

Jonesboro-Hodge Middle School

Parent/Student Handbook 2009-2010

Mission Statement

All Working Together For Academic Success.

Vision Statement

To become the Top Performing School in the District and in the State

JONESBORO-HODGE MIDDLE SCHOOL

Samuel D. Strozier, Principal

Norman Amos, Assistant Principal

440 Old Winnfield Highway

Jonesboro, Louisiana 71251

(318) 259-6611 phone

(318) 259-9699 fax

Principal's message

Dear Parents and Students,

Let me take this opportunity to welcome you to Jonesboro-Hodge Middle School. We trust that this school year will be very profitable for you in your educational experience. We welcome our new third grade students and parents and want you to know that we are excited about you being here. Parents, you are always welcome in the school and we hope to see you often.

Middle school is a time of change and adjustment. Work loads increase due to the state demands for testing excellence. We expect our students to meet those demands and for our parents to be there every step of the way supporting both the students and the school. We share with the community the responsibility for providing a safe, caring environment designed to help our students become productive citizens.

This handbook explains rules, procedures, expectations, rights and responsibilities related to student life at Jonesboro-Hodge Middle School. It is the responsibility of both the student and the parents to read this handbook; to understand that no violation will be tolerated and that we expect each child to work cooperatively with other students and teachers to make this school year a learning experience.

After reading the handbook, please sign the form at the end of the handbook, tear it out and have your child/children return it to his/her homeroom teacher tomorrow. Please call or come by the school if you have any questions.

Sincerely,

Samuel D. Strozier
Principal

PHILOSOPHY OF JONESBORO-HODGE MIDDLE SCHOOL

Jonesboro-Hodge Middle School is committed to academic excellence. We believe that our school should provide each student with the opportunity to develop to his or her greatest potential academically, socially and physically in order to contribute to society. We will strive to offer each student the opportunity to function creatively within his or her environment and to participate in the democratic process in our nation.

At Jonesboro-Hodge Middle School, we strive to prepare each student for his or her 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 curricula and variations in teaching methods.

GRADING SCALE

The following scale will be used to determine a letter grade:

100-94 A

93-88 B

87-76 C

75-70 D

69 and below F

WEEKLY FOLDERS

Every Tuesday papers will be sent home in folders. Please review grades and sign sheet if needed. Information about upcoming events will also be in the folder.

PROGRESS REPORTS

Detailed progress reports will be sent home in the folders every 4 1/2 weeks. Every nine weeks a report card will be sent in the folders. Please refer to the school calendar on page 4 for the end of grading period dates.

HONOR ROLL

At the end of each grading period, an Honor Roll list will be printed containing the names of students who qualify for the Honor Roll. Students receiving --“A’s” in all academic subjects will be listed on the Principal’s List (4.0), the “A” Honor Roll (3.60-3.99), or the “B” Honor Roll (3.0-3.59). A grade of “D” or “F” in any subject considered for honor roll will render a student ineligible.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are helpful to the student and enhance his/her chances for success. Parents are strongly encouraged to FIRST meet with the teacher to resolve concerns. Teachers are professionals, and as such are deserving of the opportunity to be respected. The principal and assistant principal are available to all parents and are willing to meet with you. Since much of their time is spent supervising instruction and students, a prearranged appointment will insure you the opportunity to meet with them without interfering with the daily operation of the school. If you need to set an appointment with your child’s teacher or an administrator, please call the school secretary to set the appointment. Meetings with teachers should be scheduled during planning time.

TEXTBOOKS

Jackson Parish Schools and the State of Louisiana supply the textbooks and library books which are needed for all students. The average cost of a textbook is \$50.00. Teachers write students’ name and record textbook numbers in their grade book as the books are issued.

LIBRARY BOOKS

Library books are checked out to students for a period of time; fines are levied for books not returned within the prescribed time. The cost of a library book ranges from \$4.00 to \$25.00. Each student is expected to take proper care of textbooks which are issued and library books which are loaned. All books should be returned in a timely manner.

LOCKS

Students who wish to rent a lock should pay a \$5.00 rental fee to their homeroom teacher. The only locks allowed on campus are those rented from the Jonesboro-Hodge Middle School. All locks must be returned to the homeroom teacher at the end of the school year or an additional fee will apply.

LOCKERS

School lockers are the property of the Jackson Parish School District. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities may conduct inspection of the interior of lockers at any time without notice, without student consent, or without a search warrant. Lockers should not be written on, damaged, or used to house obscene or illegal items. Stickers should not be applied to lockers. Students are expected to use their assigned lockers for the duration of the school year and not change lockers without the authorization of the homeroom teacher. The school or any employees of the school will not be held responsible for missing property and will not investigate for missing items that should not be brought to school. Never keep money or valuable property in your assigned locker. Locks must be kept on the lockers, in the locked position. Only you and the homeroom teacher should know your lock combination. Lockers may be visited only at the designated times. Locker policy set in accordance with Act 612 of the Louisiana Legislature RS 17:416.

BOOK BAGS

The Jackson Parish School Board has set policy concerning student's book, tote and athletic bags. Policy states that book, tote and athletic bags MUST be clear or mesh. Students that do not conform to this policy will serve the consequences listed by the Jackson Parish School Board Dress Code Policy. **All book, tote and athletic bags must be kept in a student's locker during the school day, due to the lack of room within the class. All backpacks and tote bags must be placed in locker at the beginning of the day. No backpacks or tote bags will be allowed in the classroom. Oversized purses will not be acceptable unless they are clear or mesh.**

PERSONAL PROPERTY

The school is not responsible for any lost, stolen or damaged personal property. Personal property should be clearly marked with the student's name. The Administration **will NOT be responsible for investigating** the theft of any item that should not be brought to school, such as electric devices, battery operated devices, solar operated devices, cell phones, tape players, CD

players, music CD's, tomagotches, i-pods, mp-3 players, lanyards, sportspaks or items left in an unlocked locker..

BREAKFAST/LUNCH

The following prices will be in effect during the 2009-2010 school year:

	Full Pay	Reduced
Breakfast	\$1.00	0.30
K-6 Lunch	\$1.25	0.40
Visitors Breakfast	\$2.50	
Visitors Lunch	\$3.75	

Extra Milk- \$1.00

Extra Juice- 0.60

TELEPHONES

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students **WILL NOT** be called to the phone during instructional time. Since office telephones are constantly in use for school business, students **WILL NOT** be permitted to use an office telephone to call home unless there is an emergency. Calls for homework, lunch money, field trip money or P.E. equipment, etc. are not allowed. Please make arrangements before the school day begins.

CELL PHONES

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 electromechanical paging system in any school building or on the grounds thereof (except if stored in a motor vehicle). Any of the above will be confiscated and placed in the Assistant Principal's office where disciplinary procedures shall be initiated.

BUS TRANSPORTATION

Transportation to and from school by school bus is available to all students. Students that do ride a bus **MUST** follow the rules and regulations for bus transportation as set forth by the Jackson Parish School Board. Students and parents must remember that bus transportation is a privilege afforded the students of Jackson Parish and not an obligation. Students that can not follow the rules of the bus will face disciplinary action, which may include having bus privileges revoked. Refer to the section on Transportation Discipline Policy in this handbook for additional information.

STUDENT ARRIVAL TIME

Students should not arrive on campus before 7:15 a.m.

