </ul>                   | <ul style="list-style-type: none"> <li>•Use lockers during designated times only</li> <li>•Remove headgear when entering the building</li> </ul>   |
| <b>A</b><br>Act Respectful!   | <ul style="list-style-type: none"> <li>•Use positive communication</li> <li>•Treat the school's and classmate's property better than your own.</li> <li>•Raise your hand when wanting to speak</li> </ul> | <ul style="list-style-type: none"> <li>•Clean up your area</li> <li>•Limit table noise by using inside voices</li> <li>•Use good manners, (please thank you)</li> </ul> | <ul style="list-style-type: none"> <li>•Pick up after yourself</li> <li>•Return to class without disturbing others.</li> <li>•Use appropriate language</li> </ul>                  | <ul style="list-style-type: none"> <li>•Speak to staff and classmates</li> <li>•Call others by their preferred name</li> <li>•Allow others access to their lockers</li> </ul>              |
| <b>W</b><br>Work Together!    | <ul style="list-style-type: none"> <li>•Utilize your time wisely</li> <li>•Help your classmate after an absence</li> <li>•Know where all materials are</li> <li>•Be a TEAM player.</li> </ul>             | <ul style="list-style-type: none"> <li>•Be polite to cafeteria personnel</li> <li>•Be polite to each other</li> <li>•Follow procedures when lining up</li> </ul>        | <ul style="list-style-type: none"> <li>•Go to the closest restroom</li> <li>•use appropriate language</li> <li>•Give others the proper privacy</li> </ul>                          | <ul style="list-style-type: none"> <li>•Be in class on time</li> <li>•Use appropriate voice level</li> <li>•Keep to your personal space at your own locker</li> </ul>                      |
| <b>S</b><br>Safety First!     | <ul style="list-style-type: none"> <li>•Keep your body and any objects away from other students.</li> </ul>   | <ul style="list-style-type: none"> <li>•Wash hands before eating</li> <li>•Walk slowly, paying attention to others</li> <li>•Report any spills</li> </ul>               | <ul style="list-style-type: none"> <li>•Flush after using</li> <li>•Refrain from unsafe behaviors</li> <li>•Dispose of all materials properly</li> <li>•Report problems</li> </ul> | <ul style="list-style-type: none"> <li>•Be aware of those around you</li> <li>•Walk on the right side, not down the middle</li> <li>•Walk and Talk to allow traffic to continue</li> </ul> |



**Sample:  
College Prep- Core 4 (TOPS) Curriculum**

| 9th Grade      | 10th Grade          | 11th Grade              | 12th Grade              |
|----------------|---------------------|-------------------------|-------------------------|
| English I      | English II          | English III             | English IV              |
| Civics         | World Geography     | American History        | World History           |
| Algebra 1      | Geometry            | Algebra II              | Advanced Math           |
| Biology        | Enviro. or Physical | Chemistry or Biology II | Env./Phy./Chem./Bio. II |
| PE I           | PE II               | Fine Arts               | Speech/Fine Arts Survey |
| Career Success | Virtual Workplace   | ACT Prep                |                         |
| Elective       | BCA                 | Spanish I and II        |                         |
| Elective       | Elective            | Elective                |                         |

Students who make an ACT score of 18 in English and 19 in Math and at least a 19 composite (average) are eligible to take dual credit college courses their senior year as long as the scores are achieved by the first day of school their senior year.

Students should receive credits for health education, keyboarding (IBCA), and journeys to careers in middle school if they attend school in Jackson Parish.

**Sample:  
CAREER-TECH  
JUMP START CURRICULUM**

| 9th Grade      | 10th Grade          | 11th Grade            | 12th Grade       |
|----------------|---------------------|-----------------------|------------------|
| English I      | English II          | English III/Bus. Eng. | Technical        |
| Civics         | World Geography     | American History      | Writing/ELA IV   |
| Algebra 1      | Geometry            | Financial Literacy    | Pathway Elective |
| Biology        | Enviro. or Physical | Pathway Elective      | Business Math    |
| PE I           | PE II               | PE or Elective        | Pathway Elective |
| Career Success | Virtual Workplace   | Work Keys/ACT Prep    | PE or Elective   |
| Elective       | BCA                 | Pathway Elective      |                  |
| Elective       | Elective            | Pathway Elective      |                  |

## **ACADEMICS**

### **Classification of Students**

In grades 9-12 students will be classified according to credits earned each year. To pass a subject, students in grades 9-12 must pass two of the four grading periods and pass the last grading period or final exam with at least a 0.67 GPA in full unit courses. For one-half unit courses, students must pass at least one of the two grading periods and must pass the last grading period or final exam with at least a 0.67 GPA for the course. A high school student's total number of Carnegie units will determine the grade level classification. The scale below indicates the proper grade placement of students based on their Carnegie unit total.

|           |               |
|-----------|---------------|
| Freshman  | 0— 4.5 Units  |
| Sophomore | 5—10.5 Units  |
| Junior    | 11—15.5 Units |
| Senior    | 16 or Greater |

### **Types of Diplomas:**

Jonesboro-Hodge awards two types of diplomas: (1) TOPS University Diploma – which requires TOPS Curriculum courses, comprised of 24 credits; (2) TOPS TECH JUMP START Diploma, which requires Career-Tech courses, comprised of 23 credits.

**Jackson Parish Diploma of Excellence Requirements**  
**TOPS University Diploma Track: 24 Credits**  
**ACT Score of 23 or better**  
**Dual Enrollment Class, AP or CLEP**  
**3.5 or better**

## **GRADUATION POLICY**

Full participation in the graduation ceremony at J-HHS is a privilege, not a right, for the individual student and parents. Therefore, the privilege of graduating with one's class on the stage on graduation day is regulated by the following:

1. Successful completion of the course of studies required by the State of Louisiana.
2. Successful completion of the course of studies required by the Jackson Parish School Board.  
followed the rules and regulations of the school to such a degree that the student has earned the privilege of being an active participant in the graduation ceremony. These rules and regulations specifically include the section on suspension and expulsion as found in the student handbook. However, other violations of rules and regulations may be considered by the administration before bestowing on the student the privilege of being able to participate in the graduation ceremony. Any student who is under suspension, expulsion, etc., at the time of graduation or one who receives a disciplinary penalty for acts which took place after exams were completed may not participate in commencement ceremonies. Senior Pranks deemed excessive and/or that violate any laws will prevent participation in graduation ceremonies. Best practice would dictate to avoid all pranks.

Special Note: All the above requirements must be met before a student is allowed to participate in the graduation ceremony. Any decision adversely affecting the student's privilege of being an active participant in the graduation ceremony may be appealed to the Jackson Parish School Board. The decision of the Board or Superintendent is final.

## DRESS REGULATIONS FOR GRADUATION

Below are the dress codes for girls and boys for Graduation:  
PLEASE ADHERE TO THE FOLLOWING DRESS CODES:

- GIRLS:**
1. Wear a dress without a high neckline.
  2. Dress shoes – **White (Flats, No flip flops, no slide-on shoe, closed heel, No high heels, No Athletic shoes)**
  3. **NO SHORTS**
  4. The only Jewelry to be worn will be a watch, rings, or stud earrings.
  5. A dress must be worn under the graduation **gown (you will be checked when we line you up – if you are not dressed appropriately, you will not walk) PARISH CODE APPLIES**

- BOYS:**
1. **White ONLY dress shirt**
  2. Dark tie, preferably dark blue (**NO BOW TIE**)
  3. Dark slacks – Dark Blue or Black
  4. Dark socks, Dark dress shoes Black or Navy (**NO ATHLETIC SHOES**)
  5. **No earrings** (We want you to look dignified)
  6. **If you are not dressed appropriately, you will not walk**

## **VALEDICTORIAN, SALUTATORIAN, AND CLASS RANKING**

The school shall use the following procedure in naming the valedictorian, the salutatorian, and the class ranking of graduating seniors:

1. Student must pursue and successfully complete the TOPS University or TOPS TECH Jump Start Curriculum.
2. Student must attend J-HHS his/her junior and senior year to be considered for Valedictorian and Salutatorian.

Each high school principal shall use a uniform procedure in determining the grade-point average for students. This uniform procedure is to be used in determining the GPA (grade point average) in naming the valedictorian, the salutatorian, and the class ranking of seniors. The procedure used is as follows:

1. Use the final grades for all courses on the transcript for which units of credit have been pursued.
2. The GPA is to be rounded to the nearest thousandth.
3. The Jackson Parish School Board policy on awarding quality points for designated subjects shall be followed.

### **Seniors That Do Not Pass a Class OR LEAP 2025 Requirement for Graduation**

Seniors that fail to make a passing grade for the last nine weeks or the final exam that keeps them from graduating shall be given the opportunity to come during the remainder of the school year to complete work for graduation providing the SBLC approves of this action. **The student will not be allowed to participate in the graduation ceremony, but will receive a diploma if work is satisfactory to the teacher.** All work due for determining graduation must be completed the Monday prior to senior practice. This includes all class work, credit recovery tests, and any of the LEAP 2025 Course Tests. **IT IS THE RESPONSIBILITY OF THE STUDENT AND PARENT/GUARDIAN TO MAKE CERTAIN ALL CREDITS, CREDENTIALS, AND STANDARDIZED TESTS ARE COMPLETED FOR GRADUATION.**

### **Final Tests**

Final tests are required for all courses in grades 9-12. Graduating seniors who have an “A” average for the year in a course that does not require a state mandated LEAP 2025 exam may be exempt from the final tests in courses taken for one Carnegie unit. Final tests are required for all courses that are taken for 1/2 Carnegie unit.

**LEA’S GRADING SCALE (Revised 2020)**  
**JACKSON PARISH GRADING SCALE**  
**GRADES K-12**

| <b>Grading Scale</b> | <b>Point Value</b> | <b>Honors Dual, AP</b> | <b>Quality Points For AP &amp; DE, CLEP</b> |
|----------------------|--------------------|------------------------|---|
| 100—93 = A           | A-4                | 90-100 = A             | A=5   |
| 92—85 = B            | B-3                | 80-89=B                | B=4   |
| 84—75 = C            | C-2                | 70-79=C                | C=3   |
| 74—67 = D            | D-1                | 60-69=D                | D=2   |
| 66 below = F         | F-0                | 0-59=F                 | F=0   |

**PARENT CONNECT**

Parents can go on-line to the Jackson Parish School Board web site to check lesson plans and grades at Parent Connect [www.jpsb.us](http://www.jpsb.us). Upcoming events and important information relative to our students and Jonesboro-Hodge High School will also be posted. You may access this site and click on Jonesboro-Hodge High School. Jackson Parish School Board Policies may also be accessed at this site by clicking on Board Policies

Students have the right to be in school; however, with this right comes the responsibility to respect the rights of others and to become productively involved in their own academic learning. Students at Jonesboro-Hodge High School are expected to conduct themselves in a manner that is conducive to learning. When it becomes apparent that the behavior of an individual interferes with the rights of others, corrective measures may be necessary for the benefit of the individual and the entire school.

Teachers will receive instruction in the discipline procedures listed herein. Subsequently, teachers will see that students are familiar with the procedures. Parents are encouraged to become familiar with regulations concerning student discipline. Parents are expected to support the school in these measures and procedures.

The following information includes an outline of student offenses and the various consequences of these offenses. Disciplinary action will include appropriate hearings and reviews, and in all cases the rights of individuals will be insured and protected. Disciplinary actions will be consistently administered.

Understand that the Principal of Jonesboro-Hodge High School is in charge of the education of the students at Jonesboro-Hodge High School, therefore he or her designee will discipline any student that disrupts the educational process. The Principal and his designee reserves the right to provide discipline as outlined in the following behavior and discipline procedures and also any other behavior that is not outlined in the policy that disrupts the educational process in any way.

**CHEATING**

The following are considered scholastic dishonesties. Any student caught cheating will be subject to the discipline policy of the classroom teacher. Teachers have the support of the administration in this policy.

- Taking ANY unauthorized information into a test situation.
- Plagiarism — (literary theft, passing off as one’s own words or ideas of another)
- Taking test questions to provide assistance in later situations, or the theft of a test
- Copying the work of others
- Giving or taking information concerning a test after an individual has taken the test and the same form of the test is given later.
- Talking during a test

Teacher policy will be clearly established in writing and presented to the students at the start of the school year. Written policy will include that any student(s) caught cheating or presumed to have cheated will automatically receive a grade of ZERO for that assignment.

### **MAKE-UP WORK**

The student whose absence is determined to be **excused** may make up all work missed during that absence. The student will have the same number of days to make up the missed work as they were absent. Example: If he is absent for two (2) days, he will have two (2) days to make up his work. If he is absent for three (3) days, he will have three (3) days to make up his work. It is the **student's responsibility** to contact the teacher for all assignments missed during the time of absence. If he will miss 3 days or more, the parent may call the school's office to request the student's homework. The call should be made before 9:00 a.m. to request the homework for that day.

