



*Jonesboro-Hodge High School*

*Faculty Handbook*

*2009 - 2010*

## **JONESBORO-HODGE HIGH SCHOOL**

Bertha B. Robinson, Ed.S, Principal  
225 Pershing Highway Jonesboro, Louisiana 71251  
Office 318-259-4138 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 the 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 principal of Jonesboro-Hodge High School at 318-259-4138.

**JACKSON PARISH SCHOOL DISTRICT  
2009-2010 SCHOOL CALENDAR**

<b>August 13, 14, 2009</b>	<b>Professional Development</b>
<b>August 17, 2009</b>	<b>First Day for Students</b>
<b>September 7, 2009</b>	<b>Labor Day</b>
<b>October 12-13, 2009</b>	<b>Fall Break</b>
<b>October 14, 2009</b>	<b>End of First Nine Weeks</b>
<b>November 11, 2009</b>	<b>Veterans' Day</b>
<b>November 23-27, 2009</b>	<b>Thanksgiving Holidays</b>
<b>December 17, 2009</b>	<b>End of Second Nine Weeks</b>
<b>December 18, 2009</b>	<b>Christmas Holidays (Students) Parent Conferences – (all employees work)</b>
<b>January 4, 2010</b>	<b>Christmas Holidays End</b>
<b>January 15, 2010</b>	<b>Professional Development</b>
<b>January 18, 2010</b>	<b>Martin Luther King Day</b>
<b>February 12-16, 2010</b>	<b>Winter Break</b>
<b>March 9, 2010</b>	<b>End of Third Nine Weeks</b>
<b>March 15-19, 2010</b>	<b>Spring Break</b>
<b>April 2-5, 2010</b>	<b>Easter Holidays</b>
<b>April 12-16, 2010</b>	<b>Testing Dates</b>
<b>April 19-21, 2010</b>	<b>Test make-up dates</b>
<b>May 7, 2010</b>	<b>Seniors' Last Day</b>
<b>May 20, 2010</b>	<b>End of Fourth Nine Weeks Students' Last Day</b>
<b>May 21, 2010</b>	<b>Teacher Workday</b>

**JONESBORO-HODGE HIGH SCHOOL**  
**Faculty and Staff**

**Bertha Robinson, Principal**  
**Jan Coffman, Counselor**  
**Vickie Joe, Secretary/Bookkeeper**

**Randal Harrington, Assistant Principal**  
**Joey Pender, Athletic Director**  
**Vickie Thomas, Secretary/Receptionist**

**Judie Blalock.....High School's That Work Coordinator**  
**Clarise Brown.....Library**  
**Cherrise Bryan.....ELA**  
**Maudie Burks.....Math**  
**Janice Calep.....Family/Consumer Science**  
**Joseph Collins.....Band**  
**Brenda Combs.....English**  
**Yolanda Conley.....Math**  
**Stefanie Cooper.....ELA**  
**Bobby Crockett.....Social Studies/PE**  
**Betty Decou.....Music**  
**Virginia Enloe.....Business**  
**Dottie Foster.....Math**  
**Regina Goss.....Business/Publications**  
**Melba Gray.....Pre-GED**  
**Holly Hampton.....English/Speech/Drama**  
**Fred Hearn.....PE**  
**Adrian Hester.....Inclusion (7-8)**  
**Ronda Hogan.....Inclusion (9-12)**  
**Joann Jackson.....PE**  
**Joel Johnson.....Life Skills**  
**Haley Jones.....English**  
**Joshua Kador.....Health/Driver's Ed**  
**Rhonda Lee.....Science**  
**Juradeane Mack.....ELA**  
**Jamie Myles.....Family/Consumer Science/Science**  
**Yvette Pearce.....Science**  
**Cherry Richards.....Math**  
**Keith Sadler.....Spanish**  
**Don Shields.....Agri-Science**  
**Tim Smith.....Auto Mechanics**  
**Kelly Staples.....Nursing**  
**Jimmy (Bo) Teat.....Social Studies/PE**  
**Allen Tew.....Social Studies/PE**  
**Michelle Underwood.....Science**  
**Jay Watson.....Social Studies**

**Paraprofessional: Everett Johnson, Brenda Simmons, Barbara Trosclair, Mary Whittington,  
 Carol Buller (Contract), Sheila Hopkins**

**Food Services: Nancy Rogala, Manager; Barbara Belton, Beverly Bradford, Karen Duty, Dianne  
 Council, Nina Watts**

**Custodial: Roy Burroughs, Head Custodian; Tommy Booker, Brenda Cooper, Jesse Moore, Betsy  
 Watts**

## Jonesboro-Hodge 2009 Football Duty Schedule

Date	Opponent	Ticket Booth	Ticket Booth	Home Gate	Home Gate	Home Stands	Visitor Ticket Booth	Visitor Gate	Visitor Stands
9/4	Winnfield	Burks	Combs	Mack	Staples	JRH	Sadler	Smith	Shields
9/25	Montgomery(HC)	Bryan	Hampton	Hogan	Conley	JRH	Johnson	Smith	Shields
10/16	Ferriday	Calep	Goss	Tew	Underwood	JRH	Myles	Smith	Shields
10/23	Farmerville	Enloe	Foster	Jones	Cooper	JRH	Hearn	Smith	Shields
11/6	Sterlington	Blalock	Coffman	Pearce	Richards	JRH	Scott	Smith	Shields

Mrs. Lee- Cheerleaders

Coach Jackson- Visitor Concessions

Football Coaches- Pender, Watson, Crockett, Teat, Hester, Kador

### 2009-2010 JUNIOR HIGH RECESS DUTY

DAY	ARCADE	ROVER
MONDAY	Mack	Trosclair
TUESDAY	Pearce	Bryan
WEDNESDAY		Teat
THURSDAY	Cooper	Hester
FRIDAY	Conley	Myles