STUDENT PICK-UP

Parents that wish to pick-up their child after school are welcome to do so. At the end of the school day, all students that ride a bus or have car pick-up exit through the rear of the school. **NO STUDENT PICK-UP (unless student is being checked out early) OR DROP OFF IS ALLOWED AT THE FRONT OF THE SCHOOL** because there is not a teacher on duty in the front. Parents that pick-up their child must park in the center of the rear parking lot. The area next to the arcade is reserved for buses. Younger students or non-school aged children are not allowed to leave vehicles or buses during pick up time. This is a safety issue and we appreciate parents helping with this matter.

SCHOOL DISMISSAL TIME

Transportation	Dismissal Time	Location
Students that walk home**	3:05 p.m.	Exit North hallway door
Students that have car pick-up	3:05 p.m.	Exit rear hallway doors
Students that ride a bus	3:10 p.m.	Exit rear hallway doors

***Only students that have a note signed by the parents and the principal may walk home.**

****When school is dismissed, students that walk MUST LEAVE CAMPUS IMMEDIATELY.** They are not to hang around back with those students waiting on the bus. Doing so will result in disciplinary action.

INFORMATION ABOUT HEAD LICE

The presence of head lice and/or nits (eggs) according to Louisiana Law and Jackson Parish School Board policy require that students must be removed from school until they are clear of both lice and/or nits.

Four guidelines will be followed:

1. Each student with head lice and/or nits will be removed immediately from school until clear of both head lice and/or nits.
2. Teachers in classrooms where students have been found with lice and/or nits will follow eradication procedures.

3. Parents/Guardians will receive letters giving proper procedures for eradication of lice and/or nits. Not only must hair be treated, but also the whole house including bedding must be free of lice and/or nits.
4. Each child will be checked before being allowed to enter school. The school nurse has the final authority on whether or not the child may re-enter school.

SCABIES/RINGWORM

Skin conditions such as scabies and ringworms are not as serious a problem as lice, but the student must be sent home to receive medical treatment. Therefore; any child suspected of having **scabies** will be excluded from school and referred for treatment. The child must present a note from a physician stating that he/she has undergone treatment and is not contagious before being allowed to re-enter school.

Any child suspected of having **ringworm** shall be excluded from school until twenty-four (24) hours of treatment is completed. A student involved in contact sports shall be excluded from participation until lesions are healed.

CONJUNCTIVITIS (pinkeye)

Any child suspected of having pinkeye shall be excluded from school until twenty-four (24) hours of treatment is completed. The child must present a note from a physician stating that he/she has undergone treatment and is not contagious before being allowed to re-enter school.

TEMPERATURE (FEVER)

Any child with fever will be excluded fro school. The child must be free from fever twenty-four (24) hours before being allowed to re-enter school.

STUDENT ABENTEEISM

All students are required to attend school regularly. The State of Louisiana requires that a student be present one-hundred fifty (150) days to be considered for promotion. A computer generated letter is automatically sent by the school when absences are a matter of concern. Excuses for absences must be presented in writing to the school office within three (3) days of the day or days missed.

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

1. Extended personal, physical or emotional illness as verified by a physician,
2. Extended hospital stay as verified by a physician,
3. Extended recuperation from an accident as verified by a physician,
4. Extended contagious disease with a family as verified by a physician,
5. Prior school-system approved travel for education,
6. Death in the family (not to exceed one week),

7. Natural catastrophe and/or disaster,
8. 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.

We will accept a total of five (5) temporary excuses from parents for the school year. After 5 days, a doctor's note is required. Students will be allowed to make up work missed if a note signed by the parent/guardian or the physician explaining the reason for the absence is presented to the school. **It is the responsibility of the student, upon his/her return to school, to make arrangements with his/her teachers to make up all assignments that are due.** Parents are urged to call the office if the student is absent so arrangements can be made to collect homework assignments for parents to pick up.

STUDENT MEDICATION

Parents may bring medication to their child on the school campus. If the parent administers the medication, the student no longer has to leave the school campus. It is recommended, if a new medication is administered to a student on campus, that the parent be requested to stay with the student for 30-40 minutes, if possible.

Students who need to take prescribed medication must have the medication form signed by the student's physician listing the medication(s) and the time medication should be dispensed. School Board policy states that all prescribed medication **MUST** be given to the school nurse upon student's arrival at school and preferable by the parent.

DRESS FOR SPECIAL OCCASIONS

On designated special dress days (such as picture day) students should wear clothes that are not see-through, strapless, or spaghetti straps. Mid-riff shirts or items of clothing with holes should not be worn. No flip flops or house shoes should be worn at any time. Shorts and skirts should be the appropriate length. If a student is dressed inappropriately, he/she will be placed in ISS until the appropriate clothing arrives at school.

Jackson Parish School System Uniform and Dress Code 2009-2010

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.

OVERALL APPEARANCE

(Note: Extreme being 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.
- **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, tote bags and athletic 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 shall 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, and (3) one solid color chosen by the school with no logos. (Chosen color is red for Jonesboro Hodge High School, Jonesboro Hodge Middle School, Southside Elementary and Weston High School – Quitman’s chosen color is pale yellow.)** 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.** All pockets must be standard inside pockets. 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, black, or brown. Belts should not have any emblems or logos nor be oversized. Belt buckles may not have emblems or logos.

SOCKS: Must wear uniform colored socks or hose with no visible logo with all shoes.

SHOES: Shoes should be comfortable, conservative, and properly laced where applicable. No crocs, flip flops, thongs, heellies (skate shoes), 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.

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. **No shorts are to be worn to school between October 31st and March 1, 2010. No jackets/coats may be worn to school after May 1, 2010. The administration has the right to determine the appropriate time to wear cold weather apparel.**

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 DRESS CODE VIOLATIONS

First Offense: Contact parents or guardian and allow them the opportunity to bring the missing item(s) to school, or allow them to take the child home to dress in the proper uniform.

Second Offense: Contact parents or guardian and allow them the opportunity to bring the missing item(s) to school, or allow them to take the child home to dress in the proper uniform. Students will be assigned one (1) day in-school suspension.

Third Offense: Contact parents or guardian and allow them the opportunity to bring the missing item(s) to school, or allow them 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 and/or Assistant Principal will determine the appropriate consequences.

Fourth Offense: Contact parents or guardians 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.

PARENT INVOLVEMENT POLICY

The Jonesboro-Hodge Middle School involves parents in their child's education by forming partnerships. We believe that the school and parents must work together at home and at school to help students acquire the skills, attitudes and habits to do well in school and throughout life. This policy shall contain provisions for making parents aware of their rights under *No Child Left Behind* including the right to know certain information concerning the qualifications of their child's teacher, and the right to have input into the decision-making, planning and implementation of parental involvement activities.

The School's Responsibility

Jonesboro-Hodge Middle School will welcome parents and communicate the importance of parental participation in the success of the middle school experience. We will seek to accomplish this through five major components:

- Treating all parents with respect and dignity.
- Maintaining an environment in which all family members are welcome at all times. Classrooms, hallways and other areas of the facility will indicate to parents and stakeholders that they are welcome.
- Informing parents of different parental involvement opportunities that are available. Parents can participate in classrooms, on field trips, in community events, in supporting program operations, parent-teacher conferences, etc.
- Arranging opportunities for parent participation that takes into account their work schedule, education and/or training. These programs will accommodate times that are convenient for parents to achieve optimal involvement.
- Informing parents regularly about student progress.