### **ATTENDANCE**

- Students from the seventh to the eighteenth birthday shall attend a public or private school or participate in an approved home study program. A child seventeen years of age, may withdraw from school prior to graduation with the written consent of his parent, tutor, or legal guardian.
- Schools shall administer attendance regulations in accordance with state and locally adopted policies.
- Students in Jackson Parish shall receive instruction for 392 minutes per day.
- Seniors will be dismissed 10 operational days prior to the end of the school year.
- During summer LEAP remediation, students must receive 50 hours of instruction. Students shall be expected to be in attendance a minimum of 25 days for at least 2 hours per day.
- **In order to be eligible to receive grades, high school students, grades 9-12, shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per semester or 60,120 minutes (equivalent to 167 six-hour days) a school year for schools not operating on a semester basis. (Bulletin 741). High school students are allowed to miss 8 days per school year, 4 days per semester if pursuing ½ credit. Students who do not meet state law regarding attendance will not be promoted to the next grade level or be allowed to participate in graduation ceremonies if a senior. Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.**
- **IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO SEE THAT STUDENTS ATTEND SCHOOL. PARENTS SHOULD MONITOR REPORT CARDS AND "PARENT CONNECT" FOR STUDENT'S ATTENDANCE HISTORY. PARENTS/GUARDIANS THAT ARE NEGLIGENT IN THEIR DUTY OF ENSURING THEIR CHILDREN ATTEND SCHOOL WILL BE REPORTED TO THE DISTRICT ATTORNEY'S OFFICE AND CHILD WELFARE.**
- Any student involved in extra-curricular activities must be in attendance for a minimum of ½ day and must have a medical excuse or be excused by administration for the missing portion of the day to be able to participate in the evening activity. All athletes must be in attendance the next day on time or will not be permitted to practice that day. For those students that are participating on Friday nights, they must be in attendance and on time on Monday morning or practice will be denied.

### **EXTENUATING CIRCUMSTANCES**

The only exception to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.

- a. Extended personal, physical or emotional illness as verified by a physician.

- b. Extended hospital stay as verified by a physician.
- c. Extended recuperation from an accident as verified by a physician.
- d. Extended contagious disease within a family as verified by a physician.
- e. Prior school system approved travel for education.
- f. Death in the family (not to exceed one week). Obituary notice required for excuse.
- g. Natural catastrophe and/or disaster.
- h. For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the Jackson Parish School Board.

## **ABSENCES DUE TO SCHOOL APPROVED ACTIVITIES**

Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given the opportunity for make-up work. **We will accept a total of 5 temporary excuses from parents for the school year. After the 5th parent note excusing student, doctor's notes will be required. If doctor's notes are not turned into the office, students will receive "0's" on all work missed. After 5 consecutive days, a doctor's note is required. Parents/guardians are expected to adhere to this policy.**

## **EXCUSE PROCEDURES**

- Excuses will be turned in to the office on the day following an absence.
- The acceptable time to come to the office is before 1st period begins. Students must still adhere to Tardy Policy (see page 16). You will not be allowed to use the excuse, "I was turning in an excuse to the office." **BE ON TIME — NO EXCEPTIONS!**
- An excuse form will be issued to the student and will indicate excused or unexcused.
- This excuse form should be shown to the teacher for purposes of make-up work.
- **Make-up work is the responsibility of the student and not the teacher.**
- Any decision on excuses is final unless appealed to administration or school board.

## **Admits**

In order for the student to return to class following an absence, an admit slip from the office is required. The absence will be excused or unexcused based on the reason for the absence. The excuse must be signed by the parent/guardian and state why the student was absent. The absence will be excused for the following reasons:

1. Illness, injuries, or extenuating circumstances which can be confirmed by a doctor or hospital;
2. Absences due to a school-sponsored activity;
3. Death in the immediate family not to exceed one week; and
4. Absences when the student's religious faith requires absences for the observance of special and recognized holidays of the student's own faith.

All other excuses must be approved by the principal or assistant principal to be acceptable. The student or teacher may request the opinion of the principal or assistant principal on the validity of an excuse. The decision of the principal will be final.

## **Tardies**

The Jackson Parish School System's tardy policy is cumulative, which combines late arrival to school and tardiness to classes. Being on time for class is the responsibility of all students. Being habitually tardy is a problem that cannot be accepted at any school. Being out of class without a pass is a tardy. Examples of unacceptable tardies include oversleeping, alarm not sounding, and performing errands for parents, etc. Tardies will be posted for students having to leave the classroom because he/she was not responsible during class change (i.e. returning to locker for supplies, bathroom, etc.). When a student is late to school, he must sign-in in the school office and receive an admit from the office. The student must be in his desk ready to

begin class before the tardy bell rings. Failure to do so will result in a tardy being posted by the teacher. Students who are more than five minutes late to class will not be admitted to class late without an admit. Due to the requirements set forth for local schools by State Bulletin 741 regarding the prevention of chronic tardiness and the requirements set forth by No Child Left Behind, the following policy has been established for Jackson Parish Schools and is to be administered by the semester:

|                       |  |
|-----------------------|--|
| 3 accumulated tardies | Warnings                               |
| 4 accumulated tardies | 1 days ISS                             |
| 5 accumulated tardies | 2 days ISS                             |
| 6 accumulated tardies | 3 days ISS                             |
| 7 or more tardies     | recommendation for 35 Days Alternative |

### **TRUANCY PROCEDURE**

| <b>DAY<br/>3</b>   | <b>DAY<br/>5</b>   | <b>DAY<br/>10</b>   |
|--|--|---|
| <u><b>School E-mails</b></u><br>Bobbie Caldwell<br>Truancy | <u><b>School E-mails</b></u><br>Bobbie Caldwell<br>Truancy | <u><b>School</b></u><br>Continues to Communicate with<br>Truancy Officer-Bobbie<br>Caldwell |
| <u><b>School Sends Letter</b></u>                          | <u><b>School Sends Letter</b></u>                          | <u><b>FINS/DA</b></u>   |
| <u><b>Truancy Officer</b></u><br>Contacts Parents          | <u><b>FINS Officer</b></u><br>Summons Issued               | Summons to Court  |

**(Summons may be issued to juvenile as well as parent)**

### **STUDENT DRESS CODE**

The Jackson Parish School Board believes that a mandatory school dress policy will provide a more secure school environment, promote an atmosphere for greater discipline, and increase learning opportunities for students by removing many of the distractions and connotations associated with various types of clothing. All schools and grades in Jackson Parish must adhere to the dress code policy. **The first responsibility for maintaining proper dress code standards belongs to the student and parent(s) or guardian(s).** Any prohibited items of clothing will be taken by school officials and returned to the parent or guardian only.

#### **BODY ARMOR**

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in LA. Rev. Stat. Ann. #14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus.

**Body armor** shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

## OVERALL APPEARANCE

Note: *Extreme* shall mean **anything** which distracts from learning

- At school, students and clothing must be neat, clean, well-groomed in appearance with no bizarre style unsuitable for school activities, or which calls undue attention to the wearer.
- No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures.
- Extreme hairstyles/hair colors are not permitted. **Only natural colors or highlights are permitted.**
- Extreme style or fit of clothing is not permitted. No stretch fabric is allowed. (For example oversized, extremely tight fitting, or sagging.)
- Book bags must be kept in a required locker. Bags will not be allowed in the classrooms, hallways, common areas, and/or in the cafeteria during lunch shifts.
- Non-prescription sunglasses may not be worn.
- **No visible body pierce jewelry other than earrings in the ear for girls may be worn. Male students are not allowed to cover earrings, etc. with bandages or other coverings. There will be no piercings of the nose, eyebrows, or any other visible areas for male or female students other than those areas previously mentioned.**
- **No visible tattoos.**
- Clothing may not be raveled, un-hemmed, frayed, or have holes. No pants can be torn, ripped, or have the appearance of cuts, holes, ravels, frays, or be un-hemmed. No leggings or tights can be worn as pants.
- Girls must wear bras. Shirts cannot be able to be seen through.
- Undergarments must not be visible. Students are not allowed to sag. Pants and/or shorts must be worn at the waist level.

### Shirts:

Polo Style-Knit pullover-style shirts with collar or oxford shirt with collar (either must have buttons up to the collar with only the top button open) in **(1) solid white, (2) solid royal blue or navy blue (3) black and (4) one color chosen by the school. Only small pocket size logos shall be permitted. (Chosen color is red for Jonesboro-Hodge High School.** No sleeveless or half-sleeve shirts will be allowed. Shirts must be long enough so that when arms are raised to shoulder level, no part of the mid-section of the body will be exposed. Shirts may not be oversized. Only Jonesboro-Hodge High School spirit shirts may be worn every day for clubs and sports including hoodies and t-shirts. Except on special occasions and approved by administration will students be allowed to wear shirts other than a JHHS spirit shirt. Students are not allowed to wear plain white t-shirts commonly used as undershirts as regular uniform dress.



### **Pants, Shorts, Skirts, and Dresses:**

Long pants (khaki or corduroy), shorts, jumpers, skirts, dresses, skorts, or capris in standard khaki, black or navy color is required in uniform style/brand with **no cargo pockets**, or flared legs. Only pocket size logos shall be permitted. Jeans may only be worn in **solid denim** and school colors (red or blue). No pants can be torn, ripped, or have the appearance of cuts, holes, ravel, frays, or be un-hemmed. No leggings, jeggings, or tights can be worn as pants. No skinny jeans shall be permitted. **Pants must be worn at the waistline level.** No sagging pants will be permitted at Jonesboro-Hodge High School. Shorts, skirts, jumpers, skorts, or dresses must measure 4" or less from the floor when kneeling. Shorts that appear to be small or short for both male and female students will require students to change into something more suitable for school attire. Jogging pants are not to be worn unless part of the current school athletic team uniform or travel warm-ups and only on that particular sports game day. Senior wear can be worn on Friday's only.

### **Belts:**

Uniform pants may be worn with or without belts. When worn, belts should be worn inside the loops on all pants designed with belt loops (loops can't be cut off) and may not be more than one size larger than the waist (may not hang below belt level). **Belt should be uniform color, black, or brown.** Belts should not have any emblems or logos nor be oversized. **Belt buckles may not have emblems or logos.**

### **Socks:**

Socks or hose of any color with no visible logo shall be worn with all shoes.

### **Shoes:**

Shoes should be comfortable, conservative, and properly laced where applicable. **No flip flops, thongs, slides, beach or house shoes are permitted. No toe shoes are permitted. All shoes worn must be closed toe and have a back for the heel. Shoes must be on your feet before arriving on campus.**

### **Head Gear:**

Only knit hats or caps in school colors may be worn **outside** in cold (50 degrees or below) weather. No hats, du/doo rags, bandanas, curlers, scarves or other head gear may be worn inside or outside or carried. Girls may wear a headband no wider than 2 inches. It must be in a solid school color. Scarves or bandanas **cannot** be worn as headbands.

### **T-Shirts (undershirts):**

T-shirts of any color may be worn underneath uniform shirts but shall not be allowed to hang out underneath the uniform shirt. No print or image should be seen through the uniform top.

### **Cold Weather Apparel/Outerwear:**

Windbreakers, sweat shirt jackets, jackets, coats, must be buttoned or zipped from top to bottom any color except camouflage, with no visible emblems or logos, or gesture, language or characters. Outerwear may not be oversized. (Example: Starter jackets/coats, No Limit, Guess, trench coats, camouflage, etc.) **Sweatshirts, cardigans, or pullover sweaters must be worn with school shirts underneath with the collar visible and must be solid school shirt or pants colors, not oversized with no visible logo. Approved school letter jackets and club jackets are permitted.**

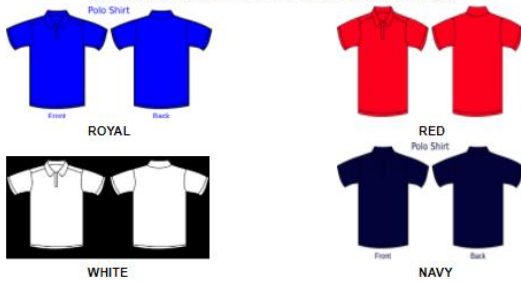
New (first time out-of-parish) and transfer students will be given two weeks from the date of enrollment to obtain the required uniform.

On special days, principals may allow students to deviate from the dress code.

2021-2022 J-HHS Dress Code Policy Review

**POLO Style Shirts**

Shirts can be untucked. No other colors are permitted!



**DENIM/BLUE JEAN PANTS**



Jeans may only be worn in solid denim and/or school colors (red or blue). Black is not allowed. No pants can be torn, ripped, or have the appearance of cuts, holes, ravels, frays, or be un-hemmed. No Skinny Jeans!

**Spirit Shirt**

Only JHHS Spirit Shirts Allowed. No Plain Solid Colors. Must be a Spirit Shirt. No other Colors Permitted! No plain white Undershirts will be allowed!



**SWEAT and/or JOGGING PANTS/TRACK-WIND SUIT PANTS/LEGGINGS/TIGHTS**



Jogging pants are not to be worn unless they are part of the current school athletic team uniform or travel warm-ups and only on that particular sports game day. No leggings, jeggings, or tights can be worn as pants.

**Uniform Style Pants**

**Shorts**

**No Cargo Pants or Shorts**

All pants, shorts, skirts, dresses, must fit (NOT TOO SMALL OR TOO BAGGY). No sagging will be allowed. Belts are not required but if worn should provide support.



**SHOES**



No flip flops, thongs, slides, beach or house shoes are permitted. No toe shoes are permitted. All shoes worn must be closed toe and have a back for the heel. Shoes must be on your feet before arriving on campus.

**PIERCINGS**



No visible body piercing jewelry other than earrings in the ear for girls may be worn. Male students are not allowed to cover earrings, etc. with bandages or other coverings. There will be no piercings of the nose, eyebrows, or any other visible areas for male or female students other than those areas previously mentioned.

**No Camouflage Anything!**

Hoodies and Jackets should not be excessive in size and be solid color and free of images, gesture, or characters unless an approved J-HHS design for clubs and athletics!

