

Jonesboro-Hodge Middle School



Teacher Handbook 2010-2011

JONESBORO-HODGE MIDDLE SCHOOL

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Mission Statement
All Working together for Academic Success

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



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.

Jackson Parish Schools

2010 - 2011

Professional Development	August 12, 13, 2010 January 14, 2011
First Day for Students	August 16, 2010
Parent Conference Day	December 17, 2010 (all employees work)
Seniors Last Day	May 6, 2011
Students Last Day	May 19, 2011
Teachers Workday	May 20, 2011
Holidays:	
Labor Day	September 6, 2010
Fall Break	Dismiss: Friday, October 8, 2010 Return: Wednesday, October 13, 2010
Veterans Day	November 11, 2010
Thanksgiving	Dismiss: Friday, Nov. 19, 2010 Return: Monday, Nov 29, 2010
Christmas	Dismiss: Thursday, Dec. 16, 2010 (Students) Friday, Dec. 17, 2010 (All Employees) Return: Monday, January 3, 2011
Martin Luther King	January 17, 2011
Winter Break	Dismiss: Thursday February 17, 2011 Return: Wednesday February 23, 2011
Spring Break	Dismiss: Friday, March 4, 2011 Return: Monday, March 14, 2011
Easter	Dismiss: Thursday, April 21, 2011 Return: Tuesday, April 26, 2011
Information Only:	
End of grading periods:	October 13, 2010 December 16, 2010 March 15, 2011 May 19, 2011
Testing Dates:	Phase I LEAP, GEE March 22-24 Phase II LEAP, GEE, and iLEAP for April 11-20

Note: 392 Instructional minutes per day 65,464 instructional minutes.
Mandatory in-services for non-certified employees will include three (3) days as assigned by respective supervisors for the 2010-2011 school year.

JHMS Learning Creed

I believe in myself and my ability to do my best at all times.

Every day: I will think, I will listen, I will look, I will speak, I will reason, and I will write – I will work to the best of my ability.

I will do all these things with one purpose in mind, to be the best that I can be and not waste this day, for this day will not come again.

J-HMS TIGER PAWS

Prepare Self
Act Respectfully
Work Together
Safety First

TEACHING

Teaching is student engagement. Jerome Brunner said that any person can learn anything that can be put in the simple language of the student.

You need to teach with fervor, zeal and energy. **Do not sit behind your desk.** You can not teach effectively while you are sitting down. What your students learn is in direct proportion to the amount of interaction with the teacher and the number of hands-on activities, not worksheets. Little learning takes place when the teacher sits behind his/her desk. The quote goes, “Teach on your feet and plan on your can.”

Avoid re-teaching by making sure learning occurs while you are teaching. Independent work should be monitored. Work from bell-to-bell. DEMAND EXCELLENCE!

Make wise use of time. We only have students for 167 days a year and we have so much in the curriculum to cover. Utilize as much of the day as possible for instructional purpose. Even five minutes a day unscheduled totals 835 minutes or almost 14 hours. Have beneficial activities for those children who complete work quickly. The average students in your class have the best potential for the most growth. Paraprofessionals should be used to work with students needing remediation. Teachers should have activities planned daily for the paraprofessionals.

WRITING

Please do a lot of writing this year. The ability to put one's thoughts down on paper does not develop automatically. It takes a lot of practice. Anything worth doing is worth doing right.

Don Thorton said about when children write:

“I am amazed at how quickly very small children can learn to use language to express feelings and thoughts. Keep in mind, these feelings and thoughts are not those of adults. Children draw from their own life experiences when they write. This is both the limitation and charm of their writing. When we read works written by children, we get an insight into how children think and feel about their worlds.

Children delight in expressing themselves through language. But it is not all just good fun. To produce good work, the children must do prewriting exercises, write a rough draft, revise the rough draft, and write a final copy. This is tough for children, but it teaches discipline, builds character, and helps them to develop a positive self-image. When a child writes a poem or story they are in charge, in control of the situation, their feelings and thoughts. Real intellectual growth occurs.”

TEACHER PLANNING AND EVALUATION

When teachers focus their attention to planning in their classrooms, two responsibilities should come to mind. First, long-range planning; teachers should outline the entire course for the subject(s) taught. The second responsibility should be the day-to-day planning. Teachers should work from a daily written plan.