### JONESBORO-HODGE HIGH SCHOOL

2009-2010

#### JUNIOR HIGH BUILDING BULLETIN BOARD SCHEDULE

MONTH	TEACHER
August	Bryan
September	Conley
October	Mack
November	Cooper
December	Johnson
January	Pearce
February	Hester
March	Teat
April	Hearn
May	Kador

**JONESBORO-HODGE HIGH SCHOOL**  
**2009-2010**  
**JUNIOR HIGH BUILDING DISPLAY CASE SCHEDULE**

MONTH	TEACHER
August	Bryan
September	Pearce
October	Hester
November	Teat
December	Hearn
January	Kador
February	Johnson
March	Conley
April	Mack
May	Cooper

**JONEBORO-HODGE HIGH SCHOOL**  
**2009-2010**  
**SENIOR HIGH BULLETIN BOARD SCHEDULE**  
**\*Bulletin Board next to room 101**

MONTH	TEACHER
August/September	Underwood and Hampton
October	Hogan and Knox
November/December	Enloe and Tew
January	Goss and Watson
February	Richards and Jones
March	Combs and Lee
April	Burks and Calep
May	Decou and Staples
Summer	TBA
*All year (Bulletin Board in Foyer)	Foster

<b><i>MINIMUM COURSE REQUIREMENTS FOR HIGH SCHOOL GRADUATION</i></b>	
<b>English</b>	<b>4 units</b>
Shall be English I, II, and III, in consecutive order; and English IV or Business English	
<b>Mathematics</b>	<b>3 units</b>
(Effective for incoming freshmen 2005-2006 and beyond.) All students must complete one of the following: <ul style="list-style-type: none"> <li>•Algebra I (1 unit) <b>or</b></li> <li>•Algebra I-Pt. 1 and Algebra I-Pt. 2 (2 Units) <b>or</b></li> <li>•Integrated Mathematics I (1 unit)</li> </ul> The remaining units shall come from the following: Integrated Mathematics II, Integrated Mathematics III, Geometry, Algebra II, Financial Mathematics, Advanced Mathematics I, Advanced Mathematics II, Pre-Calculus, Calculus, Probability and Statistics, and Discrete Mathematics	
<b>Science</b>	<b>3 units</b>
Shall be the following: 1 unit of Biology 1 unit from the following physical science cluster: Physical Science, Integrated Science, Chemistry I, Physics I, Physics of Technology I 1 unit from the following courses: Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience I and Agriscience II, an additional course from the physical science cluster, or a locally initiated science elective. Students may not take both Integrated Science and Physical Science. Both Agriscience I <b>and</b> Agriscience II must be completed for one unit of science credit. These courses cannot also count as elective if used to meet the science requirement. Students choosing this option must have 24 credits to graduate.	
<b>Social Studies</b>	<b>3 units</b>
Shall be American History, one-half unit of Civics, one-half unit of Free Enterprise; and one of the following: World History, World Geography, or Western Civilization	
<b>Health Education</b>	<b>½ unit</b>
<b>Physical Education</b>	<b>1 ½ units</b>
Shall be Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. Physical Education may be used toward graduation. NOTE: The substitution of JROTC is permissible.	
<b>Electives</b>	<b>8 units</b>
<b>TOTAL</b>	<b>23 units</b>

**\*Graduates of 2012 must have 24 credits to graduate**

## Diploma of Excellence:

As an incentive for students to pursue a sound academic program ensuring adequate college preparation, an additional diploma will be awarded to graduating seniors in each of the high schools in Jackson Parish who complete the additional requirements which are described in this program. The diploma will be named the Jackson Parish Schools Diploma of Excellence. The diploma will bear the seal of the Jackson Parish School Board. Each high school will add to the design of the Diploma of Excellence by using local school colors, emblem, letter, mascot, etc. Special recognition should be given at graduation exercise to those who receive the Diploma of Excellence.

The criteria below is effective for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders for the 2003-2004 school year and thereafter and will be updated in conjunction with the State Board of Elementary and Secondary Education Honors Curriculum. In addition, the student must have cumulative pursued GPA of 3.0 or above and have passed all parts of the Graduate Exit Examination. This curriculum qualifies for the TOPS Program.

English (I, II, III, V).....	4 units
Math (Algebra I, Algebra II and Geometry or Advanced Math).....	.3 units
Science (Biology I, Chemistry, and Environmental Science, Physics, or Physical Science) .....	3 units
Social Studies (American Hist., Civics, Free Enterprise, World Geography or World History).....	3 units
Fine Arts or substitute another 1 unit core curriculum (See TOPS).....	1 unit
Foreign Language.....	2 units
Computer Science or Computer Literacy or Business Computer Applications or substitute another ½ unit Core curriculum course (see TOPS).....	1/2 unit
Health .....	½ unit
Physical Education.....	1½ units
Electives .....	5 ½ units

(16.5 required core units) TOTAL 24 units

In addition, the student must have a cumulative GPA of 3.0 that is to be determined by counting all courses on the transcript for which units of credits have been pursued.

## TOPS Core Curriculum:

*Note. Students who receive the Diploma of Excellence will have the TOPS Program Core curriculum below. This program will begin for incoming freshman 2003-2004 school year with a grade point average of 2.5 in the 16 ½ core courses.*

4	English I, II, III, IV
1	Algebra I or Applied Algebra and Algebra IA and IB
1	Algebra II
1	Geometry, Trigonometry, Calculus or an approved advanced math substitute
1	Biology
1	Chemistry
1	Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II, Physics, Physics II or Physics for Technology
1	American History World History, Western Civilization or World Geography
1	Civics, Free Enterprise (one unit combined) or Civics (one unit, non-public)
1	Fine Arts Surveyor substitute two units of performance courses in music, dance and/or theater or two units of visual art; or substitute two units of studio art; or substitute one unit of an elective from among the other subjects listed in this core curriculum. .
2	Foreign Language (two units in the same language)
1/2	Computer Science, Computer Literacy or Business Computer Applications or substitute at least 1/2 unit of an elective course related to computers approved by the State Board of Elementary and Secondary Education or 1/2 unit as an elective from among the other subjects listed in this core curriculum.