**The principal shall exercise discretionary authority in the interpretation of dress code rules and anything else, which necessitates judgment as to what is and is not proper dress.**

**Face Masks: (JPSB AND J-HHS will follow all mandates. Policy can change.**

Must be solid and logo/word free except in the case where it is a school logo or mascot for J-HHS only. Solid colors of red, royal blue, black, white, gray, and/or navy. Masks must be worn in the hallways, classrooms, inside the cafeteria, and at any point students find themselves in a setting where they are within 6 feet of another student for a period of 15 minutes or longer. Any student that refuses to wear a face mask will be referred to administration and provided an opportunity to comply with the policy. If any student still refuses to wear a face mask the only alternative will be to place the student as a Virtual student for a 9-week period. Students with medical and/or health conditions restricting the use of masks must have proper documentation on file with the school nurse and a face shield with 6 inches of fabric attached to the bottom for protection.

## **GAME DAY**

**Athletes/Spirit groups are allowed to wear coach approved attire on game day.**

### **CONSEQUENCES OR VIOLATIONS**

#### **First Offense:**

Parents or guardian shall be contacted and allowed the opportunity to bring the missing item(s) to school, or to take the child home to dress in the proper uniform.

#### **Second Offense:**

Parents or guardian shall be contacted and allowed the opportunity to bring the missing item(s) to school, or to take the child home to dress in the proper uniform. **Student will be assigned one day In-school Suspension.**

#### **Third Offense:**

Parents or guardian shall be contacted and allowed the opportunity to bring the missing item(s) to school, or to take the child home to dress in the proper uniform. **Parents or guardian will be required to come to the school for a conference.** The school principal will determine the appropriate consequences.

#### **Fourth Offense:**

Parents or guardians shall be contacted to notify them that the student has been placed in alternative school on the fourth offense...

Revised: November, 2004; Revised: August, 2006; Revised: October, 2006; Revised: July 2007 ; Revised: February 2, 2009; Revised; June 07, 2010; Revised: September 07, 2010; Revised: May 06,2013

Ref: Scott v. Board of Education, 304 N.Y.S.S. 2d 601 (1969); Karr v. Schmidt; 460 F. 2d 609 (5th Cir. 1972); La. Rev. Stat. Ann. §§14:95.9, 17:81, 17:416.7; Board minutes, 4-3-00, 6-5-06, 9-11-06, 7-2-07, 2-2-09, 6-7-10,9-7-10, 5-6-13.

## **EMERGENCY CARE & ILLNESS-**

**Tele-Med forms can be filled out with the nurse to ensure medical care can be provided for minor illness and injury.**

If a student is ill or injured, the parent and 911 will be contacted if necessary.

#### **Medical Condition**

If a student has a medical condition that requires medication or immediate emergency measures as instructed by a physician, please inform the principal of the following:

1. Written explanation of medical condition with emergency care instructions, preferably from the attending physician.
2. List of all medications used by the student
3. Allergies
4. Emergency contacts and phone numbers
5. Name of hospital and doctor to contact in event of an emergency.

## Medications

Controlled medications must be in the original container with name of the patient, the prescribing physician, and pharmacy name with instructions for administration. **The medication must be left with the NURSE and the nurse must approve it with doctor orders. Office personnel and/or administration will not except any medication for a student.**

**No over-the-counter medications are allowed to be kept by a student and will not be dispensed on campus unless by a parent/guardian.**

Dispensing of medications will follow guidelines set forth by the Jackson Parish School Board.

Principals and teachers are required to cooperate with the Jackson Parish School Nurse/Public Health Nurse to protect the health of children while in school by excluding the ill and preventing the return to school of those not yet recovered from an illness.

To prevent the spread of infection due to cross contamination:

1. Please keep students at home if they exhibit signs and symptoms of the flu. Examples: fever, productive cough (containing secretions), fatigue, body aches, headaches, stomachache, and sore throat.
2. Student must be fever free for 24 hours from the last time a fever was confirmed and not being treated by medicine to suppress the fever per JPSB Policy.
3. Encourage proper hand washing techniques and covering of nose and mouth when coughing and sneezing.
4. Dispose of all used tissues immediately.
5. Use hand sanitizer frequently/.
6. All students must have a current telephone number where a parent/guardian can be reached if needed.

Jonesboro-Hodge High School faculty and staff work diligently to keep our desks, rooms, and school campus as infectious free as possible.

General Restrictions: No pupil known to have an infectious or contagious disease shall be allowed on campus. **COVID Protocols will be implemented and the school nurse and Louisiana Department of Health will advise and maintain all guidance for potentially sick and/or exposed students and staff.**

Isolation of patient and exclusion from school:

1. **Chickenpox**- Until all the lesions of the skin have healed.
2. **Diphtheria**- Until two cultures from nose and throat taken 24 hours apart fail to show diphtheria germ.
3. **Impetigo Contagious (Indian Fire)** - Until all lesions are healed or upon submission of certificate signed by a physician that the lesions are no longer communicable.
4. **Measles**- Until danger of communicability is past (from four (4) days before to five (5) days after appearance of rash.
5. **German Measles**- Until seven (7) days after appearance of rash.
6. **Meningitis**- Until fourteen (14) days after appearance of rash.
7. **Mumps**- Until swelling has disappeared.
8. **Pediculosis (lice)**- Until infested child is free of lice and nits.
9. **Pink Eye**- Until infectious discharge ceases.
10. **Poliomyelitis (Infantile Paralysis)**- Until two weeks after onset.
11. **Scabies (Itch)**- Until adequately treated.
12. **Ring Worm- Scalp**- Until scaly patches with broken off hair disappears. Until ring worms of exposed part disappear.
13. **Small Pox**- Until all scales and scabs have disappeared.
14. **Trench Mouth**- Until case is diagnosed as being closed.

15. **Tuberculosis-** Until case is diagnosed as being closed.
16. **Typhoid Fever-** Until one month after onset.
17. **Upper Respiratory Infections (Colds, influenza)-** Until free of fever 24 hours.
18. **Whooping Cough-** Until approximately three weeks after development of Whooping Cough.

**Students who present with any of these and/or parents that report any of these symptoms and contagious diseases will be required to have a doctor release before the student can return to school.**

### **HEAD LICE**

The presence of head lice and/or nits (eggs) according to Louisiana law and Jackson Parish School Board regulations require that students be removed from school until they are cleared of both lice and/or nits. The following guidelines/procedures will be followed to minimize the occurrence of head lice:

1. Each student with head lice and/or nits will be removed immediately from school until clear of both lice and/or nits.
2. Teachers in classrooms where students have been found with lice and/or nits will follow eradication procedures.
3. Parent/Guardians will receive letters giving proper procedures for eradication of lice and/or nits. Not only must hair be treated, but the whole house including bedding must be free of lice and/or nits.
4. Before student can return to school, he/she must go to the Nurse's Office to be examined by the school nurse. If the student is clear, the school nurse will issue a permit to allow the student to return to school.

### **Telephone Calls**

Telephone calls may be made to the school office, 259-4138, between the hours of 7:45 a.m. and 3:15 p.m. Students will not be called out of class to the phone. Messages of an emergency nature will be delivered as soon as possible. No student will be allowed to use the phone in the cafeteria, athletic offices, or other extensions. However, students may use the phone in the office to make emergency calls. **Students cannot use the telephone to get books, homework, or other items.** Due to the nature of school schedules and the number of students, messages telephoned after 2 p.m. are not guaranteed to be delivered to students.

### **COMMUNICATION**

Jonesboro-Hodge High School recognizes that effective communication between the school and home is essential for successful operation of education programs for students. The responsibility of delivery of information home is the responsibility of the student and the parent. Schools cannot force students to deliver information to the parent, this is a parental responsibility. **Students are expected to deliver written notes, messages, deficiency reports, progress reports, report cards, and other documents intended for communication between the school and parents/guardians.** School personnel will make every effort to contact the parents/guardians if the educational welfare of the student is jeopardized. However, school personnel will not be held responsible for consequences that develop from the student's refusal to deliver messages from school to home. Parent Connect will be updated as needed and will be a major source of communication regarding grades and attendance for the school year. It is imperative that parent/guardian contact information is up-to-date in the school data base so information can be shared in a timely manner. All parents/guardians are asked to download and join the remind app, access Parent Connect, and anticipate automated calls from our J-Campus School system regarding grades, attendance, announcements, and any other important information.

**Parent Conferences- No drop in conferences will be scheduled. Conferences may be virtual.**

Parents may make appointments for conferences with the principal, assistant principal, teachers, and/or counselors by contacting the office secretary. These conferences must be scheduled during the teacher's

planning period, before school, or after school. Parents or visitors will not be allowed to visit class during instructional time. Student instructional time is imperative to ensuring the success of the student and we want to safe-guard every minute our teachers have during class time to teach. For parents/guardians needing to see all of the student's teachers, one meeting will be made for 3:25 on a set day (Monday—Thursday). Conferences will not be made on the same day as to allow teachers and/or administration ample time to commit to the conference.

### **Parental Involvement Policy**

The administration, faculty, and staff of J-HHS recognize the importance of parental involvement in the goal of academic excellence for every child. It is the policy of J-HHS, with review and assistance by parents, to ensure the following:

1. Provide ongoing, systematic communication and consultation with parents regarding decisions about student performance, instructional programs and school policies.
2. Provide opportunities for parents to become actively involved in all school matters that will assist them with the education of their children.

Jonesboro-Hodge High School encourages parental involvement in the following ways:

1. To enhance the instructional efforts of teachers through volunteer services.
2. To serve as parent representatives in the development, review and improvement of the school's parental involvement policy and school wide plans.
3. To express ideas and concerns by responding to surveys and questionnaires.
4. To serve on the School Improvement Committee and other needed committees.

### **LOCKS AND LOCKERS (For 2021-2022 School Year Only: NO LOCKERS WILL BE ISSUED)**

Lockers are an important part of the school's Crisis Management Plan. Bags will not be allowed in the classrooms, gyms, in the common areas outside, or inside the cafeteria. **All students in grades 9-12 must pay a locker fee of \$5.00 in order to receive a locker. Lockers are required of every student and students are not allowed to share a locker.** School Issued Locks will be provided all students. Anyone not returning the lock assigned will be assessed a \$5.00 replacement fee. **Only school-issued locks may be used.** Locks other than school-issued locks will be cut off the locker without notice to student.

Lockers are the property of the school and are subject to inspection and search without student consent or without a search warrant. Locker doors must be kept closed and locks in the locked position at all times. Lockers that are unlocked will be locked by administration until the student can produce the lock issued to them and properly place it on the locker. **The administration WILL NOT INVESTIGATE ITEMS STOLEN FROM LOCKERS. LOCKERS SHOULD BE LOCKED AT ALL TIMES WITH NO OTHER STUDENT KNOWING THE COMBINATION. LOCKS SHOULD ALWAYS BE ON THE LOCKER AND LOCKED.**

Locker Policy set in accordance with Act 612 of the Louisiana Legislature RS17:416.

### **Respect for Equipment and Facilities**

Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. Books are the responsibility of the student. Damage which occurs to a school book is the responsibility of the person to whom the book was issued.

### **Student Valuables**

Students are cautioned not to bring large amounts of money or other valuables to school. If glasses or watches are worn, keep track of them at all times. Personal belongings should be clearly marked with the student's name. Students, not the school, are responsible for their personal property. **DO NOT BRING VALUABLES TO SCHOOL.** The school, the district, or its personnel are not responsible for items lost, stolen, or damaged. Clothing that has not been claimed or identified at the end of the school year will be donated to a charity.

## Searches

The parish and city school systems of the state are the exclusive owners of all public school buildings and all desks and lockers within the building assigned to any student and any other area of any public school building or grounds set aside specifically for the personal use of students. Any teacher, principal, or administrator may search any building, desk, locker, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of such parish or city school board's policy when he has articulable facts which lead him to a reasonable belief that the items sought will be found. The teacher, principal, or administrator may search the person of a student when there is probable cause to believe that the student has in his possession any of the items mentioned above. Nothing herein shall be construed to afford a student an expectation of privacy which would not otherwise exist.

If time permits, the teacher, principal, or administrator should follow these steps:

1. Obtain the student's permission to search the locker and have a witness to this.
2. Obtain another teacher, principal, or administrator as a witness while the search is being made.
3. Give the student a receipt for any material detained and keep a duplicate for school records.
4. If the material is to be used as legal evidence, it will be removed by law enforcement officials, handled, transported, and scored by them.

Nothing in the above should be construed as preventing the teacher, principal, or administrator from taking immediate action to take whatever reasonable steps are necessary to safeguard the health and welfare of all students.

## CAFETERIA POLICY:

**Cost of Breakfast/Lunch for the 2021-2022 school year will be FREE for students in grades PK-12.**

Jonesboro-Hodge High School is a closed campus. **Students are not allowed to leave during the lunch break nor are students allowed to have food delivered to them.** All students are assigned a lunch number and should not reveal that number to any other student. Students using another student's I.D. card or lunch number for the purpose of eating will be guilty of theft and will be dealt with severely. **Students must have their I.D. in place on their shirt in order to be served.** **There will be NO exceptions to this policy. Students will not be allowed to charge meals. Meals MUST be paid in advance or at the time of serving.**

**FOOD AND BEVERAGES- Only Clear bottles with water are permitted in the classrooms.**

**Students may not take any food or beverage from the cafeteria at any time.** Any food or beverage bought from vending machine must be consumed on break. No student will be allowed to bring food or beverage into the buildings. Students are permitted to pack a school lunch. However, no outside food from restaurants will be allowed. Students who check out and bring food on campus will be asked to dispose of the food immediately or will have to remain in the parent vehicle to finish eating before checking into school. Any student caught violating the outside food policy will face immediate discipline by administration. Parent/Guardians who violate this closed campus policy and choose to bring food will have vehicle information documented and turned over to the School Resource Officer or City Police as trespassing during school hours. Students who drive on campus and deliver food or bring outside food to campus may lose driving privileges on campus.