The Parent's Responsibility

Research has found that parental involvement in a child's education leads to greater success in school. We feel that parent participation is most important to a child's success in the middle

school experience. Jonesboro-Hodge Middle School expects parents to take a leading role in their child's education. This can be accomplished through eight major components:

- To learn as much as possible about the school, teachers and other school personnel who are guiding the student's education.
- To contribute to the school's total enrichment through contributing services in whatever way possible.
- To provide parent leadership by taking part in BETA Club, book fairs, field trips, fundraisers, Accelerated Reader parties, volunteering to help in classrooms, etc.
- To work with the teachers, staff and other parents in a cooperative way.
- To offer constructive criticism of the school, defend it against unfair criticism, and share in evaluating it. To support the school- its programs, teachers, staff and administration.
- To take advantage of school programs and activities designed to increase parental knowledge and development.
- To participate in Open House, Parent/Teacher Conferences, Math and Science Nights, Literacy Nights and Title I school functions.
- To offer daily assistance with homework to your child.

Attendance Policy

Research has shown that students with good attendance in school perform better on standardized tests. Jonesboro-Hodge Middle School wants our students **in school**. The Jackson Parish School Board has adopted the 2007-2008 Pupil Progression Plan, which sets forth the policies on school attendance. This policy states that students in the Jackson Parish school system shall receive **392** instructional minutes per day for **167** days. In order to be eligible to receive grades, students must be in attendance a minimum of **150** instructional days. **The primary responsibility for a student's attendance in school rests with the parents.** Louisiana's compulsory school attendance law prescribes the requirements of school attendance. When students have accumulated **3** days of unexcused absences, a letter to the parents will be sent home. The student will also be referred to the District Attorney's Office of Truancy and to the Jackson Parish School Board. At **5** days of unexcused absences, a letter to the parents will be sent home. A second referral will be sent to the District Attorney's Office of Truancy and a parent/child conference will be scheduled by the truancy center. At **8** days of unexcused absences, a letter will be sent home to the parents informing them that a hearing will be scheduled in front of the District Judge with the child, parent, and truancy center. At **11** days of unexcused absences, a letter will be sent home to the parents informing them that the child has been placed on the Docket in Juvenile Court. Parent notes will be accepted for up to 5 days of absences during a school year. After 5 days, a doctor's note is required. Exceptions can only be made in the event of extenuating circumstances approved in accordance with procedures established by the Jackson Parish School Board.

Crisis Management Plan

1. Practice and review emergency plans and emergency telephone numbers regularly with your children. Make sure that telephone numbers are updated when changed.
2. Each year make your child's teacher aware of any health or physical needs that would require special action or supplies during an emergency. Make sure your children have a supply of vital medication on hand at school.
3. Make sure that student information data have a name, address, and phone number of anyone you want to pick up your child/children during an emergency. Students will not be released to anyone who is not listed on the data information sheet.
4. Make sure your child/children are familiar with the people he/she may leave with and that they know that it is okay to leave with them in the event of an emergency.
5. Be aware that you may not be able to get to your child/children in the event of a large-scale emergency.
6. Be aware that the person picking up your child/children may have them several hours or days. Prepare them, yourself, and your child/children for this eventuality.

We hope that the Crisis Management Plan will never be used, but everyone needs to know his or her role in a crisis just in case.

Crisis Management Plan – Parent Notice **August 17, 2009**

Dear Parents,

As the new school year starts we would like to inform you of your part in Jonesboro Hodge Middle Schools Crisis Management Plan.

- 1.) Practice and review emergency plans and emergency telephone numbers regularly with your children.
- 2.) Each year make your child's teacher aware of any health or physical needs that would require special action or supplies during an emergency. Make sure your children have a supply of vital medication on hand at the school.
- 3.) Make sure that student information data have name, address and phone number of anyone you want to pick up your child/children during an emergency. Students will not be released to anyone who is not on the data information sheet.
- 4.) Make sure your children are familiar with the people he/she may leave with and that they know that it is okay to leave with them in the event of an emergency.

- 5.) Be aware that you may not be able to get to your child/children in the event of a large-scale emergency.
- 6.) Be aware that the person picking up your child/children may have them several hours or days. Prepare them, yourself, and your child/children for this if necessary.

We hope that the Crisis Management Plan will never be used, but everyone needs to know his or her role in a crisis just in case.

Sincerely,

Samuel D. Strozier
Principal

BUS POLICY **(JPSB)**

Dear Parents,

As an extension of your child's educational program, we are happy to offer bus transportation services. Our goal is to serve you, the public, with the safest, most effective system possible. We need your help in doing this. Please read and discuss with your child the information concerning bus behavior and safety. Safety education and good discipline are major factors in accident prevention. In order to provide unity and consistency in bus discipline throughout the parish, to provide the safest possible transportation for our students and to decrease injuries to students and damages to school buses, the procedures outlined in this policy shall be followed by the Transportation Department and the administration of each school.

Parents must complete the Updated Student Information form enclosed in the packet your child will receive on the first day of school. This form is due back to your child's homeroom teacher within three days. Bus transportation will be terminated if this form is not returned within one week and will not resume until such time that the form is completed and returned. The form will be kept on file at the school where the student is registered. We appreciate your help and support in making this year a safe and productive one for your student.

Sincerely yours,
Roy E. Barlow
Supervisor of Transportation

As indicated in the letter, 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 exiting 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.
 - 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 is 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 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 within one (1) operational day of the determination decision regarding the disciplinary action.

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) school days from the date of the incident.

**JACKSON PARISH SCHOOL SYSTEM
BUS POLICY**

Jonesboro-Hodge Middle 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 Middle 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 |

EDUCATOR'S RIGHT TO TEACH

A teacher has the right to the following;

- Teach free from the 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.
- 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.
- 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 students in the custody of the principal or his designee.
- Have his/her professional judgment and discretion respected by the school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy.
- 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.
- Be treated with civility and respect.

- Communicate with and involve parents in appropriate student disciplinary decisions.
- Be free from excessively burdensome disciplinary paperwork.

The provisions of this policy shall not supersede any other 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.

RE: R.S. 17:416.1(C); 416.4; 416.5; 416.11
 R.S. 17:223; 17:416-416.16; 17:416(A)(1)(C)
 R.S. 17:416.9; 17:416.12; 17:235.1; 416(A)

Adopted by JPSB 3/2/04

Discipline Policy

A primary responsibility of Jonesboro-Hodge Middle School and its professional staff will be the development of and understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about. The school is a community, and the rules and regulations of a school are the law of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community. Disciplinary action for violation of the rules of the school community may be taken by the school regardless of whether criminal or civil charges result. Recent court decisions have indicated clearly that young people in the United States have the right to receive a free public education; and the deprivation of that right may occur only for just cause and in accordance with DUE PROCESS of the law. The courts have also stated that students have the right of citizenship as defined in the United States Constitution and its amendments, and that these rights may not be abridged, obstructed, or in other ways altered in accordance with DUE PROCESS. All students are expected to be courteous, respectful and mannerly at all times. Students will use appropriate titles such as Mrs., Mr., and Coach when addressing the administration, faculty, staff and visitors. No profanity or obscene gestures will be permitted. The building, classrooms, and grounds should be kept clean and safe. Students should take pride in their school. Please be aware and understand that bus transportation is a **privilege and not a right**. Students who do not adhere to the rules may have this privilege revoked according to the Jackson Parish School Board Policy on Bus Transportation. Specific penalties for violation of rules of conduct can be found in the Student Handbook. These rules as well as the Discipline Policy will be reviewed each year by stakeholders in Jonesboro-Hodge Middle School and changes made if warranted. The initial judgment that certain conduct violates one of these rules is made by the principal. The principal is authorized by statute to suspend students. The teacher has the authority to dismiss students from a class for cause of referring the student to the principal or the principal's designee. Rules and regulation are designed to protect all members of the educational community in the exercise of their rights, duties and responsibilities. A student found to be in violation of one of these rules is subject to disciplinary action by the

State of Louisiana and the Jackson Parish School Board's Policy on Discipline. Jonesboro-Hodge Middle School has four forms of punishment for students that can not and will not follow the rules and regulations as set forth by the Jackson Parish School Board and Jonesboro-Hodge Middle School; the punishment includes classroom (teacher imposed punishment), ISS (In-School Suspension), OSS (Out-of-School Suspension), and expulsion. Specific penalties for violation of rules of conduct can be found in the Student Handbook. These rules as well as the Discipline Policy will be reviewed each year by stakeholders in Jonesboro-Hodge Middle School and changes made if warranted. Administrators and teachers have rights and duties. Administrators and teachers are required by law to maintain a suitable environment for learning; and administrators have the responsibility for maintaining and facilitating the education program. Therefore, **students are expected to conform to the rules and regulations of the school and of the Jackson Parish School System** and apply themselves to the learning process.