\*Other courses may be acceptable as substitutes for courses in the core curriculum. Contact LOSFA for more information on acceptable substitute courses or check our Web site at [www.osfa.state.la.us](http://www.osfa.state.la.us).

## **Determining Nine-Week Grades**

<b>Tests</b>	There will be a minimum of five major tests for a nine-week period.
<b>Daily Class Work</b>	The effort and quality of this work should be included as a part of the grade.
<b>Special Projects</b>	This work should include notebooks, books, research papers, reports, and projects.
<b>Homework</b>	Any homework assigned should be evaluated and credit must be given in the grading plan.

It may be necessary for vocational teachers, physical education teachers, and other special teachers to deviate somewhat from this procedure. Core teachers determine grade by set procedure..

Each teacher is required to keep a representative sample of a student's work over a period of one year in order to justify the grades that are given.

## **JONESBORO-HODGE HIGH SCHOOL GUIDELINES**

### **CLUB MEETINGS**

**Absolutely NO clubs will be allowed to meet during school hours. School hours are designated for classroom instruction. Sponsors are required to submit a list of meeting dates, after-school meeting times, and members to the principal. Meeting dates and times will be placed on the school calendar.**

### **ASSEMBLY PROCEDURES: NON-PEP RALLY**

1. Teachers will escort their current class to the auditorium.
2. Teacher should lock classroom upon exit.
3. Students will sit in their current teacher's assigned row in the auditorium.
4. Teacher will sit behind students and monitor behavior.

### **PEP RALLY PROCEDURES**

1. Teachers must escort current class to the pep rally.
2. Upon arrival students sit with their respective grade-level class.
3. Teachers' should sit with their respective grade level.
4. At the end of the pep rally teachers should return immediately to their class and a call will be made to signal a tardy.

## **ATHLETIC EVENTS**

- Athletic events will be an extension of school and all policies must be followed. Exceptions will be:
- Any student in violation of policies and rules should be referred at the next available opportunity.
- Coaches of an athletic team will be responsible for the behavior and discipline of their respective teams.

## **FINANCES AND FUNDRAISING**

1. No teacher, sponsor, or organization is to initiate any fund raising activity without prior approval of the principal.
2. Students are not to run errands to make purchases for teachers/staff.
3. A Purchase Requisition must be submitted to the bookkeeper for prior approval by the Principal prior to the issuance of a Purchase Order.
4. Upon approval of Purchase Requisition, a Purchase Order will be signed by the Principal and submitted to vendor.
5. Purchases made without prior approval (official Purchase Order) will be the purchaser's responsibility to pay.
6. All money collected within the school must be deposited daily to the bookkeeper. Funds must be recorded on a class receipt record form. No money is to be kept in the classrooms over night.
7. Upon receipt of merchandise, packing slips must be turned in to the bookkeeper.
8. Items purchased for concession must be inventoried prior to each event, and items sold must be accounted for. Inventory sheet must be turned in to bookkeeper along with funds collected.

## **TEACHER ADMINISTRATIVE PROCEDURES:**

1. Teacher must check roll for each class daily and keep accurate records of attendance.
2. Teachers must report absences to the administrative office daily by computer or absentee sheet. If your class is the first class for a senior, you must report his/her absence each day.
3. Teachers must report to office, hourly, names of students not listed on the daily absentee sheet and who do not report.
4. Teachers must plan work daily in such a manner as to be able to hold students accountable for any class or portion of a class which is missed. Assigned work which is not completed within the designated period will result in a zero for that day's grade.
5. Teachers responsible for students being out of class on class trips or on-campus activities must communicate in such a way as to be certain that responsible teachers are so informed. This generally means listing names for publication with absentee sheet and/or checking personally with those teachers. Absences resulting from school activities are not to be counted in 15-day totals, etc.
6. Teachers are not to take students from class for errands, work, practice, etc., except in cases of absolute necessity, without permission of school administration. Upon

- receiving permission teachers will notify teachers whose class or classes will be missed. Do not send students to make copies for you.
7. Gradebooks must be kept as accurately as possible. Student audits are based on what is in your gradebook.

## **STUDENT UNIFORM AND DRESS CODE**

The Jackson Parish School Board believes that a mandatory school uniform 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 will require uniforms and all students will be required to wear said uniforms.

**The first responsibility for maintaining proper uniform standards belongs to the student and parent(s) or guardian(s).** Parents are responsible for ensuring that their children wear the designated school uniform clothing as outlined below. **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.

The School Board shall notify all students of the provisions of this policy.

### **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 are not permitted.

Extreme style or fit of clothing is not permitted. No stretch fabric is allowed. (i.e. oversized, extremely tight fitting, or sagging).

Book bags must be clear or mesh.

Non-prescription sunglasses may not be worn.

**No visible body pierce jewelry other than earrings for girls may be worn.**

No camouflage or denim may be worn.

No visible brand name labels, emblems, or logos may be worn on any article of clothing. Clothing may not be raveled, un-hemmed, frayed, or have holes.

Girls must wear bras.

Undergarments must not be visible.

### **Shirts:**

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, (3) red**. 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. **Shirttails must be worn in at all times.**

### **Pants:**

Long pants (khaki or corduroy), shorts, jumpers, skirts, dresses, skorts, or capris in standard khaki or navy color (no denim) is required in uniform style/brand with **no cargo pockets**, flared legs or logos. **Pants must be worn at the waistline level.** Shorts, skirts, jumpers, skorts, or dresses must measure 4" or less from the floor when kneeling.

### **Belts:**

Belts must 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 (white, red, or royal blue), black, or brown.** Belts should not have any emblems or logos nor be oversized. Belt buckles may not have emblems or logos.

### **Socks:**

Uniform colored socks or hose (white, red, or royal blue) 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, beach or house shoes are permitted.**

### **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, or other head gear may be worn inside or outside or carried. **Baseball-type caps are not permitted and will be confiscated.**

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

**Only plain white t-shirts with no writing on it may be worn.** A long sleeve shirt or undershirt may not be worn under a short sleeve shirt.