**CLOSED CAMPUS REGULATIONS- At this time no visitors will be allowed on campus unless approved by JPSB and/or Administration.**

**Jonesboro-Hodge is a closed campus.**

**To assist in safety and security, our campus is under 24-hour video surveillance.**

- All visitors must register with the principal through the office. Visitors must be issued a “**pass.**” Visitors coming on campus who do not get permission from the principal will be asked to leave campus. If they choose not to leave campus, law enforcement will be called to remove them from the premises
- **To eat a lunch other than that served by the cafeteria, a doctor’s note must be brought to the principal.**
- **Seniors do not return to campus for extracurricular activities until school dismisses. NO EXCEPTIONS. Seniors that stay on campus will be assigned additional classes.**

Students may not bring visitors, relatives, or anyone who is not registered as a student at J-HHS on campus at any time unless prior permission has been obtained from the principal or his designee. Students will not be permitted to talk with anyone who drives/walk through the campus. Visitors are not allowed in the classroom without prior approval by the principal or designee.

### **I.D. BADGES**

As part of Jonesboro-Hodge High School’s Crisis Management Plan, students, faculty, and staff are required to wear I.D. badges as a means of identification. During the first week of school, I.D. badges will be made and issued to students. If the original I.D. badge is lost or damaged, students will be required to pay a \$5.00 replacement fee. I.D. badges are to be worn on the student’s shirt/blouse in a manner that identification can be made. I.D. badges will be required by food services prior to students eating breakfast and/or lunch. **There will be no discussion as to if and why students must wear I.D. badges, Crisis Management requires it for the protection of the student body.**

Consequences for violating this requirement have been set by a vote of the Jackson Parish School Board:

|   |  |
|---|--|
| 3 accumulated violations- 1 day ISS           | 6 accumulated violations- 2 days ISS         |
| 9 accumulated violations- 3 days ISS          | 12 accumulated violations- 1 day Alternative |
| 15 accumulated violations- 2 days Alternative |  |

### **INTERNET USE**

1. Students must have “Internet Permission” forms on file in office before gaining access to the Internet.
2. Every student at JHHS will have an assigned Google Email account and password. Students will sign using only their assigned email and password when utilizing the computers at JHHS.
3. A teacher or administrator must be present at all times during use.
4. Any improper use of the Internet will be dealt with severely. **Students bypassing or attempting to bypass the Smart-Filter will be subject to disciplinary action.**

### **CRISIS MANAGEMENT DRILLS**

Drills will be held periodically to prepare our school for possible dangers. These drills are an import part of Jonesboro-Hodge High School’s Crisis Management Plan and any student who fails to participate and/or violates policies and procedures for drills can face disciplinary action. Furthermore, **any student who tampers with the emergency equipment such as: fire alarms, fire extinguishers, or other emergency equipment will be subject to immediate suspension.**



## **EMERGENCY INFORMATION**

In case of an emergency, each student is required to have the following information on file in the school's office.

- Parent(s) and/or guardian(s) name(s),
- Complete and up-to-date physical and mailing address,
- Home and/or cell phone of parent,
- Parent's work telephone numbers,
- Social Security Number,
- A list of people who are authorized to pick-up the student,
- Any health problem. All pertinent information should be on file so that the school may follow proper procedures. It is the student's and parent's responsibility to keep this information current.

## **HALL PASSES**

Any student out of class for any reason **MUST** have a teacher hall pass and the location going, date, time and signed in the teacher's log found in the classroom. Students are not allowed to come to office between classes. They must report to class and get the hall pass before coming to the office. **The receptionists will not see a student that does not have a hall pass.**

## **FLOWERS AND GIFTS**

The school will not deliver personal gifts to students during the school day nor will they be held responsible for any gifts left in the office or damaged. There is a \$1.00 per gift cost for deliveries to the school on Valentine's Day.

## **CLUBS/CLUB MEETINGS**

Sponsors will be required to submit a list of club members to the principal after the first meeting. All clubs/organizations must have bylaws/guidelines for membership and at least two community service projects (current school year) on file in the office prior to the first meeting. A meeting agenda must be submitted to the principal two (2) days before **each meeting. Clubs will only be allowed to meet on scheduled club days. No special called meetings will be held unless prior approval is granted by the principal. Students should be held in the club/club meetings for the entire duration of the scheduled time and the sponsor(s) assume full responsibility of their members.**

## **Student Activities**

All student activities must be approved by and scheduled through the principal's office. Since there are many demands made upon the students and community during the school year relative to fund-raising projects by classes and clubs, these activities must have a worthy goal and be approved by the principal or his/her designee. Any signs placed in the school must be approved by the principal's office. All events in which the school will participate must be listed on the activities calendar in the office. In case of conflict, priority will be given to the activity scheduled first on the calendar.

Since extra-curricular and co-curricular activities are privileges and not rights, students are required to abide by all school rules. Club sponsors and the principal retain the right to remove any student from any school organization when his behavior is not in accordance with school or club policies and/or standards.

## **CHEERLEADER AND DANCE TEAM MEMBERSHIP REQUIREMENTS**

1. Maintain a 2.0 grade point average each nine weeks.
2. Turn in a report card to the sponsor on the day it is received.
3. Be covered by a health and accident policy.
4. Attend summer camp and all summer practices prior to camp.
5. Make payments for financial obligations by the specified deadline.

6. Participate in fundraising activities to help defray expenses.
7. Submit to a physical examination.
8. Have written consent from the parent(s) for cheerleader or dance team participation.

**Sponsor will provide more details and a contract regarding specifics for Cheer and Dance Teams.**

***HOMECOMING MAIDS/COURT/FOOTBALL SWEETHEARTS & OTHER ORG.:*** Revised  
June 22, 2015

**The following is the criteria for nomination and election:**

1. Each nominee must have an overall 2.0 GPA.
2. There can be NO record of detention, in/out of school suspension, Alternative School Program, juvenile/adult arrest, convictions, tickets, or citations for the current school year. Any circumstances or situation not covered by these rules and regulations will be reviewed by Administration/Faculty Committee.
3. If there are ***any*** referrals on file for the current school year other than detention, in/out school suspension, or alternative school time, the severity of the offense will be reviewed by the faculty committee with a decision in regards to allowing the continuation of the nomination process.
4. Each nominee must have completed a full year of attendance at a school administered by the Jackson Parish School Board, prior to the current school year.
5. Each nominee must have been enrolled and must have attended from the first day of school for the current school year.
6. Between nomination and the election, a nominee disciplined with detention, in/out school suspension, or alternative school time will be removed from the ballot. A referral other than for detention, in/out school suspension or alternative school time will be reviewed by the faculty committee for the severity of the offense and a decision will be made in regards to removal from the ballot.
7. After election and up to the end of the school day prior to the assembly, an elected maid/representative disciplined with detention, in/out school suspension or alternative school time will be removed as a maid. She will not be allowed to participate in the assembly, the parade, and the crowning ceremony, applicable. A referral other than for detention, in/out school suspension or alternative school time will be reviewed by the faculty committee for the severity of the offense and a decision will be made in regards to removal as a homecoming maid.
8. The Homecoming Queen is elected from the Senior Maids, and she must have completed grades 9-11 ***at a school administered by the Jackson Parish School Board*** and be enrolled as a senior the first day of the current year.

**STUDENT ESCORTS FOR HOMECOMING/FOOTBALL  
SWEETHEARTS & OTHER ORGANIZATIONS:** Revised 09/14/16

**Homecoming escorts will be nominated. The following is the criteria for nomination and election:**

1. Each must have completed a full year of attendance at J-HHS or J-HMS, if applicable, prior to the current school year and be enrolled and must have attended from the first day of school for the current school year.
2. Each must have an overall 2.0 GPA and be involved in a sport or extracurricular activity.
3. There can be NO record of detention, in/out of school suspension, Alternative School Program, juvenile/adult arrest, convictions, tickets, or citations for the current school year. Any circumstances or situation not covered by these rules and regulations will be reviewed by Administration/Faculty Committee.
4. If there are ***any*** other referrals on file for the current school year other than for detention, in/out school suspension, or alternative school, the severity of the offense will be reviewed by the faculty committee. The faculty committee will make the decision in regards to allowing the student to serve as an escort.

5. After election and up to the end of the school day prior to the assembly, and escort /participant disciplined with detention, in/out school suspension or alternative school time will be removed as an escort and will not be allowed to participate in the assembly. A referral other than for detention, in/out school suspension or alternative school time will be reviewed by the faculty committee for the severity of the offense. A decision will be made in regards to the removal of the student escort.
6. All escorts must be available for assembly practice and will be responsible for all expenses of the tuxedo and accessory purchase or rental.
7. With the exception of the tuxedo and accessories, general school rules apply to matters regarding hair, earrings, and glasses/shades (**no athletic shoes**).

**Note: Homecoming Maids/Court/Escorts/other Club Representatives should have no record of absentees, tardies, early departures/late arrivals with the exception of official documentation from a doctor or school business/education trip.**

### **NATIONAL HONOR SOCIETY GUIDELINES FOR MEMBERSHIP**

**Membership is based on Scholarship, Service, Leadership, and Character.**

**The student must be a sophomore, junior, or senior and a student at Jonesboro-Hodge High School for at least one semester. He/she must possess a cumulative GPA of at least 3.5. Sophomore candidates must have at least 3 points for extra-curricular activities, juniors must have 6 points, and seniors must have 9 points.**

**Prospective members must be nominated by the faculty then screened for eligibility based on scholarship, service, leadership, and character.**

**These students must be maintained for membership to be continued. Students that fall below the required GPA or extra-curricular activity points will be placed on probation for one semester before a determination is made for terminating membership.**

### **MR. AND MISS JONESBORO-HODGE HIGH SCHOOL NOMINATIONS**

Senior class members will nominate 1 (one) male student and 1(one) female student from the senior class. A committee of teachers will screen the nominations to check for **ALL** qualifications listed below:

1. Must have at least an overall 2.50 GPA (no rounding off) for grades 9-10-11.
2. Must have completed grades 9-10-11 at J-HHS and be enrolled as a senior from the first day of the current school year.
3. Must have been a member in good standing of a club, sports team, spirit group, or other group for 2 years at J-HHS.
4. Must have a good attendance record. Cannot have missed over 30 days for the 3 years unless there was extenuating circumstances.
5. There can be **NO** record of detention, in/out of school suspension, or Alternative School/Program, juvenile/adult arrests, convictions, tickets, or citations for the current school year. Any circumstances or situations not covered by these rules and regulations will be reviewed by Administration/Faculty Committee.
6. The Jonesboro-Hodge High School Faculty will make the final selection for Mr. and Miss Jonesboro-Hodge.

The top 4 male students and the top 4 female students will be placed on the ballot. In case of a tie there will be a run-off process. Any circumstance or situation not covered by these rules and regulations will be reviewed by the Faculty Committee.

## POLICY ITEMS

### **Bullying/Cyber Bullying/Intimidation/Harassment/Hazing Policy**

The Jackson Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Therefore, all statements or actions of bullying, cyber bullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and enroute from home to the bus stop and from the bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.

#### Definitions:

*Bullying, intimidation, and harassment* shall mean any intentional gesture or 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 reasonable 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.

*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.

*Hazing* shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult directed and school sanctioned athletic program practice or event or military training program. Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

### **CONSEQUENCES**

#### First Offense:

1. Student conference with Principal and/or Assistant Principal
2. Notify parent/guardian
3. Refer to school counselor for counseling
4. May assign from one (1) day ISS to five (5) days Alternative School  
Depending upon the severity as determined by the Administration.

#### Second Offense:

1. Student conference with Principal and/or Assistant Principal
2. Parent/guardian conference required
3. Refer to Behavior interventionist for counseling while attending  
Alternative School
4. Assigned five (5) to seven (7) days to the Alternative School depending

upon the severity as determined by the Administration.

Third Offense:

1. Student conference with Principal and/or Assistant Principal
2. Parent/guardian Conference required
3. Refer to Behavior interventionist for counseling while attending Alternative School
4. Issued suspension with recommendation for expulsion

### **ATHLETIC EVENTS**

Students attending athletic events are representing Jonesboro-Hodge High School and certain standards will be expected. Attendance to events will be an extension of the school day and all school policies must be followed. Students will not be required to wear school uniforms, but should wear appropriate clothing. Any student in violation of policies and rules will be referred to the office on the next available school day. Coaches and sponsors will be responsible for the behavior and discipline of their respective team or organization.

### **BOOKBAGS (For 2021-2022 School Year Only: Bags allowed in Classrooms)**

As part of the Crisis Management Plan, **all book bags must be kept in lockers until after school. No book bags are allowed in the classrooms, gyms, outside in the common areas during schools hours, inside the cafeteria during lunch shifts, inside the library, nor any athletic events.** Teachers are expected to require students to leave book bags in their lockers or outside the classroom door. Teachers should not allow students to store book bags inside the classroom for any reason. **There is no exception or question about this policy;** it is for the safety of the entire campus, students, faculty, and staff.