Positive Behavior Support

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Jonesboro-Hodge Middle School will identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP). Jonesboro-Hodge Middle School will establish and use a school-based leadership team to meet on a regularly scheduled basis to review data and guide the positive behavior process. This leadership team shall, to the extent possible, include representatives of the school administration, both regular and special education teachers, parents, guidance counselors, and school bus operators (It may also include other groups, e.g., food services workers).

The leadership team will use a decision-making process utilizing a data-management system that allows graphical representation of discipline issues. Said data system will permit regular and efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide system of discipline. School data collection shall include, but not be limited to, average referrals per day per month, referrals by problem behavior, referrals by location, referrals by time, referrals by student, referrals by staff, individual student report by month and by year, and referrals by grade level. Environmental changes may be made as indicated by data. For instance, increased monitoring, schedule changes, or changes in recess structure may help to alleviate congestion or over-crowding at certain times during the day.

The team will uniformly use the two BESE-approved forms, i.e., "School Behavior Report Form" and "School Bus Behavior Report Form," to report incidents of alleged discipline violations. The referral system will be utilized consistently and appropriately.

The leadership team will review and revise any Zero Tolerance Policy of Jonesboro-Hodge Middle School to ensure that the policy is in compliance with R. S. 17:416.15; the policy does not violate R. S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense; and that inappropriate referrals are not made to agencies serving children.

The leadership team will review and revise its policies and procedures for handling suspensions and expulsions at Jonesboro-Hodge Middle School to ensure that suspension/expulsion policies are consistent with R. S. 17.416; suspension/expulsion

policies are consistently and fairly executed; and alternative interventions, consistent with best theory and practice, to suspensions/expulsions are used including, but not be limited to, counseling, conflict resolution, social and family responsibility, peer mediation, and stress and/or anger management.

The leadership team will make referrals, as appropriate, to Alternative Education Programs that are designed to offer variations of traditional instructional programs, as well as strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs, or are disruptive in the traditional school environment, remain in and be successful in school.

The leadership team will review the current Code of Student Conduct of Jonesboro-Hodge Middle School to assure that it is in compliance with R.S.17:416.12, R.S. 17:416.13 and Section 4114 of the No Child Left Behind Act of 2001 (NCLB). They will refine consequences to create a reward/incentives program for positive student and teacher behavior and ensure the delivery of consistent reinforcement. The team will define consequences for rule violations that are clear, reasonable, and consistently enforced and which support maximum time in instruction.

The leadership team will monitor, evaluate and modify the school master plan, as needed, throughout the school year. Jonesboro-Hodge Middle School adopts the following clearly defined behavioral expectations in these five (can be less) basic rules. (Keep them simple and positive, e.g., "Keep your hands to yourself." "Respect others." "Be kind."). These rules shall be posted in prominent places around the school site, e.g., hallways, cafeterias, gymnasiums, and classrooms. These rules shall be provided to parents and shall be known by all students and school staff. Each teacher at Jonesboro-Hodge Middle School shall develop lesson plans and teach expectations across each school setting by providing direct instruction on expected behaviors at the beginning of the school year and reinforced throughout the year for all students.

Jonesboro-Hodge Middle School shall design programs for students with special needs so that the students are challenged and engaged in school curriculum, and are appropriately placed so they remain in school rather than being suspended/expelled or becoming drop-outs. The principal of Jonesboro-Hodge Middle School shall submit annual reports to the district's Discipline Policy Review Committee.

Safe School Planning

Jonesboro-Hodge Middle School has established and shall maintain grade-appropriate programs of alcohol, drug and substance prevention, education, information and counseling as provided in R.S. 17:404.

Jonesboro-Hodge Middle School has established a plan, in accordance with Sec. 4114, of the No Child Left Behind Act of 2001, for keeping the school safe and drug-free that includes appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and/or other drugs; has established security procedures at

school and while students are on the way to and from school; has established prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments; has established a crisis management plan for responding to violent or traumatic incidents on school grounds; and has established a Code of Student Conduct (and as also required by R.S. 17:416.12 and R.S. 17:416.13) for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that allows a teacher to communicate effectively with all students in the class; allows all students in the class to learn; allows all students and school employees to be treated respectfully; has consequences that are fair and developmentally appropriate; considers the student and the circumstances of the situation; and, is enforced accordingly.

Parental and Community Involvement

Jonesboro-Hodge Middle School is committed to parental involvement and family strengthening. As set forth in R. S. 17:406.1, effective approaches to involving families more fully as partners in the process of their children's learning require the participation and coordination of numerous state and local, public and private agencies shall be encouraged. Jonesboro-Hodge Middle School shall seek to make connections through a variety of local and culturally sensitive methods to facilitate parents/family members/access to local/regional family strengthening programs available in the community. (Programs can be specifically identified, as applicable, e.g., Families Helping Families, Regional Family Resource centers, Parent Information Resource Center, Families In Need of Services [FINs] programs and other family strengthening programs exhibiting peer to peer support systems and positive mental health initiatives).

Jonesboro-Hodge Middle School shall seek training to facilitate mutual understanding of research-based practices promoting positive relationships between parents, LEA personnel and community service providers.

Jonesboro-Hodge Middle School shall seek to identify the mental health needs of its students and match those needs with available local resources including public, nonpublic and/or volunteer organizations (These can be specified to the extent possible). Pending inclusion of mental health services in the Medicaid Health Services Program (School-Based), the availability of mental health services will be expanded in Jonesboro-Hodge Middle School.

Inter-Agency Cooperation

Jonesboro-Hodge Middle School shall seek to improve communication, coordination and collaboration between schools and agencies serving children; shall foster cooperation regarding the sharing of data about children, youth and families involved agencies serving children; and shall work in cooperation with other schools/districts/communities/regional planning boards to facilitate the successful re-entry and transition of youth formerly in state custody into their diverse school/community settings in order to encourage the continuation of education and their access to other needed services in order to prevent recidivism.

Student Records

Jonesboro-Hodge Middle School shall provide for the transfer of student education records upon written request of any authorized person on behalf of an education facility operated within any correctional or health facility or, for children in the custody of the state, an education facility operated within any other state approved facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. The transfer of such records, whether by mail or otherwise, shall occur not later than 10 business days from the date of receipt of the written request. If the student has been expelled, the transferred records shall include the dates of the expulsion and the reason(s) for which the student was expelled.

A student or his or her parent(s) may inspect the education record of that in accordance with the federal Family Education Rights and Privacy Act.