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

Windbreakers, sweat shirt jackets, jackets, coats, must be buttoned or zippered from top to bottom in solid or any combination of uniform pant/shirt colors, *may also be black or gray*, with no visible emblems or logos, 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.

**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.**

## **CONSEQUENCES OF 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. **Students will be assigned one (1) 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. **Student will be assigned two (2) days in-school suspension.**

### **Fourth Offense:**

Parents or guardians shall be contacted to notify them that the student has been placed in out-of school suspension. This infraction would be treated as any other suspension on the fourth offense which could include assignment to Alternative for a specified period of time.

Revised: November, 2004; August, 2006; October 2006; July, 2007

Revised: February 2, 2009

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.

## **ABSENTEEISM AND SUBSTITUTES**

**Absenteeism:** There are unavoidable occasions when a teacher must be absent from school. Illness and emergencies arise which necessitates that the teacher be away from their responsibilities at school. **It is important for all of us to realize that any time you away from your classroom, your students are deprived of their optimal educational opportunities.** In other words, “You cannot be effectively replaced by a substitute.” Therefore, absenteeism should be kept to a minimal level. Doctor’s appointments, dental appointments, etc. should be scheduled at a time which will not remove you from your classroom whenever possible.

Guidelines:

1. If you know you are going to be out, please notify the principal and assistant principal before the day you are off.
2. Teachers who are sick or ill should notify administration at the earliest possible time.
3. **Coaches who have games or events scheduled should request substitutes at least three days prior to the away game or event.**
4. **No teacher or coach should assume that another teacher or coach would cover his or her classes if they are out or leave for a game or event.**
5. If a teacher is going to be late for duty or for class the administration should be notified.

**UNDER NO CIRCUMSTANCES SHOULD CLASSES BE SENT TO THE GYM IF A TEACHER MUST LEAVE FOR ANY REASON. THE ONLY STUDENTS THAT SHOULD BE IN THE GYM ARE STUDENTS IN PE CLASS.**

*Note: failure to do the above can be considered neglect of duty.*

The following procedure will be followed relative to absenteeism at J-H.H.S.:

1. **All** arrangements for securing substitute teachers will be made by the **principal**.
2. The principal should be notified at the earliest possible time when you become aware that it will be necessary for you to be absent. In no cases should notification be later than **6:30 a.m.** on the day missed. Mrs. Robinson’s home telephone number is **259-3880**. After you have notified Mrs. Robinson, then contact Mr. Harrington at the school (259-4138). If it is known that an additional day will be missed, those absent should notify the school before 3:00 p.m. so that arrangements can be made with the current substitute.
3. Finding substitutes for a half-day or for a portion of the day is virtually impossible. Please avoid these types of absences unless it is an emergency. If you must be absent, take the day. Please make appointments after school, so this can be avoided.
4. Please be sure to sign the teacher sub form when you return to school after being absent. **Upon your return, you must sign the substitute book and designate your absence as sick, personal, or professional.**

**Substitutes:** The following items must be provided for the substitute in a “substitute” folder.

- Lesson plans for each class period. These plans must be complete with plenty of work!!
- Duty schedule and duty location
- Class rosters
- Instructions for roll call

- Instructions for tardies, absentees, lunch, etc.
- Evacuation procedure and locations
- Assembly procedure
- Assembly schedule and policies

## **LESSON PLANS**

A hard copy of your lesson plans must be kept on your desk at all times. After you post your lesson plans on JPAMS, make a copy to keep on your desk.

## **SYLLABUS**

Teachers must provide students at the beginning of school with a syllabus which covers expectations, course requirements, due dates, project dates, grading scale, general rubric for projects, group work, assignments, positive behavior standards for the class, and any other important information students will need concerning the class. A copy of the syllabus must be turned in to the office and kept on file.

## **ACTIVITIES**

1. All teachers are expected to show an interest in the school by attending school activities. It is essential to the unity of the school that such interest be present.
2. To all school activities where admission is charged, teachers and their spouses will be admitted free.

## **OFFICE**

The office is a place for work, conference with teachers and students and other professional discussion. It is a business office and should be respected as such. Students will not be allowed to visit the office or loiter unless it is a matter of business. Teachers should not send students to the office unless it is an important matter. **Do not** send students to the office to call for books, lunches, sports items, etc. (Multiply 1 call by 457 that you didn't realize others send.) **Student referrals to the office for disciplinary reasons must be accompanied by the proper referral.** Teachers are not to send students to sit in the student waiting area for disciplinary reasons or any other reason. **DO NOT TRANSFER YOUR PROBLEM TO THE SECRETARY.**

## **TEXTBOOKS**

Care should be taken in issuing textbooks to make sure that all students are listed on textbook forms. The form must show:

- Name of student
- Title of book
- Book number

A book turned in at the end of the year should be checked against the textbook form. The names on the form should be alphabetized, forms clipped together, and returned to the office for filing.

**Ink should be used by the teacher in writing the information called for on the inside cover of every state-owned textbook.** Teachers should consider using classroom book sets. Due to financial concerns textbook replacements are not available. Stress to the students the importance

of keeping up with their textbooks and not abusing the textbooks. This is part of maturing and students should be made aware of this.

### **PERMANENT RECORDS**

Teachers desiring information from the files shall contact the principal, secretary, or counselor. The information is confidential and must be used in a professional manner. All cumulative folders must remain in the office while in use and must be returned to the proper file.

### **ARRIVAL AND DEPARTURE OF FACULTY**

- Duty teachers should be at his or her duty location at 7:15 a.m.
- Non-duty teachers should be at school at or before 7:30 a.m.
- After-school duty teacher should remain until all students have departed. All other teachers should remain at school until 3:30p.m.
- Remember, we expect our students to get to class on time, teachers and staff should also be on time.