**PARENTS ARE EXPECTED TO COMPLY WITH THIS POLICY AND SUPPORT THE SCHOOL IN ITS EFFORTS TO KEEP OUR STUDENTS SAFE.**

### **REFERRALS**

In an effort to change inappropriate behavior before it becomes necessary to refer the student to the office, the teacher will use the “Type A Behavior” Minor Infraction Referral Process whereby the student is given a few opportunities to acknowledge and change their misbehavior and to encourage a positive behavior. The fourth time a student chooses to misbehave and break a minor infraction will result in an automatic office referral. This will be considered a major referral and the JPSB Discipline policy will be implemented and documented in the student file. When a student does not conduct himself in such a way as to comply with a teacher’s discipline plan, the student may be referred to the assistant principal’s office at the discretion of the teacher. An office referral means that some action will be taken to further convince the referred student that he must comply with the teacher’s instructions. The assistant principal may suspend from class, assign campus duty, assign after-school detention, suspend from school, recommend expulsion, and other disciplinary procedures deemed appropriate. Four referrals in one nine-weeks grading period will result in suspension to the alternative school. Any referral within the same nine-weeks grading period after being suspended will be an automatic suspension to alternative school for the remainder of the nine-weeks grading period. Any nine-weeks grading period after being suspended for multiple referrals, will be an automatic expulsion recommendation to alternative for a time set by a hearing at the JPSB.

## CODE OF STUDENT CONDUCT

### A. Attitudes

1. Students who attend J-HHS will be expected to exhibit the attitudes of courtesy, respect, and general good manners taught at home and at school.
  - Students are expected to greet any adult in the school and to be helpful and courteous.
  - Students are expected to address personnel as Mr., Mrs., Ms., or Miss
  - Students are also expected to use the phrases of the accepted social courtesies, such as “please”, “thank you”, “good morning, and “good afternoon”.
2. Students will show respect for our country and its symbols through participation in appropriate patriotic activities.
3. Students will be expected to show support and respect for their teachers, classmates and school.

### B. Classroom Conduct

1. Each student will be responsible for following his/her classroom teacher’s set of rules and procedures.
2. No student will be allowed to display any disruptive behavior which will interfere with the learning environment of the classroom.
3. Students will be expected to care for their assigned textbooks, furniture and equipment.

### C. Hallway Conduct

1. In order to avoid injury, students must walk to the right in the halls at all times and enter the right side of any double doors.
2. Loitering or playing in the halls is unnecessary. Students are to go to the restrooms and water fountains as quickly and quietly as possible.
3. In order for classroom instruction to begin on time, students are to report directly to their classes when the bell rings.
4. Students should not use the restrooms or be in the halls during class time except in emergencies.

### D. Cafeteria Conduct

1. Students are to go quietly and orderly to the cafeteria. **There should be no running.**
2. Students are expected to remain in line quietly while waiting to be served.
3. Students are not permitted to throw food, engage in loud conversation, or horseplay while eating.
4. No food is to be taken from the cafeteria.

# LIST OF VIOLATIONS AND CONSEQUENCES

## 1.0 DRUGS

### **1.1 Sale or distribution of drugs on school property or at a school function**

**1<sup>st</sup> Offense:** law enforcement contacted and expulsion hearing (suspension until hearing)

### **1.2 Possession of, use of, or being under the influence of drugs or alcohol on school property or at a school function**

**1<sup>st</sup> Offense:** law enforcement contacted and expulsion hearing (suspension until hearing)

### **1.3 Possession of drug paraphernalia**

**1<sup>st</sup> Offense:** law enforcement contacted and expulsion hearing (suspension until hearing)

### **1.4 Tobacco use/possession (tobacco of any form) This includes Vapes/Juuls/Other Pens and devices.**

**1<sup>st</sup> Offense:** 10 days ISS

**2<sup>nd</sup> Offense:** 35 days Alternative

**3<sup>rd</sup> Offense:** 45 days Alternative with recommendation for expulsion

### **1.5 Possession of over-the-counter/prescription medication**

**1<sup>st</sup> Offense:** 1 day ISS

**2<sup>nd</sup> Offense:** 3 days ISS

**3<sup>rd</sup> Offense:** 5 days ISS

**4<sup>th</sup> Offense:** 35 days Alternative

### **1.6 Possession of lighter of any nature**

**1<sup>st</sup> Offense:** 3 days ISS

**2<sup>nd</sup> Offense:** 5 days ISS

**3<sup>rd</sup> Offense:** 10 days ISS

**4<sup>th</sup> Offense:** 35 days Alternative with recommendation for expulsion

## 2.0 ALCOHOL

### **2.1 Sale or distribution of alcohol on school property or at a school function**

**1<sup>st</sup> Offense:** law enforcement contacted and expulsion hearing (suspension until hearing)

### **2.2 Possession of, use of, or being under the influence of alcohol on school property or at a school function**

**1<sup>st</sup> Offense:** law enforcement contacted and expulsion hearing (suspension until hearing)

### 3.0 WEAPONS

#### **3.1 Possession of a weapon-firearm**

**1<sup>st</sup> Offense:** law enforcement contacted and expulsion hearing (suspension until hearing)

*Warning: Possession of a gun in a school zone is a violation of Federal Law. A violation could result in a \$5000 fine and/or five (5) years in Federal prison. (Federal Gun-Free Zone Act of 1990)*

*Note: No cutting device of any kind has an educational value at Jonesboro-Hodge High School. Teachers using cutting devices in their instruction will provide these to the students. Therefore, any cutting device of any nature will be considered a weapon.*

### **4.0 INSUBORDINATION**

#### **4.1 Refusal to attend In-School Suspension and/or Refusal to comply with ISS rules and procedures (refusal to complete assigned tasks or any infraction for which the student would receive ISS or Alternative).**

Student will be sent home until they are willing to complete the assigned number of days of ISS. The ISS assigned days will start once they return to school. Only full days will count. Absences accumulated will be Unexcused and Truancy Policies and Procedures

#### **4.2 Refusal to correct any dress code violation (consequences set by Board policy)- see Dress Code Policy**

**1<sup>st</sup> Offense:** Correct violation/Warning  
**2<sup>nd</sup> Offense:** 1 day ISS  
**3<sup>rd</sup> Offense:** 2 days ISS  
**4<sup>th</sup> Offense:** 3 days ISS

#### **4.3 Hindrance of an investigation or lying to a faculty member**

**1<sup>st</sup> Offense:** 1-3 days ISS  
**2<sup>nd</sup> Offense:** 5 days ISS  
**3<sup>rd</sup> Offense:** 10 days ISS

#### **4.4 Aiding, inciting, or encouraging others to commit an offense**

*Note: Any student who urges, encourages, councils, furthers, promotes, assists, causes, advises, procures, aids, or abets any other student(s) in violating the standards of behavior may be deemed to have violated that standard of behavior and will receive the same consequences.*

#### **4.5 Refusal to complete any punitive requirements assigned by the teacher as part of classroom discipline. This includes refusing to sign the Type A Minor Infraction Behavior Referral. This also includes failure to report to the office when asked to do so by faculty/staff.**

**1<sup>st</sup> Offense:** 2 days ISS  
**2<sup>nd</sup> Offense:** 3 days ISS  
**3<sup>rd</sup> Offense:** 5 days ISS



**4.6 Not complying with student drop-off/pick-up area. This includes dropping student(s) off in front of the campus before 7:45 AM.**

**1<sup>st</sup> Offense:** 1 day ISS  
**2<sup>nd</sup> Offense:** 2 days ISS  
**3<sup>rd</sup> Offense:** 5 days ISS

**4.7 Not complying with the rules and regulations regarding student parking and driving on campus. (See the section on Parking Permit/Placement/Parking Area)**

**1<sup>st</sup> Offense** Warning and Parental Notification  
**2<sup>nd</sup> Offense** Loss of driving privilege for 1 week  
**3<sup>rd</sup> Offense** Loss of driving privilege for 2 weeks  
**4<sup>th</sup> Offense** Loss of driving privilege for remainder of year

### **5.0 OFFENSES AGAINST PROPERTY**

**5.1 Substantial damage intentionally caused to the personal property belonging to a teacher or other school employee or student, on school grounds, before, during or after regular school hours.**

**1<sup>st</sup> Offense:** Depending on severity could be recommendation for expulsion: Law Enforcement Contacted-Restitution

*Note: In certain instances, depending on severity, the administration may impose more severe punishment and the law enforcement may be involved. If this happens and student(s) is a senior, administration will pull names from graduation ceremonies*

**5.2 Willful or malicious damage to school property or real estate.**

**1<sup>st</sup> Offense:** 5-10 days ISS and restitution  
**2<sup>nd</sup> Offense:** 35 days Alternative and restitution  
**3<sup>rd</sup> Offense:** Recommendation for expulsion

**5.3 Marking, defacing, destroying school property.**

**1<sup>st</sup> Offense:** 3 days ISS and restitution  
**2<sup>nd</sup> Offense:** 5 days ISS and restitution  
**3<sup>rd</sup> Offense:** 10 days ISS and restitution

*Note: In certain instances, depending on severity, the administration may impose more severe punishment and the law enforcement may be involved. If this happens and student(s) is a senior, administration will pull names from graduation ceremonies*

**5.4 Reporting or causing a false distress signal (Pulling Fire Alarm or making a false call)**

**1<sup>st</sup> Offense:** 5-days ISS  
**2<sup>nd</sup> Offense:** 10 days ISS  
**3<sup>rd</sup> Offense:** 15 days ISS

*Note: Punishment could be more severe depending on nature of false report*

**5.4 Littering**

**1<sup>st</sup> Offense:** Warning and Litter Picked Up  
**2<sup>nd</sup> Offense:** 1 day ISS **and** Litter Picked Up  
**3<sup>rd</sup> Offense:** 2 days ISS **and** Litter Picked Up

## **6.0 INDECENCY**

### **6.1 Use of profane, offensive, vulgar or obscene words, or gestures, or the production of obscene drawing or production of profane, offensive, vulgar or obscene words towards another student.**

|                                |   |
|--------------------------------|---|
| <b>1<sup>st</sup> Offense:</b> | 3 day of ISS could be Alternative (depending on severity)   |
| <b>2<sup>nd</sup> Offense:</b> | 5 days of ISS could be Alternative (depending on severity)  |
| <b>3<sup>rd</sup> Offense:</b> | 10 days of ISS could be Alternative (depending on severity) |

*Note: In certain instances, depending on severity, the administration may impose more severe punishment.*

### **6.2 Possession or distribution of pornographic material or visiting a website deemed inappropriate.**

|                                |   |
|--------------------------------|---|
| <b>1<sup>st</sup> Offense:</b> | 3 day of ISS could be Alternative (depending on severity)   |
| <b>2<sup>nd</sup> Offense:</b> | 5 days of ISS could be Alternative (depending on severity)  |
| <b>3<sup>rd</sup> Offense:</b> | 10 days of ISS could be Alternative (depending on severity) |

*Note: In certain instances, depending on severity, the administration may impose more severe punishment.*

### **6.3 Public display of basic affection including hand-holding or hugging**

|                                       |            |
|---------------------------------------|------------|
| <b><u>1<sup>st</sup> Offense:</u></b> | 1 day ISS  |
| <b><u>2<sup>nd</sup> Offense:</u></b> | 3 days ISS |
| <b><u>3<sup>rd</sup> Offense:</u></b> | 5 days ISS |

*Note: In certain instances, depending on severity, the administration may impose more severe punishment.*

### **6.4 Sexual misconduct or public indecency including exposure**

|                                       |   |
|---------------------------------------|---|
| <b><u>1<sup>st</sup> Offense:</u></b> | 35 days Alternative with Recommendation for Expulsion |
|---------------------------------------|---|

### **6.5 Gambling on school property or possessing devices used for gambling**

|                                       |              |
|---------------------------------------|--------------|
| <b><u>1<sup>st</sup> Offense:</u></b> | 1-3 days ISS |
| <b><u>2<sup>nd</sup> Offense:</u></b> | 5 days ISS   |
| <b><u>3<sup>rd</sup> Offense:</u></b> | 10 days ISS  |

### **6.6 Sagging or displaying of undergarments (Underwear and/or Shorts)**

|                                       |            |
|---------------------------------------|------------|
| <b><u>1<sup>st</sup> Offense:</u></b> | Correction |
| <b><u>2<sup>nd</sup> Offense:</u></b> | 1 day ISS  |
| <b><u>3<sup>rd</sup> Offense:</u></b> | 3 days ISS |
| <b><u>4<sup>th</sup> Offense:</u></b> | 5 days ISS |

*Note: In certain instances, depending on severity, the administration may impose more severe punishment if a student continues to violate this policy.*

## 7.0 PHYSICAL AND VERBAL ABUSE

### **7.1 Acts of physical violence including sexual harassment**

Physical Violence is defined as:

- Intentionally making physical contact of an insulting nature or provoking nature with another person.
- Intentionally making physical contact which causes physical harm to another or is of a sexually violent or offensive nature.
- A physical attack with the intention of causing bodily harm.
- A physical attack with a weapon or any object used as a weapon. This section is not to be confused with 7.2 (Fighting) in which two or more students are willing participants in an altercation.