Long Range Planning: The responsibility for this planning is to plan for an overview of the entire subject matter content. This should be broken into time periods so to allow the teacher time to evaluate students' progress toward goals. Teachers should consider both the major and the minor subject area concepts which the teacher deems essential to cover during the course of the year. Teachers should list the activities planned for the course and make preparations for their purchase or availability. Teachers should also plan long range reading assignments, projects, reports and field trips if essential for the objectives of the course.

Day-to-day Planning: The responsibility for this planning is to have a written plan each day. These plans should focus on the Grade Level Expectations for the subject area. Each lesson should focus on a specific GLE or a combination of GLEs and be driven by the objective(s) and include activities to accomplish the objective(s). An assessment at the end of the class will serve the purpose of evaluating the effectiveness of the lesson and the activities used to meet the objective. Teachers are to use jpams online lesson plans. **All lesson plans should be posted before 7:30 a.m. each Monday.** Lesson plans will be reviewed by the principal and assistant principal.

Evaluations: Evaluations of school employees are performed according to state and parish policy. The state of Louisiana mandates teacher evaluations and provides standardized evaluation forms to local school boards. The local school boards mandate principals to perform evaluations according to whether or not the employee is certified or not and according to the number of years of parish service the employee has. The personnel director sends to the principal at the beginning of the school year a list of employees that must undergo yearly evaluation. At the beginning of the school year, the principal will notify all employees that will be evaluated. The principal or assistant principal will schedule date and time evaluations are to take place.

CLU'S: All teachers should keep documentation on earned CLU's. Turn a copy of your documentation in to the office to be placed in your file.

GENERAL RULES AND REGULATIONS

Teacher Absenteeism and Substitutes: There are unavoidable occasions when a teacher must be absent from school. Illness and emergencies arise which necessitates that the teacher have time away from the job. It is important to realize that when the teacher is away from the classroom, the students are deprived of their optimal educational opportunities. In other words, you cannot be effectively replaced by a substitute. This means that absenteeism should be kept to a minimal level. Whenever possible, doctor's appointments, dental appointments, etc. should be scheduled at a time when it will not take the teacher away from the classroom. Please keep in mind that having substitutes in your place are a drain on the general fund.

Substitutes: Arrangements for securing substitute teachers will be made by the classroom teacher. Do not ask office staff to find a sub unless you have an emergency. Use only qualified substitutes that have been approved through the Central Office. Notify the office when you are going to be out and state the name of the substitute so when the substitute arrives he/she can be directed to the correct classroom. Finding substitutes for half-day work is virtually impossible. This type of absence places an extra burden on both fellow teachers and administration. Please avoid these types of absences unless they are emergencies in nature. Please call and leave a message on the school's voice mail at 259-6611 ext. 202 (principal), 203 (secretary), and 205 (assistant principal) when absent and tell who the sub is.

Substitute Folder: Each teacher is required to maintain a substitute folder in the event of an unexpected or planned absence. This folder should be kept in a place where the substitute can locate it and should be well marked. The following should be in the substitute folder: a class roster, a seating chart (if used), a bell schedule, referral forms, a plan for the day(s) out and extra work. A substitute needs plenty of extra work for the students to work on. Teachers call in their own substitute; find a good one that works well with your plans and stick with them. When you call them to sub for you, let them know of hidden problems that might arise while you are out. Do not forget to let them know if you are assigned to a duty post during the time you are out.

Hall Passes: A student may be away from the class for EMERGENCIES only. In the past, there have been too many students in the hall during class time. Students out of class must have a hall pass with the teacher's name on it. No more than one student at a time should be out of the room at any given time. Special education students going to and from the resource room should be monitored. Teachers should keep a Hall Pass Log at the door or on the corner of the desk for students to sign out on. The Hall Pass Log should be compared weekly between teachers to check for students who sign out of class at or near the same time. A hall pass log sheet has been provided for you in the Teacher Handbook.

Visitors: Any visitor to the campus must sign in at the office. All former students, friends, relatives, parents/guardians of students, etc. must sign in for security purposes. Parents should schedule conferences during teacher's planning time; any other visits should be kept to a minimum.

Arrival and Departure Times: All teachers should report to work by 7:35 a.m. and should remain after school if on duty. All teachers should load their students onto the buses and remain outside until the first bus loads leave. If you are scheduled for morning duty, you should report to school no later than 7:15 a.m. and remain until the last child has boarded his/her bus to leave campus if you have late duty. Late duty may be rotated among the teachers on duty.