Any student seeking admission to Jonesboro-Hodge Middle School who has been suspended or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide information on the dates of any suspensions or expulsions and the reason or reasons for which the student was suspended or expelled.

Visiting Teacher/ Child Welfare and Attendance Supervisor/ Families in Need of Services (FINS) Officer

It is the duty of all staff at Jonesboro-Hodge Middle School to cooperate fully with the visiting teachers, or supervisors of child welfare and attendance. Jonesboro-Hodge Middle School shall make available to visiting teachers, or supervisors of child welfare and attendance, FINS officers, and Truancy Assessment and Service Centers such information as will assist them in promoting the regular attendance and school adjustment of these children.

[For schools/programs housing children in state custody: It is the duty of the principals, superintendents, or heads of the training and correctional schools to notify the visiting teachers, or supervisors of child welfare and attendance, and FINS officer (if applicable) when a child is to be released and/or returned to a parish.]

Visiting teachers, or supervisors of child welfare and attendance (pursuant to R. S. 17:235), and FINS officers, shall cooperate fully with the state departments of social services, labor, and health and hospitals, and with other state and local agencies, including interchange of confidential and privileged information; cooperate fully with juvenile and family court authorities, training and correctional schools, law enforcement officers; and make such referrals and conduct such investigations as seem necessary for the enforcement of school attendance laws, including interchange of confidential and privileged information.

Statements of Compliance

Each homeroom teacher of students in grades 3-6 shall, on the first day of school each school year, provide information to and answer any questions from students relative to the statement of compliance as provided by Jackson Parish School Board.

Each parent/guardian of each student in grades 3-6 shall sign a statement of compliance committing to do all of the following: ensure that his child attends school daily, except for school absences; ensure that his child arrives at school on time each day; ensure that his child completes all required homework assignments; and attend all required parent and teacher or parent and principal conferences.

POSITIVE BEHAVIOR DISCIPLINE PLAN

During the 2009-2010 school year, Jonesboro-Hodge Middle School will use the Positive Behavior Model for Discipline. The Positive Behavior Model is a researched-based and data-driven system that constantly monitors and evaluates a school's discipline program. Jonesboro-Hodge Middle School has adopted a behavioral expectation known as PAWS. This stands for Prepare self, Act responsibly, Work together, and put Safety first. School-wide rules shall be posted in prominent places around the campus and each teacher shall develop lesson plans to teach the expectations across each school setting.

PAWS:
Prepare self
Act responsibility
Work together
Safety first

The Positive Behavior Model is made up of steps with numerous interventions along the way. The Positive Behavior STEPS accumulate throughout the year. Students at Jonesboro-Hodge Middle School are expected to behave and learn as much as possible during their time with us. Students are given every opportunity available to behave in a positive manner. When the occasion arises that the student is not behaving in a positive manner the discipline portion of the Positive Behavior Model is used. Listed below are the steps in the Positive Behavior Discipline Model. The Model is the same for 3rd-4th grade and 5th-6th grade.

STEP 1

A paragraph is assigned when student misbehaves and breaks a classroom rule or a school-wide rule. Step 1 is due the next school day with the parent's signature and the student's signature.

PARENT CONFERENCE LOG

Parent contacted by the teacher concerning behavior of child. This purpose is to deal with the misbehavior immediately with parent involvement.

STEP 2

A paragraph, longer than in Step 1, used when the student has a second misbehavior and breaks a classroom or school-wide rule. Step 2 is due the next school day with the parent's signature and the student's signature.

PARENT/TEACHER CONFERENCE

The parents are contacted by phone or by mail. A conference may be requested with the child's teacher(s) concerning the misbehavior.

STEP 3

A paragraph, longer than Step 2, used when the student has a third misbehavior and breaks a classroom or school-wide rule. Step 3 is due the next school day with parent's signature.

3 STRIKES

If a student accumulates 3 strikes outside, in the hall, in the cafeteria, etc. the name will be recorded in the 3 STRIKES notebook by the duty teacher. The student will be told. Upon the fourth infraction in any commons area, a student will be placed in ISS.

In-School Suspension

If a student does not return a signed Step 2 form, he/she will be assigned to ISS. After Step 3, (upon the next infraction) the student will be assigned to ISS. Failure to return a Step completed and signed will result in student being assigned ISS upon first infraction. If student continues to repeat this type of infraction, he/she will be issued a suspension from school for one to ten days as determined by the Principal or Asst. Principal.

SUSPENSION UNTIL CONFERENCE

A teacher(s) referral, with administration sign-off, stating that the student may not return to school until the parent(s) come for a conference. This is a last resort measure if parents refuse or never show up for scheduled conferences or has no means of contacting the parent(s).

CONFERENCE

A conference with the parent, teacher(s), student and administration to develop an action plan for redirection the behavior of the student.

MINOR REFERRAL

A referral that is written on a student that has gone through all three steps of the Positive Behavior Model, but still insists on misbehaving. Consequences may include ISS or other forms of discipline at the discretion of the administration.

MAJOR REFERRAL

A referral that is written for an infraction that is more severe than those for a minor referral. Consequences for a major referral may be -- ISS, Out-of-school suspension (OSS) or other forms of discipline at the discretion of the administration.

COUNSELOR

Teachers may refer students to the counselor when they feel a student is undergoing a time of adjustment, emotional, physical, or mental. Teachers are asked to submit request to the counselor 24-hours in advance. The counselor will advise teacher if she will see student. The counselor referral will also be used when a student returns from a suspension. Upon the student's return, the counselor shall automatically set-up times to counsel with the student.

TRUANCY

Teachers will complete a truancy form when a child has missed either three (3) consecutive days of school or five (5) total days during a grading period.

CLASSROOM AND SCHOOL-WIDE RULES

The rules that we expect our students to obey are no more than those socially expected of any child at the age of those attending Jonesboro-Hodge Middle School. Failure by any student to obey these rules shall result in the Positive Behavior Model Discipline Plan being placed into action. We expect our parent/guardians to cooperate and support the school administration in enforcing these rules.

Classroom Positive Behavior Rules

- * Be on time
- * Respect the teacher and follow instructions
- * Have all necessary supplies
- * Respect the rights and space of fellow students
- * Follow the Jackson Parish Uniform Dress Code

Hallway Positive Behavior Rules

- * Use appropriate language and tone of voice
- * Walk quickly to your destination
- * Keep to the right of the hallway in a straight line zipped & gripped
- * Keep hands, feet and objects to yourself
- * Keep hallway and walls clean

Cafeteria Positive Behavior Rules

- * Use appropriate language and tone of voice
- * Push chairs in before you leave
- * Be respectful to all adults and students
- * Dispose of liter properly
- * Keep hands, feet and objects to yourself

Restroom Positive Behavior Rules

- * Use the restroom and supplies properly and quickly
- * Report plumbing and cleanliness problems
- * Adjust clothing to follow dress code before leaving
- * Keep the area clear of graffiti and clean for yourself and others
- * Resolve conflicts quickly and peacefully
- * Dispose of personal items properly

Commons Positive Behavior Rules

- * Move quickly to the designated area and stay there
- * Respond quickly to the bell and the direction of duty personnel
- * Dispose of concession packaging in proper container
- * Report problems to the duty personnel immediately
- * Resolve conflicts quickly and peacefully
- * Follow dress code
- * Keep hands, feet and objects to self

Bus Area Positive Behavior Rules

- * Walk quickly to your bus and enter orderly
- * Go immediately to the bus area when the bell sounds
- * Enter the bus in a single file and take your seat
- * Dress code applies until you reach home
- * Follow all of the rules of the bus driver for your safety
- * Resolve conflicts quickly and peacefully

Computer Lab Positive Behavior Rules

- *The computer lab follows the school policy, therefore, eating, drinking and chewing gum are not allowed in the computer lab. Students who violate this rule will be asked to leave.