**1<sup>st</sup> Offense:** 35 days Alternative with Recommendation for expulsion

### **7.2 Fighting (instigating or participating in). Zero Tolerance for instigating or participation.**

**1<sup>st</sup> Offense:** 5 days ISS

**2<sup>nd</sup> Offense:** 10 days ISS

**3<sup>rd</sup> Offense:** 15 days ISS

**4<sup>th</sup> Offense:** 35 days Alternative with recommendation for expulsion

*Note: In certain instances, depending on severity, the administration may impose more severe punishment and the law enforcement may be involved.*

### **7.3 Pushing, shoving, kicking, tripping or other physically aggressive behaviors**

**1<sup>st</sup> Offense:** 1-3 days ISS

**2<sup>nd</sup> Offense:** 5 days ISS

**3<sup>rd</sup> Offense:** 10 days ISS

*Note: In certain instances, depending on severity, the administration may impose more severe punishment.*

### **7.4 Endangering the wellbeing of self/and or others through malicious jokes, pranks, tricks, games, etc.**

*Note: In certain instances, depending on severity, the administration may impose more severe punishment.*

**1<sup>st</sup> Offense:** 1 day ISS

**2<sup>nd</sup> Offense:** 3 days ISS

**3<sup>rd</sup> Offense:** 5 days ISS

### **7.5 Sexual harassment and sexual violence**

Upon notification of alleged sexual harassment and/or sexual violence the appropriate authorities will be notified including law enforcement.

**1<sup>st</sup> Offense:** 35 days Alternative with Expulsion recommendation

### **7.6 Physical violence to teacher or other staff member**

**1<sup>st</sup> Offense:** Law enforcement contacted and 35 days Alternative with expulsion recommendation

**7.7 Written/Verbal/Non-Verbal abuse and/or threat towards staff/school employee including vulgar, offensive, or profane language (body language and gestures and digital production or drawings)**

**All Threats of Physical Violence towards Staff will be 35 Days with expulsion Recommendation.**

- 1<sup>st</sup> Offense:** 10 days ISS (depending on severity)  
**2<sup>nd</sup> Offense:** 35 days Alternative  
**3<sup>rd</sup> Offense:** Recommendation for Expulsion

*Law enforcement will be contacted upon request of the staff/school employee*

*Note: Verbal abuse includes, but is not limited to speaking to a staff member or school employee in a profane way, directing an obscene or threatening gesture towards a staff member or school employee, making a threat of physical violence to or about the employee or their family, or threatening to damage valuable property of the employee.*

**7.8 Disrespect for a staff member/school employee**

Disrespect includes, but is not limited to: general insolence, back talk, verbal refusal to follow directives.

- 1<sup>st</sup> Offense:** 1-3 days ISS  
**2<sup>nd</sup> Offense:** 5- days ISS  
**3<sup>rd</sup> Offense:** 10-days ISS

*Note: In certain instances, depending on severity, the administration may impose more severe punishment*

**7.9 Bullying, Threatening, Hazing**

Bullying is any willful attempt to or threat to inflict harm to another person, when accompanied by the apparent ability to do so or any intentional display of force, such as would give the victim reason to expect immediate bodily harm.

- 1<sup>st</sup> Offense:** 1– 5 days ISS  
**2<sup>nd</sup> Offense:** 5-10 days ISS  
**3<sup>rd</sup> Offense:** 35 days Alternative and Expulsion recommendation to Alternative

- 1<sup>st</sup> Offense:**
1. Student conference with Principal and/or Asst. Principal
  2. Notify parent/guardian
  3. Refer to school counselor for counseling
  4. May assign from one (1) day ISS to five (5) days ISS.

*Note: In certain instances, depending on severity, the administration may impose more severe punishment*

- 2<sup>nd</sup> Offense:**
1. Student conference with Principal and/or Assistant Principal
  2. Parent/guardian conference required
  3. Refer to Behavior interventionist for counseling while attending ISS
  4. Assigned five (5) to seven (10) days to ISS depending upon the severity as determined by the Administration.

*Note: In certain instances, depending on severity, the administration may impose more severe punishment*

- 3<sup>rd</sup> Offense:**
1. Student conference with Principal and/or Assistant Principal
  2. Parent/guardian Conference required
  3. Refer to Behavior interventionist for counseling while attending 35 Days of Alternative School
  4. Issued suspension with recommendation for expulsion

*Note: In certain instances, depending on severity, the administration may impose more severe punishment*

**7.10 Verbal abuse or disrespectful conduct toward other students or Verbal or physical abuse of or disrespectful conduct toward persons attending school-related functions.**

*Verbal abuse includes, but is not limited to speaking to another student in a profane way, directing an obscene or threatening gesture towards a student, making a threat of physical violence to or about the student or their family, or threatening to damage valuable property of the student.*

|                                      |              |
|--------------------------------------|--------------|
| <b><u>1<sup>st</sup> Offense</u></b> | 1-3 days ISS |
| <b><u>2<sup>nd</sup> Offense</u></b> | 5 days ISS   |
| <b><u>3<sup>rd</sup> Offense</u></b> | 10 days ISS  |

**Note:** In certain instances, depending on severity, the administration may impose more severe punishment.

**GENERAL INFORMATION IN REGARD TO PHYSICAL ABUSE, VERBAL ABUSE, AND FIGHTING**

- The SRO, law enforcement official, WILL be contacted at the discretion of the school administration. Fighting will result in being arrested and removed by the SRO from campus.
- If the school administration determines that an alleged action could justify expulsion or long-term suspension, a hearing may be held in relation to any assault or fight.
- Each case of school violence will be judged on its individual facts and merits. Mitigating and aggravating circumstances will be taken into account by school administration when determining guilt and punishment.
- As the result of aggravating circumstances administration may impose stricter penalties than those listed.
- As a result of mitigating circumstances lesser penalties may be imposed.

**8.0 GENERAL SCHOOL INFRACTIONS**

**8.1 Leaving campus without permission and/or skipping school**

|                                       |             |
|---------------------------------------|-------------|
| <b><u>1<sup>st</sup> Offense:</u></b> | 5 days ISS  |
| <b><u>2<sup>nd</sup> Offense:</u></b> | 10 days ISS |
| <b><u>3<sup>rd</sup> Offense:</u></b> | 15 days ISS |

**If Student drives See policy on Student Drivers on Campus**

**8.2 Skipping class or required activity- Skip Code In System (More than 5 minutes late = SKIP)**

|                                       |            |
|---------------------------------------|------------|
| <b><u>1<sup>st</sup> Offense:</u></b> | 1 days ISS |
| <b><u>2<sup>nd</sup> Offense:</u></b> | 3 days ISS |
| <b><u>3<sup>rd</sup> Offense:</u></b> | 5 days ISS |

**8.3 Leaves class without permission**

|                                       |            |
|---------------------------------------|------------|
| <b><u>1<sup>st</sup> Offense:</u></b> | 1 days ISS |
| <b><u>2<sup>nd</sup> Offense:</u></b> | 3 day ISS  |
| <b><u>3<sup>rd</sup> Offense:</u></b> | 5 days ISS |

#### **8.4 Disrupting the Educational Process (Student sent out of Class- Non Major Infraction)**

**Type A Infraction Sheet 1-3 Should be completed. On 4<sup>th</sup> disruption a Referral should be completed on the back of documented Type A Infractions. Follow all discipline policies for referral.**

### **9.0 MISBEHAVIOR OFF CAMPUS**

#### **9.1 Misbehavior at Jonesboro-Hodge High School activity or an activity in which Jonesboro-Hodge High School is participating.**

Students will be expected to behave in accordance with the standards of behavior set forth in the Standards of Behavior section of the Student Handbook. Punishment will be in accordance to this document

#### **9.2 Serious misbehavior off campus**

Any off-campus behavior of a student which could result in the student being criminally convicted of a felony/misdemeanor or any act that would be a felony/misdemeanor if the student was an adult and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process is subject to disciplinary action including an expulsion hearing.

### **10.0 GANG ACTIVITY**

#### **10.1 Wearing of any item deemed to be gang related (bandanas, colors, tattoos with gang insignia, clothes worn with gang-related markings)**

**See Dress Code Policy and follow procedures.**

*Note: In certain instances, depending on severity, the administration may impose more severe punishment and the law enforcement may be involved.*

#### **10.2 Production of any communication whether verbal or written that is gang related**

|                                       |             |
|---------------------------------------|-------------|
| <b><u>1<sup>st</sup> Offense:</u></b> | 5 days ISS  |
| <b><u>2<sup>nd</sup> Offense:</u></b> | 10 days ISS |
| <b><u>3<sup>rd</sup> Offense:</u></b> | 15 days ISS |

*Note: In certain instances, depending on severity, the administration may impose more severe punishment and the law enforcement may be involved.*

## Dating Violence ACT 506

**Definition:** Dating violence can be physical, sexual, psychological, verbal or emotional and include stalking. It can occur in person or electronically and might occur between a current or former dating partner. A person can be abused without being physically hurt. Violence and abuse should not be part of a relationship. Dating violence is NOT about love or caring. It's about one person trying to control another person.

**Warning Signs:** These warning signs do not mean a relationship will definitely turn violent. However, if you notice several of them in your relationship or partner, you may need to re-evaluate your dating relationship. These warning signs include:

- Excessive Jealousy
- Constantly checking in with you or making you check in with him or her
- Attempts to isolate you from friends and family
- Insulting or putting down people you care about
- Is too serious about the relationship too quickly
- Has had a lot of bad prior relationships, and blames all of the problems on the previous partners
- Is very controlling, which may include giving you orders, telling you what to wear and trying to make all of the decisions for you
- Blames you when he or she treats you badly by telling you all the ways you provoked him or her
- Does not take responsibility for own actions
- Has an explosive temper
- Pressures you into sexual activity you are not comfortable with
- Checks cell phones, emails or social networks without permission

### **Questions to determine if dating is abusive:**

1. Does your partner insult or make fun of you?
2. Does your partner think their feelings are more important than yours?
3. Is your partner jealous when you want to see your family, friends or be in certain social situations?
4. Does your partner ever try to get you drunk or high?
5. Has your partner ever thrown things, hit, kicked, shoved, strangled or grabbed you?
6. Do you often apologize or make excuses for your partner's behavior, especially when they have treated you badly?
7. Are you afraid to break up with your partner because they have threatened to hurt you or themselves?
8. Has your partner forced you to do something when you didn't want to?

**If you answered yes to any of these questions, it may be time to check your relationship. Perhaps you have safely escaped from a violent relationship but are still dealing with the pain. In either situation, there is confidential help and information. Call the NATIONAL DOMESTIC VIOLENCE HOTLINE number at 1-800-799-7233 or 1-800-787-3324 TTY or the Ouachita Family Justice Center at 1-888-411-1333 emergency line or 318-998-6030 business line.**

### **You have the right to:**

Say no, change your mind, have control over your own body, set your own limits and have those limits respected, not be physically, sexually, verbally or psychologically hurt by anyone – friends, family members, dates or strangers, ask for help when you need it, pursue your own interests, be friends with anyone you choose, and break up and fall out of love with someone and not feel afraid.

## How can I help a friend?

**1. LISTEN.**

Give your undivided attention. Let them know that you have heard what they said.

**2. BELIEVE.**

Believe what they are telling you. It takes strength and courage for your friend to tell you.

**3. DO NOT JUDGE.**

Be careful not to make judgments about decisions they have made or their situation.

**4. TRY TO UNDERSTAND WHAT THEY ARE SAYING.**

Devote your efforts to understanding the thoughts, feelings and experiences they have shared with you, not to finding out what you want to know.

**5. BE SUPPORTIVE.**

Support their feelings and their choice to share them with you and acknowledge that it may have been difficult to do so.

**6. REMIND THEM THAT THEY ARE NOT RESPONSIBLE FOR THE VIOLENCE OR ABUSE.**

They may feel that they have done something wrong, but explain the abuser is the one who is at fault.

**7. SUPPORT THEIR RIGHT TO MAKE THEIR OWN CHOICES.**

Sometimes we think we know what is best. Remember that they have the right to make their own decisions.

**8. PROVIDE RESOURCE INFORMATION.**

Give them the telephone number of a local domestic violence program 1-888-411-1333 or the National Domestic Violence Hotline 1-800-799-7233.

**9. EDUCATE YOURSELF.**

Understand the dynamics of dating violence and the options that are available.

**10. PROTECT PRIVACY.**

Protect your friend's privacy. They have chosen to share with you. It's not your place to tell others.

## SATURDAY IN-SCHOOL SUSPENSION

**Jonesboro-Hodge High School may assign students to Saturday In-School Suspension for violations of school and parish policies. Saturday School will be utilized monthly or as needed. The date and times for that will be set once the need for Saturday school has been established and proper arrangements have been made to accommodate multiple students.**

## DRIVING PRIVILEGES

Bringing a motor vehicle on campus is a **privilege and not a right**. Abuse of this privilege will result in the restriction or denial of permission for the student to bring a motor vehicle onto the campus. For the reason of safety, parents are encouraged to send their children to and from school by bus. Understanding that this is not always the case, this policy has been written to govern those instances in which students may drive a vehicle to school. Driving a vehicle to school and parking in the school parking lot is a privilege, not a right. The privilege may be withdrawn at any time. Should students choose to park in the school parking lot they do so at their own risk, since neither Jonesboro-Hodge High School nor the Jackson Parish School Board assumes responsibility for damages incurred or theft while parked on school property. Vehicle doors must be locked at all times. The parking lot will be checked daily. Vehicles are subject to random or reasonable suspicion searches by administration while parked on J-HHS property. Students must purchase a parking permit. Registration of the vehicle shall constitute permission by the owner to search the vehicle by school or other properly authorized individuals. In the event of a vehicle accident on campus, the vehicle may not be moved until the principal or his designee arrives. All students who part at J-HHS are responsible for reading, understanding, and following rules and regulations which follow:



The following regulations will be followed:

- Students must register vehicle with the Assistant Principal and/or Secretary and pay **\$10.00** (cash only) for a permit. Refunds are not given if parking privileges are revoked. A second sticker for another vehicle can be purchased for **\$5.00**. All items below are necessary for the second vehicle as well.
- The student driver must turn into the office a vehicle registration form with a copy of the following items:
  1. Valid driver's license
  2. Proof of liability insurance
  3. Picture of the entire backside of vehicle(s) with license plate visible that will be driven on campus.