#### **Documentation procedures:**

- All teachers should sign in upon arrival at school and should sign out when they leave school. The Central Office has sent a directive concerning this. Teachers/staff are to be marked as absent if they are not signed in.
- Teachers leaving during the day for any reason should sign out and give a reason for leaving. Upon return the teacher should sign back in.

### **DRESS CODE FOR TEACHERS**

Teachers shall be expected to maintain a neat, clean and well-groomed appearance at school. It should be indicative of teaching as an honorable and respectable profession, and it should provide role models for the students along the lines of appropriate dress for social situation.

Principals shall be responsible for compliance to the dress code within their schools.

#### **The following items will be deemed inappropriate:**

1. Shorts/skorts with the exception of P.E. teachers during P.E. instruction.
2. Sweat pant, jogging suits, or wind suits with the exception of P.E. teachers during P.E. instruction.
3. Underwear showing.
4. Camouflage apparel.
5. Flip flops, thongs, beach or house shoes
6. Blue jeans and/or T-shirts for faculty or classroom teachers.

Teachers have the option of wearing uniforms in their school colors.

*This dress code has been established to promote professionalism among the Jackson Parish teaching staff. However, we do recognize that certain teaching situations will require deviation from the Dress Code, and those circumstances will be determined by individual principals. Additionally, at each school there may be special days selected by the principals, which will also allow deviation from the dress code.*

## **LOUNGE**

Students are not allowed in the lounge for any reason. Any eating or drinking by teachers should be in the lounge. No food or beverage will be allowed in the classrooms. Do not carry coffee or drinks to your classroom. Duty teachers will be allowed to eat and drink at their respective duty post.

## **ROOM POSTINGS**

The following **MUST** be posted in your room: Fire Escape Plan, Tornado Plan, Lockdown Procedures, On-Campus Evacuation (Stadium) Seating Chart, Rubric(s), Positive Behavior Expectations (**ROAR**), and Classroom Infraction/Consequence Chart.

## **GENERAL STUDENT GUIDELINES**

### **ATTENDANCE**

- Students from the seventh to the seventeenth birthday shall attend a public or private school or participate in an approved home study program. A child seventeen 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 150 days in all courses pursued for full-half unit of credit and a minimum of 75 days in all courses pursued for one-half unit of credit.

### **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).
- 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.

Students who are verified as meeting extenuating circumstances shall not receive passing grades if they are unable to complete make-up work

### **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. **Teachers or sponsors are required to submit to the office and the cafeteria names of students that are involved in away-campus activities. Teachers or sponsors should place a list of students involved in away-campus activities in teacher's mailboxes.**

### **Temporarily Excused Absences**

Students shall be considered temporarily excused from school for personal illness, illness in the family, death in the family, or for recognized religious holidays of the student's own faith 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 5 consecutive days a doctor's note is required.*

### **Excuse Procedures**

- Excuses will be turned in to the office on the day following an absence.
- The acceptable time to report to the office is before 1<sup>st</sup> period begins.
- The office will issue an excuse form to the student which 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.

### **BOOKBAGS**

As part of the Crisis Management Plan, **all bookbags must be clear or mesh and must be kept in lockers until after school. No bookbags are allowed in the classrooms.** Teachers are within their rights to require students to leave bookbags either in their lockers or outside the classroom door. **There is no exception or question about this policy; it is for the safety of the entire campus, students, faculty, and staff.**

### **CELL PHONES and ELECTRONIC DEVICES**

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.

**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 **is now Parish Policy as voted by the JPSB:**

- 1<sup>st</sup> Offense- Collect device, 3 days ISS, Parent must pick up device.
- 2<sup>nd</sup> Offense- Collect device, 5 days ISS, Parent must pick up device.
- 3<sup>rd</sup> Offense- Collect device, 3 days Alternative, Parent must pick up device.
- 4<sup>th</sup> Offense- Collect device, 5 days Alternative with recommendation for expulsion to Alternative and parents must pick up the device.

## **ELECTRONIC DEVICES**

Electronic devices include but are not limited to CD players, radios, ipods, cellular devices, MP-3 Players, laptops, cameras, etc.

- **Do NOT bring these items to school. They will be confiscated and stored in the office. Possession of one of these items will result in disciplinary action listed above.**
- **The school is not responsible for any item lost, stolen, or damaged under any circumstances because they are not allowed on campus. This includes all gyms.**
- **Administration will not investigate if any of these items are lost, stolen, or damaged. This also includes any item lost, stolen, or damaged in gym or stadium locker rooms**
- **Repeat offenses will result in stronger disciplinary action.**

## **CHEATING**

The following are considered scholastic dishonesties. Any student caught cheating will be subject to disciplinary action.

- 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.

## **CHECKING OUT**

If it is necessary for a student to leave before the end of the day, he/she must check out through the office. The student must have permission from a parent/guardian or he/she will remain in class. Students will not be allowed to leave campus without properly checking out through the office this will be considered skipping school. Classes missed due to the check-out will be considered unexcused absences unless a proper excuse is given. (see excuses)

## **COMMUNICATION**

Jonesboro-Hodge High School recognizes that effective communication between the school and the home is essential for successful operation of education programs for students. The school further recognizes that the delivery of information to the home is a responsibility shared by

school personnel and students. Therefore, 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.

### **CRISIS MANAGEMENT DRILLS**

**Drills will be held periodically to prepare our school for possible dangers. These drills are an important 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**

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

- Any student not riding a bus will be dropped or picked-up at the loading and un-loading zone at the back of the new school building. No student should be dropped off or picked up in front of the school.
- All drivers should obey traffic signs and traffic laws in this process.

### **EMERGENCY CARE & ILLNESS**

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 office personnel.

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 the guidelines set forth by the Jackson Parish School Board.

The above regulations will not apply to the Student-Based Health Center (see Student-Based Health Center guidelines).

## **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- lost, stolen, or damaged.

## **FOOD AND BEVERAGES**

Students may not take any food or beverage from the cafeteria at any time. Any food or beverage bought at concession must be consumed on break. No student will be allowed to bring food or beverage into the buildings.