Leaving your Classroom: The state mandates that teachers should not leave students unsupervised in the classroom. If there is an emergency, call the office and we will send someone to your room immediately. **AT NO TIME ARE STUDENTS TO BE LEFT IN THE CLASSROOM WITHOUT SOME MEMBER OF THE FACULTY OR STAFF BEING IN DIRECT SUPERVISION OF THE CLASSROOM.** (Buzz the office if needed)

Use of the Copy Machine: Teachers are to use the copy machine to copy material for your classroom only. Personal items should not be copied. The school is charged for copies made over a certain number. This, plus the fact that copy paper is very expensive, makes it imperative that you make only the necessary number of copies. When possible, make only classroom sets of papers or use a transparency for whole class instruction. The copy machine should be used for 50 copies or less. The Risograph machine should be used for 50 or more copies – to be cost effective.

Class Change Supervision: Every teacher should **stand at his/her door and supervise** students during times of morning arrival, class change, and dismissal. Student behavior is much better when teachers have direct supervision. During this time make certain that students visit lockers in a timely manner, that students do not congregate around lockers, doorways, water fountains or restrooms, that students do not run in the hallway, that students move in an orderly fashion, and that the parish dress code is not violated. Every teacher shall take and pick-up their class for P.E., Music, Band and/or any recess period. Never leave them alone on the way to or returning from any activity, lunch period or recess time. Supervision of the students is a must at all times.

Duty Posts: **DUTY IS NOT AN OPTION; IT IS A REALITY.** Teachers and staff place themselves in a liability situation if the duty post assigned at the beginning of the school year is not covered. It is most important for all teachers and staff to cooperate with filling duty posts to make our school a safe place and to provide direct supervision of student behavior. **Do not stand in groups talking- be at each post – landings- concession stand – restrooms.**

Food and Drink: **NO** food items or drinks are to be brought into the building or consumed in the classroom during instructional time. The only refreshments allowed in the classroom should be school-wide reward, classroom reward, or club related. The principal must approve exceptions to this at least one week prior to the activity. Students will not be allowed to purchase drinks at the end of the school day.

Cell Phones: Cell phones are to be turned off during instructional time, while on duty, in the halls or in the presence of students. The only time cell phones should be used is during your planning time. **Talk to parents about students in private only.** Camera phones with video and/or photography capabilities, voice-recording or future technology improvements and/or equipment may not be used unless authorized by the school principal or his/her designee. During the week of **state testing** cellular phones are prohibited on campus by all school personnel. A violation of these provisions may be grounds for disciplinary action, including but not limited to, dismissal of the employee. **Neither the school, nor the school system** shall be responsible for any electronic device that may be stolen or destroyed.

Tobacco Use: 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.** Violations of this policy by an employee of the Jackson Parish School Board shall be handled in accordance with the Board's policies and procedure. (see Board Policy)

Referring a student to the office for a behavior action: Any student that is referred to the office due to a behavior action must be accompanied with a school referral form. At no time should a student be placed in the hallway or sent to the lobby to wait on a referral form to be completed unless it is an emergency or a fight (buzz the office). This only causes problems and does not present a proper image for our school. When you do this you are only transferring a problem to another location for someone else to **handle**. **Any student sent to the office for disciplinary action without a referral form will be sent back to class.**

Medications: Teachers are not to give students medication of any type. Only personnel that have been specially trained in dispensing medication to students may give this type of aide to students. The teacher's only responsibility is to refer the student to the school nurse. **Teachers' personal medications should be locked in a cabinet at all times.**

Referring a student to the school nurse: If the teacher deems it necessary to send a student to the school nurse, the student must have a pass, which states the date, time the student left class and the name of the student. Upon return from the nurse, the time the student left the nurse station will be on the pass. Teachers should have a place to keep the return nurse passes until the end of the year. At that time, they may be destroyed. Nurse passes are provided for you in the Teacher Handbook.

General Information- 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.

Teacher responsibility to students in ISS: When students are referred to the ISS room for a half-day, full day or multiple days teachers are to send work to the ISS room. This will keep students from coming to your room and disturbing the other students. Students will work on class assignments while assigned to ISS as well as additional LEAP/iLEAP study material. Students assigned to ISS should appear on your JPAMS roster as "in-school detention."