### **Parking Permit/Placement/Parking Area**

Parking decals should be placed on the back left lower inside of the back glass drivers side when parked on the J-HHS campus. Students are to park in the designated area for students **only**. This area will be located in front of the Boy's Gym. Parking will be limited with Seniors and Juniors being given priority.

### **VIOLATIONS**

Violations subject to disciplinary action, fines, loss of parking permit/privileges, possible towing at the owner's expense, possible police intervention, and/or a combination of all of the above:

1. Illegally parked and/or improperly registered vehicles
2. Possession of or attempting to purchase or sell an invalid parking permit (stolen, duplicated, borrowed, revoked, or forged permit). Parking stickers are non-transferable and cannot be given, sold or loaned to any other student. Students cannot register for, purchase parking stickers with the intent to give or sell the sticker to another student.
3. Parking in a bus zone, handicapped or other designated parking areas.
4. Parking on or driving through the grass.
5. Parking in more than one space.
6. Parking anywhere other than the main parking lot without permission.
7. Having inappropriate logos, symbols or offensive language on the vehicle.
8. Not adhering to the 5mph speed limit.
9. Playing loud music, music should not be audible from outside the vehicle.
10. Any action which appears detrimental to the academic progress (loud music, loud pipes, etc.)
11. Misbehavior on the part of the driver or those who ride with him. (The driver assumes responsibility for the conduct of those who ride with him.)
12. Careless operation of a vehicle such as reckless driving, racing, transporting students on the outside of vehicles, dangerous maneuver, squealing and peeling of tires by force, driving in non-designated areas or actions appearing to be detrimental to the safety of others.
13. Driving to school causes a discipline problem (leaving campus without permission skipping class, tardiness, etc.) students may not leave campus to eat lunch, run errands, etc. Students may not drop off younger sibling and then leave. Once the student enters campus he/she must park and exit his/her vehicle. If a student with a parking permit is to leave during the school day, the student must bring a permission note with a signature from a parent/guardian to the office with a phone number that can be called to verify the student is to leave campus. No student will be given permission to leave campus without proper verification before leaving.
14. Returning to their vehicle during school hours without permission of the administration.
15. Allowing another student to borrow a vehicle to leave campus.
16. Loitering in the parking lot. Upon parking, students should immediately lock their

vehicles and proceed out of the parking lot to their designated area. Student drivers nor their friends should occupy a vehicle after it has been parked before, during or after school hours.

17. Improper placement of parking sticker.
18. Smoking in vehicle while on school property.
19. Committing any other act that is considered dangerous or in violation of local traffic ordinances, state law or federal law.
20. Possessing alcohol, marijuana, drug paraphernalia, any illegal or controlled substance or prohibited weapon, you lose your parking privileges for the remainder of the school year and will be suspended with recommendation for expulsion. If officials of the school district have reason to believe you have anything in your vehicle that is in violation of the law or Jackson Parish School Board Policy, you may be requested to open your vehicle for a search by a school official or designee.) Act 732 of the 2004 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows:
  - A. The sale or possession of drugs, alcohol or any other illegal substance.
  - B. Possession of a firearm, or
  - C. Any infraction involving assault or battery on a member of the school's faculty or staff.

### **CONSEQUENCES FOR VIOLATIONS:**

|                               |   |
|-------------------------------|---|
| <b>1<sup>st</sup> Offense</b> | Warning and Parental Notification               |
| <b>2<sup>nd</sup> Offense</b> | Loss of driving privilege for 1 week            |
| <b>3<sup>rd</sup> Offense</b> | Loss of driving privilege for 2 weeks           |
| <b>4<sup>th</sup> Offense</b> | Loss of driving privilege for remainder of year |

Administration reserves the right to suspend driving privileges at any time and for any length if it is deemed necessary to guard the integrity of Jonesboro-Hodge High school's educational process.

### **STUDENT PARKING**

- Students are to park **only** in assigned parking space in the designated area.
- Parking permits should be bought from the Assistant Principal and/or Secretary.
- Students are to park and immediately exit their vehicles to the appropriate area.
- Students shall not return to vehicles until the end of their school day.
- Students will not be allowed to park in the faculty or visitor parking areas.
- Parking is not permitted in front of the football stadium upper lot (reserved for staff).
- Parking permits must be removed at the end of the school year.

### **DROP-OFFS/PICK-UPS**

Any student not riding a bus will be dropped off or picked-up at the loading and un-loading zone at the back of the senior high building. **No student should be dropped-off or picked-up in front of the campus. PARENTS ARE EXPECTED TO SUPPORT THE SCHOOL IN THIS EFFORT FOR THE SAFETY OF THE STUDENTS. Students whose parents violate this policy will be disciplined according to the school policy.** All drivers should obey traffic signs and traffic laws in this process. **Parents that drop-off/pick-up students are required to follow traffic safety signs; this includes obeying the "One-Way" sign at the student drop-off/pick-up area. Students will face disciplinary action if parents violate this policy.**

## ELECTRONIC TELECOMMUNICATION DEVICES

**\*\*Parents are expected to support the Jackson Parish School Board and Jonesboro-Hodge High School in the enforcement of this Board policy.\*\***

The Jackson Parish School Board is dedicated to providing a sound education to public school students. The Board recognizes that the use of cell phones, with their rapidly developing technological advances which now include text messaging and photography, can impair the validity of classroom assessments, violate student privacy, can possibly detonate explosive devices in case of a terror attack, hamper the efforts of administrators charged with maintaining a safe and productive school environment and severely disrupt the educational process.

Earbuds/headphones usage is forbidden inside of the school. Exception for this would be permission granted during a learning activity within the classroom. Discipline procedures would follow the same as cell phone/electronic device usage.

No students, unless authorized by the school principal or his/her designee, except in case of medical circumstances, shall use or operate or have in his/her possession any electronic telecommunication device, including any facsimile system, radio paging service, cellular phone or mobile telephone service, intercom or electro-mechanical paging system in any school building or on the grounds thereof (except if stored in a motor vehicle). Consequences for violating this policy are now Parish Policy and have been voted and approved by the Jackson Parish School Board:

|                               |  |
|-------------------------------|--|
| <b>1<sup>st</sup> Offense</b> | Collect device, student may pick up device at end of day.  |
| <b>2<sup>nd</sup> Offense</b> | Collect device, parent must pick up device with signature. Phone will remain in office 5 school days.                              |
| <b>3<sup>rd</sup> Offense</b> | Collect device, parent must pick up device. Device remain in office for 30 days. Student will receive 2 days in school suspension. |
| <b>4<sup>th</sup> Offense</b> | Collect device, parent must pick up with signature. Device remain in office for 30 days, 5 days of alternative school.             |

**Students who refuse to hand over their device to faculty and/or staff will face the consequences for disrespect of staff and failure to follow verbal directives. Students will not be sent out of class if they refuse. The teacher will document the incident and report it to the administration.**

## **JACKSON PARISH SCHOOL SYSTEM BUS POLICY**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the Supervisor of Transportation at the Central Office. Students will be allowed off the bus only at school, home or locations requested in writing by parent/guardian. **THE BUS DRIVER IS IN COMPLETE CHARGE OF THE BUS AND ITS OCCUPANTS AT ALL TIMES.** Students riding the bus **MUST** comply with the requests of the driver.

### **SCHOOL BUS RULES AND REGULATIONS**

1. The driver is in full charge of the bus. The students shall obey the driver cheerfully and promptly.
2. Students shall obey and respect the orders of monitors and aides on duty.
3. Students shall occupy the space designated for them by the driver.
4. Students shall be on time for the bus at the designated bus stop. The bus cannot wait for those who are late.
5. Students who must cross the road after alighting from the bus or when boarding the bus should always pass 10 feet in front of the bus and never behind it. The driver should see that the road is clear before the child is permitted to cross the road. **WATCH THE DRIVER'S HAND SIGNALS.**
6. Any complaints from drivers, students or parents not specified in the list of rules and regulations shall be reported promptly to the principal.
7. Students shall observe the following:
  - A. Never stand in the road while waiting for the bus.
  - B. Clean feet before entering the bus.
  - C. Avoid spitting on the floor of the bus.
  - D. Do not throw waste paper or other rubbish on the bus floor.
  - E. Do not mar or otherwise deface the bus. Report to the driver at once any damages to the bus. Students/parents/guardians shall be responsible for payment for damages.
  - F. Do not get on the bus when sick or when any member of your family has a contagious disease.
  - G. Avoid unnecessary conversation with the driver.
  - H. Tobacco products of any kind are prohibited on any bus.
  - I. Keep arms and head inside the bus windows at all times.
  - J. Get on and off the bus or change seats in the bus when it is not in motion.
  - K. Do not leave the bus without driver's consent except at home or school.
  - L. Respect persons who are passed along the routes.
  - M. Walk on the left side of the road, facing traffic.
  - N. Articles carried by students must be a size to fit under the seat or be held in the student's lap. It is the drivers' discretion to determine if an object is distracting, dangerous or too large to be carried on the bus. Glass objects of any size will not be allowed.

### **School Bus Rules and Regulations (continued)**

- O. Inappropriate language and/or printed material will not be allowed.
- P. Eating of food and drinking of beverages are not permitted.
- Q. The sale of candy or other items are forbidden on the bus.
- R. There will be no fighting while waiting for the bus.
- S. Getting off at stops other than the student's regular place of disembarkation is forbidden unless the permission of the principal is obtained.

## **PROCEDURES FOR SUSPENSION OR REMOVAL OF A SPECIAL EDUCATION STUDENT FROM TRANSPORTATION PRIVILEGES**

Prior to the suspension or removal from a bus of a student classified as handicapped, a determination must be made as to whether the behavior is related to the student's handicapping condition. The Special Education Supervisor shall be notified with one (1) operational day of the determination decision regarding the student's handicap, the behavior and whether disciplinary action is taken. If the determination is made that the behavior is related to the student's handicap, the student shall neither be suspended nor expelled from the transportation service.

If the determination is made that the behavior is not related to the student's handicap and removal from the bus is being considered, prior to the removal:

The I.E.P. Committee must be convened to:

1. Familiarize the I.E.P. Committee with the determination decision.
2. Review the student's I.E.P./Placement and Transportation services.
3. If permanent removal is determined to be the appropriate disciplinary action an alternative transportation plan must be developed.

When the behavior of a student classified as handicapped is presenting an immediate danger to self or others or is significantly destructive to property, the student may be immediately removed from the bus provided that a determination has been made and other required due process procedures are carried out as soon as possible. Generally, this should not exceed three (3) days from the date of the incident.

### **JACKSON PARISH SCHOOL SYSTEM BUS-DISCIPLINE POLICY**

Jonesboro-Hodge High School students that ride bus transportation provided by the Jackson Parish School System are required to follow the rules and regulations of that transportation. Failure to follow these rules may result in the bus driver referring the student to the office. Once a student is referred to the office the following will occur:

#### **FIRST INFRACTION**

Written discipline report by the bus driver is submitted to the principal or assistant principal at Jonesboro-Hodge High School. The student will be summoned to the office for a warning. The principal or assistant principal will give the student a copy of the referral and also mail a copy to the parents. The bus driver will make an attempt to contact the parent concerning the student's behavior.

#### **SECOND INFRACTION**

Student shall be suspended from bus transportation privileges for a minimum of **three (3) days**. According to the parish policy there are **NO EXCEPTIONS** to this.

#### **THIRD INFRACTION**

Student shall be suspended from bus transportation privileges for a minimum of **one (1) week**. Parents **MUST** call and schedule a conference with the principal or assistant principal. According to parish policy there are **NO EXCEPTIONS** to this.

#### **FOURTH INFRACTION**

Student shall be suspended from bus transportation privileges for the **remainder of the school year**. Parents **MUST** call and schedule a due process hearing with the principal or assistant principal, the parish transportation supervisor, the bus driver, and the student. According to

parish policy there are **NO EXCEPTIONS** to this.

At any time, if the severity of the behavior warrants, the student may also be suspended from school beginning with the first infraction for the following behaviors in accordance with Louisiana

Revised Statutes:

1. Fighting
2. Possession of alcohol/drugs
3. Possession of any type of weapon
4. Assault
5. Destruction of school/parish property
6. Disrespect of driver

# Jackson Parish School Board

David Claxton, Superintendent  
Mary Saulters, President

P.O. Box 705  
Jonesboro, LA 71251-0705  
Telephone (318) 259-2698  
Fax (318) 259-2527

## Parent/Guardian Permission for Student Photo/Video/Video Conferencing Release and Consent Form

A copy for each child must be on file with the school regardless of the responses to the questions.

Student Name \_\_\_\_\_

As a parent or legal guardian of this student, I hereby consent to the use of photographs/video recordings taken during the course of the school year for educational purposes (including publications, presentations or broadcast via newspaper or internet). I do this with full knowledge and consent.