## **HALL PASSES**

Any student out of class for any reason **MUST** have a hall pass with the location going, date, time and signed by the teacher responsible. **The receptionist will not see a student that does not have a hall pass.**

## **I.D. BADGES**

As part of Jonesboro-Hodge High School's Crisis Management Plan, student, 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 student, faculty, and staff. If the original I.D. badge is lost or damaged, students will be required to pay \$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 is now Parish Policy as voted by the JPSB:**

<b>3 accumulated violations- 1 day ISS</b>	<b>6 accumulated violations- 2 days ISS</b>
<b>9 accumulated violations- 3 days ISS</b>	<b>12 accumulated violations- 1 day Alternative</b>
<b>15 accumulated violations- 2 days Alternative with recommendation for expulsion to Alternative</b>	

## **INTERNET USE**

1. Students must have "Internet Permission" forms on file in office before gaining access to the Internet.
2. A teacher or administrator must be present at all times during use.
3. 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.**

## **LOCKS AND LOCKERS**

Lockers are an important part of the school's Crisis Management Plan. **All students in grades 7-12 must pay a locker fee of \$5.00 in order to receive a locker.** Locks will be provided for those students who paid the \$5.00 locker fee. 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 may be visited only at designated times. Locker times are posted above lockers. Locker Policy set in accordance with Act 612 of the Louisiana Legislature RS 17:416.

### **LUNCHROOM POLICY:**

**Cost of lunch this year will be \$1.50 for grades 7-12.**

**Cost of breakfast will be \$1.00 for grades K-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 BE HELD TO HIGH STANDARDS WHILE IN THE LUNCHROOM.***

Each Lunchroom duty supervisor should supervise and control these activities in the lunchroom:

1. Excessively loud
2. Leaving trash on the table
3. Taking items out of the lunchroom (food, drinks, straws, utensils, etc.)
4. Breaking in line
5. Leaving chair out
6. Horseplay of any kind

### **MESSAGES**

- Only emergency messages will be delivered to students during the school day.
- The school intercom will be used for emergencies only. All announcements must be approved by administration and turned in the day before announcement is to be made.

### **PERSONAL PROPERTY**

- Students should **only** bring personal items necessary for participation in class and/or extracurricular activities.
- Items that are considered potentially dangerous or disruptive will be confiscated.
- The school is **not** responsible for any valuables that are lost, stolen, or damaged.
- **School administration will not investigate theft of personal items since they should not be brought to school. This includes any items lost, stole, or damaged in gym locker rooms.**

### **SCHOOL-BASED HEALTH CENTER**

The SBHC is located on the first floor of the Junior High Building. In order for a student to use the facilities, a consent form must be on file. If the student needs to visit the health center during

the day, the teacher must send a slip with the student stating the time the student left the classroom. On return, the slip will have the time the student left the SBHC and the action taken.

## **SCHOOL USE**

Any individual or group wanting to use the school's facilities must schedule the event with the principal and in the case of the athletic facilities the athletic director. No student will be allowed to use the school facilities without supervision from a teacher/administrator.

## **SCHOOL MATERIALS**

- Any book or other educational material issued to a student is the property of Jackson Parish School Board and the students will be responsible for any book or material issued to them.
- Any book or material lost or damaged the student will be responsible for replacement costs.

## **SENIOR PRIVILEGES**

Many seniors will not have a full class schedule because of graduation requirements therefore:

- Any senior who is not in a class must be under the direct supervision of a teacher.
- Any senior without supervision will be required to leave campus and must sign out in the office.
- Seniors will be required to eat at the appropriate lunch shift.
- **If seniors are on campus and do not have a class at that time– they will be assigned one.**

## **SKATEBOARDS, ROLLER SKATES, BICYCLES**

Absolutely **NONE** allowed on campus at any time.

## **Employee Tobacco Use**

Smoking, carrying a lighted cigar or cigarette, pipe, chewing or any other form of smoking object or device, or possessing any lighted tobacco product or any other lighted combustible plant material shall be prohibited in any elementary or secondary school building, on the campus of any elementary or secondary school, any building on the campus, and on all school buses. Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device shall be prohibited in buildings and on the grounds if any other school board property owned or leased by the Jackson Parish School Board.

Chewing or otherwise consuming any tobacco or tobacco product in any elementary or secondary school building, or any building located on the property of any elementary or secondary school, or on any school bus transporting students shall be strictly prohibited. Additionally, during the loading, unloading or transport of students, no cigarettes, cigars, matches, smoking paraphernalia or other tobacco products, whether chewing tobacco, snuff or otherwise, shall be displayed or placed in any position in the vehicle so that those products may be observed by any student during the transportation of students in the vehicle.

Violations of this policy by an employee of the Jackson Parish School Board shall be handled in accordance with the Board's policies and procedures.

The Jackson Parish School System shall be declared a tobacco-free environment. No person shall smoke or use tobacco products on any property of the Jackson Parish School Board.

## **VISITOR POLICY**

- Visitors are considered any one that is not a student or staff member at Jonesboro-Hodge High School.
- All visitors must check-in with the office to gain a pass to be on campus.
- No visitor will be allowed on campus for reasons that disrupt the educational process at Jonesboro-Hodge High School.

\*No solicitation will be allowed on campus by visitors, students, faculty, or staff.

## **PARENTAL INVOLVEMENT POLICY**

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 so that by working together we will prepare our students for academic excellence and a lifetime of learning.

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 the Parent-Teacher organizations.
5. To serve on the School Improvement Committee and other needed committees.