Accidents and reporting: Our goal is to PREVENT accidents before they occur. The following procedures should be followed at all times.

1. SUPERVISE STUDENTS AT ALL TIMES. Students are not to be left alone for any reason. DO NOT leave a class unattended for any reason. Students are to remain in the class until the bell rings for changing classes, lunch, or the end of school. When students are out of class is when most accidents occur. STUDENTS ARE OUR RESPONSIBILITY AND NON-SUPERVISION MAY CONSTITUTE NEGLIGENCE IN CASE OF AN ACCIDENT.
2. EXERCISE GOOD JUDGMENT AND REASONABLE CAUTION when temporarily excusing a student from the classroom. When you excuse a student from your classroom for any reason, including going to the restroom, you are still responsible for that student.
3. REPORT ANY DANGEROUS OR UNSAFE CONDITIONS in classroom, hallway or campus to the administration.

4. **BE ON TIME AND ALERT FOR DUTY.** Those assigned to duty are to be in the proper locations, be on time and alert. The presence of professional personnel is generally enough to deter improper behavior and provide a substantial legal defense if necessary. Be at your assigned duty post and not grouped together.
5. **ACCIDENTS MUST BE REPORTED IMMEDIATELY.** Report to the office immediately any accident on the premises of the school, traveling to and from school, or during any school activity.
6. **COMPLETE AN INCIDENT REPORT IMMEDIATELY** if an accident occurs. These forms are located in the office. There is also a copy of the form in the handbook.

Repairs and Maintenance Requests: Any repair or work order that is sent to the Central Office must have the principal's signature and knowledge in the event she/he is called and questioned about the order. The parish work order for repairs and maintenance is located in the office or may be downloaded from JPSB Forms icon. A copy of the maintenance repair form is provided in the Teacher Handbook.

Textbook/Library Books: Jackson Parish Schools and the State of Louisiana supply the textbooks and library books which are needed for all students. Teachers write students' name and record textbook numbers in their grade book as the books are issued. Library books are checked out to students for a period of time; fines are levied for books not returned within the prescribed time. Each student is expected to take proper care of the textbooks which are issued and the library books which are loaned. Books that are lost or damaged will be the responsibility of the parents to pay replacement cost (average cost is \$60.00/New Reading text cost \$56.40).

Parish Fund Raising Policy: The Jackson Parish School Board adopted the School Fund Raising Policy on 3/4/91. The Jackson Parish School Board recognizes the need for schools to solicit funds from the community to support worthwhile educational programs within the school. The Board also recognizes that its fundamental responsibility is to provide each school with funds to support a sound instructional program. However, the Board further recognizes its responsibility to maintain a safe environment.

Therefore, the Jackson Parish School Board adopts the following guidelines for school fund raising:

1. School funds are best generated by activities held at the school.
2. Door-to-door solicitation shall be prohibited by students in grades K-8. Door-to-door solicitation shall be defined as solicitation by students with persons to whom they are not related taking place at any location other than the student's residence. Activities specifically excluded shall include candy sales and signature sponsorship for charity organizations (walk-a-thon, read-a-thon, math-a-thon, etc.)
3. Solicitation of commercial establishments for the purpose of acquiring advertisements is permitted.
4. The School Board discourages student solicitation with a school for fund raising activities sponsored by non-school groups.

School Fund Raisers: The purpose of fund raising is to make a profit. Sponsors/directors of clubs should be reasonably certain that the fund raising event has the potential for being successful. All fund raisers must be approved by the principal. The sponsors/directors must complete the Fund Raiser Approval Form and have the principal's approval BEFORE THE FUND RAISER begins. Parental Consent Form must also be signed by the parent/guardian prior to a student participating in the fund raiser. The consent form must be obtained from and signed by the principal. When the sponsor/director receives funds from the fund raiser event all money must be counted and recorded on the Class Receipt Record and submitted to the bookkeeper. All money will be counted in the presence of the sponsor/director and a receipt will be signed by the sponsor/director and the bookkeeper. All school fund raisers must conform to the policy adopted by the Jackson Parish School Board on 3/4/91. Forms pertaining to school fund raisers are provided in the Teacher Handbook.

Videos in the Classroom: While there are very effective ways to use videos in the educational process, videos are to be used wisely and only when absolutely necessary. Please do not abuse this privilege. All videos, regardless of nature or rating, must be approved by the principal. Teachers must screen the video prior to requesting its use.