- *Students' use of this lab is limited to reading and math assignments only.
- *Loud and disruptive behavior will not be tolerated. This is a place of work, not a social hall or playground.
- *Students must seek help from Mrs. Chatman or your teacher. Any tamper, abuse or mistreatment of the computers may be cause for expulsion from the lab. You and your parent(s) will be responsible for repairs, replacement or repurchase of any stolen or damaged equipment.
- *The computers are for educational use only, therefore, students are not allowed to play games, change computer settings, install any type of software in the computers or check e-mail.
- *Do not turn off or reboot a computer.
- *When you are done with your assignment make sure you close out assignment and return to the log-in or start screen.
- *Clean up paper and other debris around your computer and make sure you push back your chair before you leave. The only time to bring a pencil and paper is on math day.
- *Any student caught violating the above rules will be subject to a behavior referral.

Gym/Physical Education Positive Behavior Rules

- *Enter the gym on time.
- *Leave the gym only with the teacher's permission.
- *No gum, candy, drinks or paper chewing in the gym.
- *Have all required materials (notebooks, pens, uniform).
- *Respect the other students' rights.
- *Be attentive and follow instructions (NO TALKING).
- *Use the restroom before you come to the gym.
- *Line up when class is dismissed by the teacher at the end of the class period.
- *Do not leave purse, cloths, locks and other articles of value on the bleachers.
- ***YOU ARE RESPONSIBLE FOR YOUR OWN POSSESSIONS.**
- *No breakable articles or containers will be allowed in the gym area.
- *No nail polish, cold drinks, power aide, candy, cookies, chips, gum or food will be allowed in the gym area.
- *Any student caught mutilating benches or walls or any school property in the gym area will be punished and billed for the damage.
- *Each student is expected to keep the gym facilities and equipment clean.

AVAILABLE CONSEQUENCES

Jonesboro-Hodge Middle School will have the following consequences available during the 2009-2010 school year for students that can not follow the Positive Behavior Model.

- *Positive Behavior Disciple Model (teacher imposed)
- *In-School Suspension (ISS) (administration imposed)
 - Half-day (only if assigned during the school day)
 - Full-day

Multi-days

- *Corporal Punishment or Out-of-School Suspension (OSS) (administration imposed)
- *Truancy- for students missing 3 consecutive days or 5 days in a grading period
- *Families-in-Need-of-Services (FINS)-for students with numerous referrals
- *Expulsion- for students with 10 or more suspension days or a referral the state/parish/school deems serious enough to warrant expulsion.

TARDIES

When a student is tardy to school they miss important learning and information for the school day. In addition, students who are habitually tardy to a classroom can interrupt instruction that has begun. If a student is tardy at the beginning of the school day, they must check-in at the office for a tardy admit. The school secretary will record the student as present, but a tardy will also be noted on the student's record. Tardies in the morning begin at 7:53 a.m.

Students are given ample time between classes to go to the restroom and visit their locker and still arrive to class on time. Students that arrive to class after the tardy bell has sounded will be marked "tardy" for that class. When a student has collected three (3) tardies from any combination of classes, the disciplinary process begins. The section on discipline infractions/consequences explains more about the disciplinary process.

CONSEQUENCES FOR TARDIES

Students are given ample time between classes to visit locker and restroom and still get to class before the tardy bell sounds. Students that are not in their seats ready to learn when the tardy bell sounds are considered tardy. The teacher will record the tardy of the J-PAMS system for students that are tardy. Each Monday and Wednesday a report is printed which lists students that have collected three or more tardies since the last report. Listed below are the consequences for students with three or more accumulated tardies. Tardies accumulate for the semester. Consequences start over at the beginning of the second semester in January.

3 collected tardies - 1 full-day ISS

6 collected tardies - 2 full-day ISS

9 collected tardies - 3 full-days ISS

12 collected tardies - 1 day OSS

15 collected tardies -2 days OSS

CONSEQUENCES FOR EXCESSIVE BEHAVIOR REFERRALS

A student found to have an excessive number of minor behavior referrals will face Out-of-School Suspension (OSS) and be classified as a habitual rules violator. Consequences accumulate for the semester. Consequences start over at the beginning of the second semester in January.

The following will serve as consequences for excessive ISS visits.

3 ISS visits - 1 day OSS

6 ISS visits - 2 days OSS

8 ISS visits - 3 days OSS

Zero Tolerance Violations

The Zero Tolerance Policy was adopted to protect the students and faculty/staff. This policy is statewide and parish-wide. Zero Tolerance states that students in possession of (on person or in locker) weapons of any kind will be suspended immediately with a Superintendent's Hearing for expulsion. Zero Tolerance also states that student's use of weapons in a threatening/assertive manner will be suspended immediately with a Superintendent's Hearing for expulsion. The Zero Tolerance Policy also includes physical and/or sexual battery. Students who violate another student or a member of the faculty/staff in a physical or sexual manner will be suspended immediately with a Superintendent's Hearing for expulsion. Students who are found in possession, use, selling, distribution or delivery of an illegal controlled substance or any substance used as a drug will be **suspended immediately with a Superintendent's Hearing for expulsion.**

Fighting

Students that fight while on the campus of Jonesboro-Hodge Middle School will be suspended for a minimum of 3 – 5 school days. The state of Louisiana's behavior referral system states that students who instigates or participates in a fight will be liable for disciplinary action. If it can be proven who instigated the fight, that student(s) will be suspended for 5 school days. Students that participated in the fight will be suspended for 3 school days. Students that fight while on school grounds may also be turned over to the authorities for criminal action.

Corporal Punishment

Corporal punishment is an acceptable form of discipline according to the Jackson Parish School Board. If corporal punishment is used, no more than two (5) licks in a day on the buttocks only, should be given. A certified faculty member must witness corporal punishment. If a female student is punished using corporal punishment a female teacher or administrator must be present. The corporal punishment must be documented on a behavior referral form that is completed with corporal punishment listed as the punishment and the name of the witness listed. The referral form must be sent to the administration so it can be entered on the student's record through the J-PAMS system.

DISCIPLINE PLAN FOR 2009-2010

Major Infractions

The following infractions are considered major and are referable to the office administration. The following consequences will be imposed on students referred to the office. Prior to imposing the consequences, several things will be taken into consideration: Past behavior of the student, nature of

the incident, the referring record of the teacher, and the investigation by the administration. Remember, what appears to be major to some, may actually be minor to others. The major goal of positive, effective discipline is student improvement and achievement.