## **DISCIPLINE**

**Discipline is a parental responsibility**, only part of which is delegated to the school in order to help create an atmosphere that encourages learning according to our school philosophy. It is necessary that certain levels of conduct and discipline be maintained. To achieve this end, certain guidelines are to be followed to enable the teacher and the student to be comfortable with one another. We believe and uphold that the following conditions must exist in our classrooms and on our campus:

- *No child will stop the teacher from teaching.*
- *No child will prevent another child from learning.*
- *No child will engage in behavior that is not in his/her best interest or the best interest of others.*

It is our professional belief that every student deserves an environment which is conducive to both safety and learning. The responsibility for creating and maintaining such an environment is shared by the students, faculty, parents, and the administration.

Prior to imposing consequences, several things will be taken into consideration such as: past behavior of the student and nature of the incident, **Remember, what appears to be major to**

**some, may be minor to others.** We are working together to strive for consistency. The major goal of positive, effective discipline is student improvement and achievement.

### **Jonesboro-Hodge High School's Master Plan for Discipline**

Jonesboro-Hodge High School has adopted “**ROAR WITH TIGER PRIDE**” as expectations for student behavior.

**Respect**  
**Organize**  
**Attitude**  
**Responsibility**

Jonesboro-Hodge High School participates in the Louisiana Department of Education's Master Plan for Discipline as required by the No Child Left Behind Act of 2001 and is in compliance with R.S. 17:416.12; R.S. 17:416.13 and Section 4114 of NCLB. **In accordance with this Act, Jonesboro-Hodge High School will use STEPS as a notification to parents concerning behavior of students.** Teachers and students should review these infractions/consequences periodically to avoid any miscommunication if and when any infraction occurs. As part of Jonesboro-Hodge High School's Positive Behavior Plan, students will have the opportunity to earn incentives for good behavior, attendance, and getting to class before the tardy bell. These incentives include right to wear jeans on Fridays, earning Tiger Bucks to purchase material for the Tiger Store, and other forms of incentives.

### **EDUCATORS RIGHT TO TEACH (BILL OF RIGHTS)**

A teacher has the right to teach free from fear of frivolous law suits, including the right to indemnification by the Jackson Parish School Board for actions taken in the performance of duties of the teacher's employment.

A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and R.S. 17:416 through 416.26 and any city, parish, or other local public school board regulation.

A teacher has the right to remove any persistently disruptive student from his/her classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his/her designee.

A teacher has the right to have his/her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy.

A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury.

A teacher has the right to be treated with civility and respect.

A teacher has the right to communicate with and involve parents in appropriate student disciplinary decisions.

A teacher has the right to be free from excessively burdensome disciplinary paperwork.

The provisions of this policy shall not supersede any state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

A copy of this policy shall be provided to all teachers at the beginning of each school year.

This policy was adopted by the JPSB 3/2/04

## **STANDARDS OF BEHAVIOR AND DISCIPLINE PROCEDURES**

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.

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 she or her designee will discipline any student that disrupts the educational process. The Principal and her 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.

### **Code of Student Conduct**

#### **A. Attitudes**

1. Students who attend J-H.H.S. will be expected to exhibit the attitudes of courtesy, respect, and general good manners taught at home and at school.
  - a. Students are expected to greet any adult in the school and to be helpful and courteous.
  - b. Students are expected to address personnel as Mr. Mrs., Ms., or Miss.
  - c. 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 teacher, 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 Violation 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). Now Parish Policy**

- 1<sup>st</sup> Offense:** 3 days Alternative  
**2<sup>nd</sup> Offense:** 4 days Alternative  
**3<sup>rd</sup> Offense:** 5 days Alternative  
**4<sup>th</sup> Offense:** 10 days Alternative with recommendation for expulsion to Alternative

**1.5 Possession of over-the-counter medication**

- 1<sup>st</sup> Offense:** 1 day ISS  
**2<sup>nd</sup> Offense:** 2 days ISS  
**3<sup>rd</sup> Offense:** 3 days ISS  
**4<sup>th</sup> Offense:** 3 days Alternative

**1.6 Possession of prescription medicine (if prescribed to the student)**

- 1<sup>st</sup> Offense:** 1 day ISS  
**2<sup>nd</sup> Offense:** 2 days ISS  
**3<sup>rd</sup> Offense:** 3 days ISS  
**4<sup>th</sup> Offense:** 3 days Alternative

**1.7 Possession of lighter of any nature. Now Parish Policy.**

- 1<sup>st</sup> Offense:** 3 days Alternative  
**2<sup>nd</sup> Offense:** 4 days Alternative  
**3<sup>rd</sup> Offense:** 5 days Alternative  
**4<sup>th</sup> Offense:** 10 days Alternative with recommendation for expulsion to Alternative

**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: Students may not use any item in a manner intended or likely to cause bodily harm to others. Any item used in a manner with the intention of inflicting serious bodily damage will be considered a weapon.**