Teacher Dress Code: It is of paramount importance that the employees of Jonesboro-Hodge Middle School set a good example for our students in conduct, manners, dress and grooming. All personnel should recognize that they are role models for the students; and that teachers are observed by the students, parents and the community at all times. To have their respect, employees must dress and conduct themselves in a professional manner. Employees' actions and demeanor will be reflected in the conduct of the students. Employees are to be guided in their grooming by what is most generally accepted in the business and professional world. Dress that could be described as sportswear is not considered acceptable wear for administrators, teachers, instructional staff, and/or office staff unless there is an appropriate activity that warrants the particular dress.

Jackson Parish Teacher Dress Code

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 with the lines of appropriate dress for social-code within their schools. This policy was adopted by the Jackson Parish School Board in 2004.

Inappropriate attire for teachers:

1. No shorts/skorts for classroom teachers with the exception of P. E. teachers during P. E. instruction.
2. No sweat pants, jogging suits, or wind suits will be worn by classroom teachers with the exception of P. E. teachers during P. E. classes and during transition from P. E. classes to other classes.
3. No underwear should be showing.
4. No camouflage apparel.
5. No flip flops, thongs, beach or house shoes.
6. No blue jeans and/or T-shirts for faculty or classroom teachers.

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 individual principals will determine those circumstances. Additionally, at each school there may be special days selected by the principal, which will also allow deviation from the dress code.

Attendance Check: Teachers are required to check roll at the beginning of each class period. If a student is not in class and his/her name does not appear on the JPAMS Class Roster as being absent, mark the student absent for the class. At the beginning of the school day, if the teacher's computer is not working or if JPAMS is down, send the name of the student to the office on the "Student Absent Report." If the student is late to school he/she must have an admit form from the office in order to enter. Students with 3 consecutive or 5 total unexcused absences will be reported to FINS and/or Truancy.

Recording A Tardy: When a student is tardy to your class, record this on the JPAMS Class Roster. When a student has collected three tardies he/she will be referred to ISS. A tardy occurs when a student is not inside the classroom when the tardy bell sounds. Teachers are given the latitude to determine if a late student warrants a tardy. A tardy report will be printed each Monday and Wednesday and students will be assigned to ISS based on the number of tardies. Teachers will not need to complete a referral form for tardies.

Detaining Students or Re-Assigning Students: Teachers should not detain a student when that student is due in another teacher's class. If for some reason a student is re-assigned for a reason other than a schedule change, a written statement from the principal should be given to both teachers for their records.

DISCIPLINE EXPECTATIONS AND RESPONSIBILITIES

The stakeholders set general behavioral guidelines in the educational community. Teachers are expected to set specific classroom expectations for the students. Since each teacher has a different teaching style and different tolerances for discipline, specific expectations and procedures will vary from class to class. Many behavioral expectations must be uniform and consistent for the sake of unity in the educational community.

The Teacher's Role in the Discipline Process: It is generally agreed that teachers should be responsible for discipline in their own classrooms. Teachers should use the rules established in the Positive Behavior Plan and the STEPS. Teachers should read the Student Handbook to students every morning until it is finished. Rules, procedures, and regulations should be modeled until the students are following them. Teachers gain more respect from students when students see that the teacher can handle problems that arise in the classroom. The administration will be available to assist teachers in the discipline process should the need arise. Teachers are not to question the discipline decisions of other teachers.

Establishing Effective Consequences: For any classroom discipline plan to work there must be well-established, fair and consistent consequences. Consequences must be stated clearly and specifically. Students must have an idea of what will happen if they break rules. Students must learn the idea of CAUSE AND EFFECT. Students must have practice in how to obey rules and regulations. Positive Behavior Lessons should follow the infraction whether in the classroom or ISS. Rewards and consequences are outlined in the Student Handbook.