Major Infraction	1st Penalty	2nd Penalty	3rd Penalty
Possession of tape player, beeper, cell phone or any electronic/battery device	Take and turn in to office. Parent called, returned end of the day to student. ISS	Take and turn in to office. Parent called, parent must pick up from office. ISS	Take and turn in to office. Parent called, held until end of semester and then given to student. OSS
Fighting (licks thrown with fists). Witnesses listed.	Penalty to be determined by administration. (After Due Process Investigation).	Instigated- 5 days Participated- 3 days (After Due Process Investigation).	Instigated- 5 days Participated- 4 days (After Due Process Investigation).
Profanity (verbal or written) or obscene gesture directed to others with adult witness	Parent contacted and one-day ISS	Parent contacted and two-days ISS	Parent must attend a conference. Student suspended until conference. Action plan prepared.
Possession or use of weapon(s)	Due Process Investigation. Could lead to state penalty of minimum 12 month expulsion.	Due Process Investigation. Could lead to state penalty of minimum 12 month expulsion.	Due Process Investigation. Could lead to state penalty of minimum 12 month expulsion.
Possession or use of drugs/alcohol	Due Process Investigation. Could lead to state penalty of minimum 12 month expulsion.	Due Process Investigation. Could lead to state penalty of minimum 12 month expulsion.	Due Process Investigation. Could lead to state penalty of minimum 12 month expulsion.
Smoking-Use or possession of on self or locker. Use or possession of lighter on self or in locker	1 day Alt. School	2 days Alt. School	3 days Alt. School
Skipping school	1 day Alt. School	2 days Alt. School	3 days Alt. School
Skipping class	1 day ISS	2 days ISS	1 day Alt. School
Bullying (any type)	1 day ISS	2 days ISS	1 day Alt. School

THE ADMINISTRATION **WILL NOT BE RESPONSIBLE FOR INVESTIGATING THE THEFT OF ANY ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL, SUCH AS ELECTRIC DEVICES, BATTERY OPERATED DEVICES, SOLAR OPERATED DEVICES, CELL PHONES, TAPE PLAYERS, CD PLAYERS, TOMAGOTCHES, I-PODS, MP-3 PLAYERS, LANYARDS, SPORTSPAKS OR ITEMS LEFT IN AN UNLOCKED LOCKER.

JONESBORO-HODGE MIDDLE SCHOOL RULES AND REGULATIONS FOR STUDENTS ASSIGNED TO ISS

The following rules and regulations are to be followed by students assigned to In-School Suspension.

1. Assignment to ISS may be half-day, full day or multiple-days.
2. The ISS day for students assigned for a full day starts at 8 a.m. and ends at 3:10 p.m. If a student checks out early, the missed time must be made up the next day.
3. The subject teacher will send student's class assignments to the ISS room. No student assigned to ISS should go to a classroom for assignments or to return assignments.
4. Students not completing assignments that are sent to ISS will receive a "O" for that work.
5. Students may not eat or drink in the ISS room. The only exception to this is lunch. At the discretion of the ISS teacher, students may eat lunch in the ISS room.
6. Students may not sleep or put head on their desk during the time they are assigned to ISS.
7. Students must keep uniform dress code, including shirttails in, during the time assigned to ISS.
8. Students will not be allowed recess or spare/free time during the time assigned to ISS.
9. IF A STUDENT IS PUT OUT OF THE ISS ROOM FOR A BEHAVIOR PROBLEM, THE STUDENT WILL BE AT- HOME SUSPENDED. THE NUMBER OF DAYS WILL BE AT THE DISCRETION OF THE PRINCIPAL OR ASSISTANT PRINCIPAL, BASED UPON PAST BEHAVIOR REFERRALS.

The following is a schedule of events that full day ISS students should follow:
(Est. times- discretion of the ISS teacher)

9 a.m. – 10 a.m. Positive Behavior Lessons are based upon reason student is assigned to ISS.

10 a.m. – 11 a.m. Write the responsibility paragraph 10 times and hand in--must be neat and legible.

“Webster’s New World Dictionary defines responsibility as a condition of being expected or obliged to account or answer for actions. My action/actions was/were not responsible, and now I have to write this paragraph. Now that I am growing up and getting older, I realize that I must take responsibility for what I do. I must be able to tell the difference between right and wrong, just as easily as I can tell the difference between left and right. I must also realize that as I age, I must be more dependable and reliable. Once I reach these stages in my life I will not have to write a responsibility paragraph and hopefully I will not need to return to In School Suspension.”

11 a.m. – 12:40 p.m.

LEAP/iLEAP review practice using books/workbooks in ISS room. DO NOT write in books or workbooks. Everything MUST BE COPIED.

12:40 p.m. – 1:00 p.m.

Lunch/Water/Restroom break

1:00 p.m. – 2:30 p.m.

Continue LEAP/iLEAP practice or assigned classwork from teachers.

2:30 p.m. – 3:10 p.m.

Assigned classwork from subject teachers. Complete for homework.

FAILURE BY ANY STUDENT TO FOLLOW THESE RULES/REGULATIONS OR THE RULES THAT THE ISS TEACHER GIVES YOU WILL RESULT IN SUSPENSION.

Jackson Parish Alternative Program

Students may be assigned to the Jackson Parish Alternative Program (JPAP) for behavior infractions based on one of two criteria:

1. Recommendation of principal or designee when student violates one of the infractions listed in the Jackson Parish Discipline Policy Manuel.
2. Recommendation of Parish Hearing Officer after the student has been recommended for expulsion by his/her home-based school.

The Louisiana Legislature has enacted a longer penalty for expulsions.

Positive Behavior Rewards

Jonesboro-Hodge Middle School will strive to focus more on positive student behavior in 2007-2008 and less on negative student behavior. Each Friday students will participate in a school-wide Enrichment/Remediation Schedule. Teachers use weekly behavior referrals handled by the administration and teacher-handled referrals to determine which schedule the students will follow. If a student has not had any behavior referrals handled by the administration or referrals handled by the teacher, they will attend the Enrichment class; if a student has had a behavior referral of any kind he/she will attend the Remediation class. The enrichment/remediation class will be last period.

- Teachers rotate enrichment/remediation based on the number of students in each.
- Those teachers having enrichment-have board games, educational fun, computer lab, and outside games planned. Those students should not have more than 20 minutes of free time.
- Those teachers having remediation-use LEAP/iLEAP materials- students should have NO FREE TIME.
- Friday morning a list of those students with behavior referrals handled by administration will be distributed to the teachers. Teachers should then add to that list by including students that have had referral handled by the teacher. These students will attend the remediation class.

Another positive behavior reward that is available to students is the monthly Reward Day. This schedule runs once per month. Students can participate in the Reward Day Schedule by having no behavior referrals handled by the administration or behavior referrals handled by the teacher during the month. Those students rewarded enjoy different rewards throughout the school year.

**REWARD DAY SCHEDULE
2009-2010**

3rd and 4th Grade Periods	Time	5th and 6th Grade Periods	Time
1	7:50-8:45	1	7:50-8:45
2	8:45-9:40	2	8:45-9:40
3	9:40-10:35	3	9:40-10:35
4	10:35-11:25	4	10:35-11:25
Lunch	11:25-11:45	5	11:25-12:15
5	11:45-12:35	Lunch	12:15-12:35
6	12:35-1:30	6	12:35-1:30
Reward	1:30-3:00	Reward	1:30-3:00

This schedule is used once each month for students with no behavior reports handled by the administration or STEPS handled by the teacher.

END-OF-YEAR (Awards Day) CELEBRATION

At the end of the school year, a celebration will be held for those students having perfect attendance, being on the honor roll each nine weeks, meeting the AR goal each month, or being on the Principal's List all year. One of the four will qualify a student to attend the celebration.