**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**

**1<sup>st</sup> Offense:** 2 days Alternative

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

**3<sup>rd</sup> Offense:** 4 days Alternative

### **4.2 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).**

**1<sup>st</sup> Offense:** 2 days Alternative

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

**3<sup>rd</sup> Offense:** 4 days Alternative

### **4.3 Refusal to correct any dress code violation (consequences set by Board policy)**

**1<sup>st</sup> Offense:** Correct violation

**2<sup>nd</sup> Offense:** 1 day ISS

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

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

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

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

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

#### **4.5 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.

#### **4.6 Refusal to complete any punitive requirements assigned by the teacher as part of classroom discipline.**

**1<sup>st</sup> Offense:** 2 days ISS

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

**3<sup>rd</sup> Offense:** 2 days Alternative

### **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 recommendation for expulsion

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

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

**1<sup>st</sup> Offense:** 2-10 days Alternative and restitution

**2<sup>nd</sup> Offense:** 2-10 days Alternative and restitution

**3<sup>rd</sup> Offense:** Recommendation for expulsion

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

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

**1<sup>st</sup> Offense:** 2 days Alternative

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

**3<sup>rd</sup> Offense:** 4 days Alternative

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

#### **5.4 Reporting or causing a false distress signal**

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

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

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

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

### **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.**

**1<sup>st</sup> Offense:** 1 day ISS up to 3 days Alternative (depending on severity)

**2<sup>nd</sup> Offense:** 2 days ISS up to 4 days Alternative (depending on severity)

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

**1<sup>st</sup> Offense:** 1 day ISS up to 2 days Alternative (depending on severity)

**2<sup>nd</sup> Offense:** 2 days ISS up to 3 days Alternative (depending on severity)

**3<sup>rd</sup> Offense:** 3 days ISS up to 4 days Alternative (depending on severity)

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

#### **6.3 Public display of affection other than hand-holding or hugging**

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

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

**3<sup>rd</sup> Offense:** 2 days Alternative

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

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

**1<sup>st</sup> Offense:** 2 days Alternative

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

**3<sup>rd</sup> Offense:** 4 days Alternative

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

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

**1<sup>st</sup> Offense:** 2 days Alternative  
**2<sup>nd</sup> Offense:** 3 days Alternative  
**3<sup>rd</sup> Offense:** 4 days Alternative

## 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:** 7 days Alternative and law enforcement contacted  
**2<sup>nd</sup> Offense:** expulsion hearing and law enforcement contacted

### 7.2 Fighting (Instigating or participating in). Now Parish Policy.

**1<sup>st</sup> Offense:** 3 days Alternative and report to law enforcement and District Attorney  
**2<sup>nd</sup> Offense:** 4 days Alternative and report to law enforcement and District Attorney  
**3<sup>rd</sup> Offense:** 5 days Alternative and report to law enforcement and District Attorney  
**4<sup>th</sup> Offense:** 10 days Alternative with recommendation for expulsion and report to authorities.

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

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

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

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

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

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

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

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

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

**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:** 5—10 days Alternative

**2<sup>nd</sup> Offense:** 10 days Alternative and Expulsion recommendation to Alternative

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

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

**1<sup>st</sup> Offense:** Law enforcement contacted and 10 days Alternative with expulsion recommendation to Alternative.

**7.7 Verbal abuse and/or threat towards staff/school employee including vulgar, offensive, or profane language directed at or towards faculty/staff.**

**1<sup>st</sup> Offense:** 2—10 days Alternative

**2<sup>nd</sup> Offense:** 3—10 days Alternative

**3<sup>rd</sup> Offense:** 4—10 days Alternative

***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 back talk, verbal refusals, etc.

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

**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:** 3 days Alternative  
**2<sup>nd</sup> Offense:** 5 days Alternative  
**3<sup>rd</sup> Offense:** 10 days Alternative and Expulsion recommendation to Alternative

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

**7.10 Verbal abuse or disrespectful conduct toward other students including sexual harassment**

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

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

**7.11 Verbal or physical abuse of or disrespectful conduct toward persons attending School-related functions**

- 1<sup>st</sup> Offense:** 2 days Alternative  
**2<sup>nd</sup> Offense:** 3 days Alternative  
**3<sup>rd</sup> Offense:** 4 days Alternative

**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**

- If needed, law enforcement officials may be contacted at the discretion of the school administration.
- 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. Now Parish Policy.**

- 1<sup>st</sup> Offense:** 1 day Alternative  
**2<sup>nd</sup> Offense:** 2 days Alternative  
**3<sup>rd</sup> Offense:** 3 days Alternative  
**4<sup>th</sup> Offense:** 10 day Alternative with recommendation for expulsion to Alternative

#### **8.2 Cutting class or required activity. Now Parish Policy.**

- 1<sup>st</sup> Offense:** 1 day ISS  
**2<sup>nd</sup> Offense:** 2 days ISS  
**3<sup>rd</sup> Offense:** 3 days ISS  
**4<sup>th</sup> Offense:** 10 days Alternative with recommendation for expulsion to Alternative

### **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 the document.

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

Any off-campus behavior of a student which could result in the student being criminally charged with a felony or any act that would be a felony 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 recommendation for expulsion to Alternative.

## 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)

**1<sup>st</sup> offense:** 3 days Alternative

**2<sup>nd</sup> offense:** 4 days Alternative

**3<sup>rd</sup> offense:** 5 days Alternative

**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

**1<sup>st</sup> offense:** 2 days Alternative

**2<sup>nd</sup> offense:** 3 days Alternative

**3<sup>rd</sup> offense:** 4 days Alternative

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

## MR. AND MISS JONESBORO-HODGE HIGH SCHOOL

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 a 2.50 GPA (no rounding off) from the 9<sup>th</sup> through the 11<sup>th</sup> grade.
2. Must have attended Jonesboro-Hodge High School at least three (3) years, including the current 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. Must not have any suspensions or alternative days on record.

The top 4 male students and the top 4 female students will be placed on the ballot. Only the seniors, juniors, and sophomores will vote. 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.

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

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.

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

1. Maintain a 2.5 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.

## **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 standards 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.

## ***HOMECOMING MAIDS/COURT:***

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

- 1) Each nominee must have an overall 2.0 GPA.
- 2) The discipline file for each nominee will be reviewed. There can be ***no record*** of suspension, in-school suspension, or alternative school time for the ***current school year***.
- 3) If there are ***any*** referrals on file for the current school year other than suspension, in-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 J-HHS or J-HMS, if applicable, prior to the current school year.
- 5) Each nominee must have been enrolled from the first day of school for the current school year.
- 6) Between nomination and the election, a ***nominee*** disciplined with suspension, in-school suspension, or alternative school time will be removed from the ballot. A referral other than for suspension, in-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*** disciplined with suspension, in-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, if applicable. A referral other than for suspension, in-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.

## ***STUDENT ESCORTS FOR HOMECOMING***

Each homecoming maid will be allowed to choose a male escort who must be approved by the Homecoming Assembly Committee. The following is the criteria for selection:

- 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 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 suspension, in-school suspension, or alternative school time for the *current school year*.
- 4) If there are **any** other referrals on file for the current school year other than for suspension, in-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 approval and up to the end of the school day prior to the assembly, an escort disciplined with suspension, in-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 suspension, in-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.

### **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 standards 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.