Videos of classroom or virtual instruction are offered for the sole and exclusive educational benefit of the students assigned to that class and are not to be recorded, shared, or uploaded/downloaded onto either the internet, a social media site, or app. Similarly, videos of classroom instruction may not be made, copied, reproduced, shared, or disseminated using any other means including, **without limitation**, email, file share, AirDrop, or text message. The photographs or videos of the students contained on or in such media are protected by law and any violation of the foregoing provisions subject the student to disciplinary action or possible criminal prosecution.

As classrooms operate virtually, observations will occur virtually which may require recording the virtual and/or hybrid classroom. As the parent/legal guardian, I give my consent for him/her to participate in video and/or audio conferencing for the purposes of distance learning and recording of the classroom for the purpose of standard observation requirements.

\_\_\_\_\_ Yes, I give consent for Jonesboro-Hodge High School to photograph/video record my child for school purposes and/or at school events.

\_\_\_\_\_ No, I do not authorize Jonesboro-Hodge High School to photograph/video record my child for any event.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

**Please keep this copy. No need to sign on this page. Keep for reference in the handbook.  
Sign and return the separate Signature Page given to you with the Short Form.**

## JACKSON PARISH SCHOOL BOARD STUDENT ACCEPTABLE USE POLICY

Internet and network access is now available to students and teachers in our parish schools. We are pleased to have access at these sites and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing access is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail (e-mail) communication with people all over the world;
2. Information and news as well as the opportunity to correspond with other institutions;
3. Public domain software and graphics of all types for school use;
4. Discussion groups on a limitless range of topics;
5. Many University Library Catalogs, the Library of Congress, the State Library of Louisiana, and a large collection of relevant information to educators and students.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover controversial information. We, Jackson Parish educators, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is inconsistent with the educational goals of the Jackson Parish School Board.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided herein so that users are aware of the responsibilities they acquire. If a Jackson Parish School user violates any of these provisions, his/her access will be terminated. Additionally, any user violating this policy will be subject to standard Jackson Parish School Board disciplinary action such as, but not limited to, suspension, expulsion, and/or appropriate legal action.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **INTERNET/NETWORK - TERMS AND CONDITIONS OF USE**

**Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of our Internet and network account must be in support of education and research and consistent with the educational objectives of the Jackson Parish School Board. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.



(1) **Privileges** - The use of the network and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives access will be part of a discussion with a Jackson Parish School District staff member pertaining to the proper use of the network.) The principal or his/her designee will deem what is inappropriate use and his/her decision is final. Also, the principal or his/her designee may close access at any time as required. The administration, faculty, and staff of Jackson Parish Schools may request the principal to deny, revoke, or suspend specific user access.

(2) **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:

- (a) Be polite. Do not get abusive in your messages to others.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- (c) Do not reveal personal address or phone numbers of yourself, other students or faculty.
- (d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities are to be reported to the teacher and/or principal.
- (e) Do not use the network in such a way that you would disrupt the use of the network by other users.
- (f) All communications and information accessible via the network should be assumed to be private property.

(3) **Warranty** - Jackson Parish School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Jackson Parish School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Jackson Parish School District specifically denies any responsibility for the accuracy or quality of material or information obtained through its services.

**Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or Internet, you must notify your teacher. Do not demonstrate the problem to other users. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and the Internet.

(4) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

# JACKSON PARISH INTERNET/NETWORK USE AGREEMENT

## STUDENT

I understand and will abide by the above Internet/Network Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action, including suspension and/or expulsion, may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

\_\_\_\_\_  
User's Signature:

\_\_\_\_\_  
Date:

## PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet/Network Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for the Jackson Parish School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired by the student on the network or from another student using the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to have access and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian's Signature:

## **SPONSORING TEACHER**

I have read the Internet/Network Use Agreement and agree to promote THIS agreement with the student. As the sponsoring teacher I do agree to instruct the student on acceptable use of the network and proper network etiquette and to reasonably require the student to adhere to this agreement while under my direct supervision and/or in my presence.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

*\*This signed agreement must be kept on file with the teacher making access available.*

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JACKSON PARISH SCHOOL SYSTEM  
 A COMPACT FOR STUDENT SUCCESS  
 A PARENT/STUDENT/TEACHER AGREEMENT

Jonesboro-Hodge High School

In order to ensure the success of all students in the Louisiana Believes Program and to help all students score at or above a Basic level on the Louisiana Believes State Assessment Program in the areas of English/Language Arts and Mathematics, all parties agree to the following:

| School  | Teacher  | Parent/Guardian   | Student   |
|---|--|---|---|
| <ol style="list-style-type: none"> <li>1. Provide high quality curricula and instruction aligned with state assessments and student learning targets.</li> <li>2. Provide a minimum of one parent/teacher conference</li> <li>3. Report on an ongoing basis about child's progress through report cards, progress reports, phone calls, or Parent Connect</li> <li>4. Provide opportunities for parent involvement (volunteer, participation, etc.) and assistance to parents to help child at home</li> <li>5. Provide safe, orderly environment in which students can learn.</li> <li>6. Ensure that teachers are using differentiated instruction for students and provide programs to better serve students.</li> </ol> | <ol style="list-style-type: none"> <li>1. Provide rigorous activities and lessons aligned with state assessments and student learning targets.</li> <li>2. Provide high expectations for all students in an encouraging and supportive manner.</li> <li>3. <b>Provide a well-disciplined and managed classroom so ALL STUDENTS have the opportunity to learn.</b></li> <li>4. Provide an open line of communication with parents/guardians.</li> <li>5. Provide remediation in all subject areas in which students have performed below BASIC.</li> <li>6. Use RTI: Differentiated Instruction for at-risk students. Teach to a variety of learning styles and provide intervention for specific skills.</li> <li>7. Attend Professional Development based on Needs Surveys.</li> <li>8. <b>Be in attendance and on-time every day.</b></li> </ol> | <ol style="list-style-type: none"> <li>1. <b>Make sure my child is ON TIME and ATTENDS school regularly.</b></li> <li>2. Supervised home learning and study time.</li> <li>3. Provide a quiet place for my child to work, study, read, etc.</li> <li>4. Provide necessary materials my child needs for his/her success.</li> <li>5. Keep an open line of communication with my child's teachers including parent/teacher conferences, written communication, etc.</li> <li>6. Support the school and all teachers in maintaining a disciplined environment.</li> <li>7. Encourage my child to do his/her best/</li> <li>8. Complete Needs Assessments prior to cut-off date and return to your child's school.</li> </ol> | <ol style="list-style-type: none"> <li>1. Attend school on time every day.</li> <li>2. Attend school on a regular basis.</li> <li>3. Attend school ready to work with materials needed and homework assignments completed.</li> <li>4. Stay attentive and actively participate in classroom activities.</li> <li>5. Follow school and classroom procedures, rules, and regulations.</li> <li>6. Respect classmates, teachers, administrators, and other school staff.</li> <li>7. Be a positive role model for other students.</li> </ol> |

Jonesboro-Hodge High School

If a student performs below level on the Louisiana Believes State Assessment Program in the areas of English/Language Arts and Mathematics, all parties agree to the following:

| School  | Teacher  | Parent/Guardian  | Student  |
|---|--|--|--|
| <ol style="list-style-type: none"> <li>1. Provide intense, criteria focused summer remediation at no cost to parents.</li> <li>2. Provide parents with necessary information on promotion, waivers, and appeals as defined in Louisiana Believes.</li> <li>3. Promotes students who perform at or above Basic level on the summer retest provided they have met all other local criteria for promotion.</li> <li>4. Provide a summer retest regardless of their attendance in summer remediation.</li> <li>5. Ensure that teachers are using differentiated instruction and a variety of teaching strategies to better serve at-risk students.</li> </ol> | <ol style="list-style-type: none"> <li>1. Provide students with intense criteria-focused remediation in a summer school setting.</li> <li>2. Use differentiated instruction and a variety of teaching strategies to ensure students' success on the summer retest.</li> <li>3. Use locally developed or approved curricula for the core subject areas for developing ongoing instruction.</li> <li>4. Participate as a member of the School Building Level Committee.</li> </ol> | <ol style="list-style-type: none"> <li>1. Make sure my child is punctual and attends summer remediation as required.</li> <li>2. Be aware of what is necessary for promotion, appeals, waivers, and overrides as defined in Louisiana Believes.</li> <li>3. Keep an open line of communication with my child's summer school teacher.</li> <li>4. Provide a quiet place for my child to study.</li> <li>5. Make sure my child is well rested before the retest.</li> <li>6. Encourage my child to do his/her best on the summer retest.</li> <li>7. Understand that attendance in summer school does not automatically mean that my child will be promoted to the next grade.</li> </ol> | <ol style="list-style-type: none"> <li>1. Attend summer remediation on time and on a regular basis.</li> <li>2. Stay attentive and participate.</li> <li>3. Complete all required work.</li> <li>4. Ask questions when you do not understand what is being presented.</li> <li>5. Take summer retest and agree to do your best.</li> <li>6. Understand that attending summer remediation does not automatically ensure promotion.</li> <li>7. Understand that you must perform at Basic level or above on the summer retest to be considered for promotion.</li> </ol> |

I have read the above and agree to do all to assure success:

\_\_\_\_\_

\_\_\_\_\_  
School Administrator  
Student

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent/Guardian

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**JONESBORO-HODGE HIGH SCHOOL  
PARENTAL INVOLVEMENT POLICY  
(2021-2022 School Year)**

The administration, faculty, and staff of Jonesboro-Hodge High School recognize the importance of parental involvement in the goal of academic excellence for every child. This policy will serve as a guide for the involvement of parents. Working together as a team, parents and the school staff will prepare students to become lifelong learners.

Jonesboro-Hodge High School encourages parental involvement in the following ways:

1. To enhance the instructional efforts of teachers through volunteer services.
2. To serve as parent representatives in the development, review, and improvement of the school's Parental Involvement Policy and school-wide plans.
3. To express ideas and concerns by responding to surveys and questionnaires.
4. To become actively involved in parent-teacher meetings and conferences.
5. To serve on school-wide communities when asked.
6. To enhance the content area of Reading by having parents involved with their children's reading through the Title 1 Reading Incentive Program.
7. To provide parents information regarding the Jackson Parish School System website [www.jpsb.us](http://www.jpsb.us) where board policies are posted.
8. To provide parents information regarding the Jonesboro-Hodge High School website by accessing [www.jpsb.us](http://www.jpsb.us) and choosing Jonesboro-Hodge High School. The school calendar, links to teacher websites and Parent Connection for student's grades, attendance and lesson plan assignments will also be accessible.

Jonesboro-Hodge High School (J-HHS) has a responsibility to the education of its students. As a school, Jonesboro-Hodge High School will set academic and behavior standards for students.

1. J-HHS will provide students and parents with standards for academic success from state, local, and school entities.
2. J-HHS will provide students and parents a copy of the Student/Parent Handbook for the current school year.
3. J-HHS will enable parents to monitor academic progress through Parent Connect.
4. J-HHS will encourage parental involvement in school activities.
5. J-HHS will refer students to counseling resources.
6. J-HHS will always strive for equality and fairness in all areas.
7. J-HHS will maintain an active Crisis Management Plan for the protection of students.
8. J-HHS will strive to make the campus environment conducive and safe for learning.

Parents must also share in the education of their children. There are responsibilities expected from parents with regards to academic success and behavior.

1. Parents will set guidelines and clear expectations of good behavior and academic performance.
2. Parents will ensure that their children have a quiet place and time to read, study, and complete home learning assignments.

3. Parents will discuss daily work assignments, progress reports, and grade reports with their children.
4. Parents will ensure that their children attend school on time every day.
5. Parents will promptly report absences or tardiness.
6. Parents will communicate with the school through written, electronic, telephone, or personal visit.
7. Parents will ensure that their children have the necessary materials to complete class work and home learning.
8. Parents will take an active part in school activities.
9. Parents will keep their children healthy by ensuring that they get enough sleep, appropriate nutrition, and medical care.
10. Parents will help their children to develop a good self-image by providing care, discipline, support, interest and concern.
11. Parents will provide the school with current and accurate home, work and emergency contact information.
12. Parents will foster their children a positive attitude toward school and learning.

Students must take responsibility for their education. Students at the high school level are expected to take a major part in their academic success and behavior.

1. Students will attend school every day and arrive on time to all classes.
2. Students will follow all school and classroom rules.
3. Students will put their best effort forward at all times.
4. Students will complete home learning and class work on time.
5. Students will ask for assistance when needed.
6. Students will take advantage of all academic services provided by the school to increase their academic achievement.
7. Students will make informed decisions, set goals, and take actions to meet requirements for graduation.

By signing the Parental Involvement Policy, you state that you have read and understand the items disclosed in this policy.

Student's Printed Name \_\_\_\_\_ Student's Signature \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work # \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**LOUISIANA DEPARTMENT OF AGRICULTURE CHEMICAL/PESTICIDE FORM**

To: Parent/Guardian

The Jackson Parish School Board is required by the Louisiana Department of Agriculture as part of the Integrated Pest Management Plan to send this questionnaire to the parent/guardian of each student in our school system.

**Complete this form ONLY IF your child has sensitivity to a chemical or pesticide and return to the school.**

Student's Name \_\_\_\_\_

Student's Address \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Telephone Number \_\_\_\_\_

Chemical or Pesticide student is sensitive to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian

Date

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