**PARENT(S) AND STUDENT RESPONSIBILITY TO READ THE
HANDBOOK**

Part of the parent(s) and student responsibility is to read the information included in the Parent/Student Handbook. The teachers and administration of Jonesboro-Hodge Middle School expects our parents and students to follow rules and regulations as set forth by the State of Louisiana, the Jackson Parish School Board, and Jonesboro-Hodge Middle School. This can only be done if you read and become familiar with them as stated within this handbook. The rules and regulations in this handbook also protect the parents and the students with their Right to Know information and Due Process. Both parent(s) and student will be required to sign a form stating that you have received a copy of the Parent/Student Handbook and that you have read it. This form is included in the handbook and will also be a part of the information students bring home on **the first day of school for signatures to return the next school day.**

**JACKSON PARISH SCHOOL CALENDAR
2009-2010**

Professional Development	August 13, 14, 2009 January 15, 2010
First Day for Students	August 17, 2009
Parent Conference Day	December 18, 2009 (All employees work)
Seniors Last Day	May 7, 2010
Students Last Day	May 20, 2010
Teachers Workday	May 21, 2010
HOLIDAYS	
Labor Day	September 7, 2009
Fall Break	Dismiss: Friday, October 9, 2009 Return: Wednesday October 14, 2009
Veterans Day	November 11, 2009
Thanksgiving	Dismiss: Friday, Nov. 20, 2009 Return: Monday, Nov. 30, 2009
Christmas	Dismiss: Thursday, Dec. 17, 2009 (Students) Friday, Dec. 18, 2009 (All Employees) Return: Monday, January 4, 2010
Martin Luther King	January 18, 2010
Winter Break	Dismiss: Thursday, February 11, 2010 Return: Wednesday, February 17, 2010
Spring Break	Dismiss: Friday, March 12, 2010 Return: Monday, March 22, 2010
Easter	Dismiss: Thursday, April 1, 2010 Return: Tuesday, April 6, 2010
INFORMATION ONLY	
End of Grading Periods	October 14, 2009 December 17, 2009 March 9, 2010 May 20, 2010
Testing Dates:	April 12-21(LEAP, GEE, iLEAP)

NOTE: 392 Instructional minutes per day, 65,464 instruction minutes per year.

JONESBORO-HODGE MIDDLE SCHOOL

Faculty and Staff Directory

Samuel D. Strozier- Principal

Norman Amos- Asst. Principal

<p>PK Susie Beamesderfer Laura Spangler Carrie Williams</p> <p>3rd Grade Sandra Barnes Jackie Belton Mary Bowden Phyllis Huckaby</p> <p>4th Grade Sherry Carpenter Phyllis Scott Tamelia Schmidt Jennifer Tolar</p> <p>5th Grade Jerome Bush Mickey Martin Rachelle Mason Paula Williams</p> <p>6th Grade Cynthia Cole Carolyn Davis Kathy Eichler Bobbi Ginn</p> <p>Sheila Smith- Counselor Nettie Russell- Librarian Ken Jones- P.E. Debra Paggett- P.E.</p>	<p>Special Services Bridgette Matthews -3rd & 4th Andre' Henderson- 5th & 6th Lisa Bosch- Speech Betty DeCou- G/T Music Cindi Beaubouef – G/T Art Willene Evans - School Nurse</p> <p>Special Education Paras Maggie Barnes, Kim Garner, Bonita Rabon, and Wynee Swafford</p> <p>Title I Paras Wanda Chatman, Frankie Dobbins, Jackie McGurk, Taranita Moore, and Ann Roden</p> <p>Clerical Vera Booker- Secretary/Bookkeeper</p> <p>Food Services Rena Thomas- Cafeteria Manager Linda Anderson- Technician Cathy Barhight- Technician - Technician Janet Loyd- Technician Kim Vernon- Technician</p> <p>Custodial Grady Jefferson- Custodian Vickie Williams- Maid Ola Evans- Maid</p>
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If you need to call the school - dial 259-6611. If no one answers, as soon as the recording starts dial the following number for the person you need to speak to:

Ext. 201- Sheila Smith
Ext. 202- Samuel D. Strozier
Ext. 203- Vera Booker

Ext. 205- Norman Amos
Ext. 206- Food Services
Ext. 209- School Nurse

JHMS Bell Schedule 2009-2010

Start Time 7:50

End Time 3:10

5th Grade	Time	Period
	7:50-9:05	1st
	7:53	Tardy Bell
	9:05-10:10	2nd
	9:08	Tardy Bell
	10:10-11:15	3rd
	10:13	Tardy Bell
	11:15-12:00	4th
	11:18	Tardy Bell
	12:00-12:30	Lunch
	12:30-12:55	4th
	12:33	Tardy Bell
	12:55-2:00	5th
	12:58	Tardy Bell
	2:00-3:10	6th
	2:03	Tardy Bell

6th Grade	Time	Period
	7:50-9:05	1st
	7:53	Tardy Bell
	9:05-10:10	2nd
	9:08	Tardy Bell
	10:10-11:15	3rd
	10:13	Tardy Bell
	11:15-12:30	4th
	11:18	Tardy Bell
	12:25-12:55	Lunch
	12:28	Tardy Bell
	12:55-2:00	5th
	12:58	Tardy Bell
	2:00-3:10	6th
	2:03	Tardy Bell

PHOTO/VIDEO RELEASE

I give permission for photographs, images, video or audio recordings of myself/my child captured via still photography, videography or audio tape recording, to be used at no charge in connection with activities of the Louisiana Department of Education/Jackson Parish School Board. I understand that all such images will become the property of the Department of Education/Jackson Parish School Board, and may be used in educational and promotional publications, television and video programs, tape recordings, presentations, the Department of Education's/Jackson Parish School Board's website, CD-Roms, etc. to be reproduced and distributed to the general public.

I understand that these images will not be used for commercial gain and will not be sold by the Department of Education/Jackson Parish School Board to anyone for commercial use.

I understand and agree to the above-stated conditions.

Name of Subject if a minor

Print name (and relationship to minor subject if applicable)

Signature

Date

Witness

This form is required to be signed, dated and on file at the school!

Please sign and date this form. Students should return it to their homeroom teacher the next school day.

Act 688 (1976) of the Louisiana Legislature provides for the use of corporal punishment in the public school systems of the State of Louisiana.

Corporal punishment is never a first line of punishment for student misbehavior. Positive (SELF) behavior modification is our goal at JHMS. However, corporal punishment is a short-term deterrent to unacceptable behavior which is used sometimes in place of In School Suspension or regular suspension (could be one to ten days) from school. Corporal punishment shall be administered only by the principal or his/her designee(s) (Asst. Principal and/or classroom teacher). Prior to the administering of corporal punishment, a in the case with other disciplinary measures, the principal or his designee(s), shall advise the student of the particular misconduct of which he or she is accused as well as the basis for such accusation. The student shall be given opportunity to explain his or her version of the facts prior to administration of corporal punishment.

As parents of the student in the Jackson Parish School System you have the right to refuse corporal punishment being administered to your child. Please understand that teachers have the right to teach and students have the right to a first rate education without constant or persistent disruptions by other students. If you refuse corporal punishment – (depending on the circumstances) be prepared to pick up your child upon notification from the office and remove them from campus until the end of the suspension date. A parent/teacher/administrator conference is required prior to readmission to school so a determination may be made concerning future disciplinary action or alternative placement of your child.

Samuel D. Strozier
Principal

Jonesboro Hodge Middle School

Date: _____

Parental Consent/Non-Consent:

_____ I give permission to the principal or his designee to administer corporal punishment to my child when this action is necessary.

_____ I do not give permission for my child to receive corporal punishment by the principal or his designee at JHMS. I also understand that due to my decision concerning corporal punishment, the administration will be limited to the use of ISS and/or suspension as the main disciplinary action taken if my child is to be disciplined.

Homeroom Teacher: _____

Child's Name: _____

Parent Signatures: _____

This form is required to be signed, dated and on file at the school! Please sign and date this form. Students should return it to their homeroom teacher the next school day.