Helpful Hints in Implementing Classroom Discipline

- Always establish a consequence.
- Have a pre-established list of consequences and select the most appropriate for the situation.
- State the rule and the consequence to the students clearly and specifically.
- Be private when administering consequences. When the class hears, this only causes elevated excitement.
- Use a soft, calm voice. DO NOT PUT YOURSELF ON THE LEVEL OF A LOUD STUDENT.
- Be firm, clear and committed. Have a plan and stick to it.
- Remember it's not teachers vs. students; we are in this for the same goal- to educate our students.
- Control anger.
- Document –document-- document. When teachers use classroom discipline to solve a behavior problem, have a file that you document the student's behavior and the steps you took to correct the behavior problem.
- **FOLLOW THE POSITIVE BEHAVIOR PLAN STEPS AND 3 STRIKES**

When a Student is Referred to the Office: When a behavioral situation occurs and a student must be referred to the office send--- the student, a completed behavioral referral form, all positive behavior steps and parental contact documentation – all should be sent to the assistant principal. The disposition of each case will be made on the professional judgment of the principal/assistant principal. Many things are taken into consideration when deciding on a behavioral referral- the nature of the incident, the student's discipline record, the referring record of the teacher, and the investigation by the administration.

DISCIPLINE PLAN FOR 2010-2011

Master Discipline Plan for Positive Behavior Team: Norman Amos, Randall Harrington, Mickey Martin, Rhonda Ferguson, Rachelle Mason, Andre' Henderson, Sheila Smith, Renae Thomas, Kim Garner, Ola Evans

These committee members served on the committee and considered the following concerning school-wide discipline:

- >The Master Plan for Discipline as provided by the Louisiana Department of Education
- >Classroom Behavior Rules
- >Hallway/Restroom/Commons Area/Bus Loading-Unloading Behavior Rules
- >Cafeteria Behavior Rules
- >Rewards for Positive Behavior
- >Penalties for Poor Behavior (infractions/consequences)

All rules are listed in the Parent/Student Handbook.

Available Consequences: Jonesboro-Hodge Middle School will have the following consequences available during the 2010-2011 school year.

- Teacher imposed consequences using classroom discipline/management & Positive Behavior Steps.
 - ISS (In-School Suspension)
 - Half-day
 - Full-day
 - Multi-days
 - OSS (Out of School Suspension) or Alternative School placement
 - Truancy
 - FINS (Families in Need of Services)
 - Expulsion
- **Remember, What may seem major to some – may seem minor to others!**
 - **Please use profession judgment.**

COREGIS HELP LINES

1-888-937-7868	Molestation (9 a.m. – 5 p. m. CST)
1-888-727-7868	Molestation (9 a.m. – 5 p.m. MST)
1-888-4-COREGIS	Employment Practices (9 a.m. – 6 p.m. EST)
318- 251-4101	Child Protection Agency (Ruston – 8:00 a.m. – 4:00 p.m.)

Use the toll-free Molestation Help Lines to contact attorneys at Onebane, Bernard, Torian, Diaz, McNamara & Abell. They are available to advise you during the initial stages of handling and investigating molestation allegations.

Use the toll-free Employment Practices Help Line to contact attorneys at Jackson, Lewis, Schnitzler & Krupman. They are available to assist you through employment-related issues. These services are confidential; Coregis is not notified as to the identity of insureds that contact the Help Lines. Coregis pays for your Help Line consultations; there is no charge to you or against your policy's deductible.

Use of the Coregis Help Lines is not considered notice of a claim or potential claim as required under your Coregis policy, nor does it use change any of the policy provisions or coverage. To be eligible to receive coverage under your Coregis policy, you must give written notice of a claim to Coregis pursuant to the policy conditions. This service is not a substitute for the retention of legal counsel to obtain advice on specific problems. Attorneys answering the Help Lines are not licensed to practice law in all states; advice is of a general nature.

EDUCATOR'S RIGHT TO TEACH

A teacher has the right to 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.

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 students in the custody of the principal or his designee.

A teacher has the right to 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.

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 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)**

Grade-Level Committee Assignments

- **Fifth Grade Members:**
 1. Williams, Paula
 2. Bush, Jerome – Chairperson
 3. Russell, Nettie
 4. Mason, Rachelle
 5. Henderson, Andre’
 - Meeting scheduled for every Monday from 9:00 – 10:00 (as needed)

- **Sixth Grade Members:**
 1. Eichler, Kathy
 2. Cole, Cynthia – Chairperson
 3. Conley, Yulonda
 4. Ginn, Bobbie
 5. Henderson, Andre’
 - Meeting scheduled for every Tuesday from 8:00 – 9:00 (as needed)
 - All grade level(s) –Huckaby, Phyllis (Reading Interventionist)

- **Seventh Grade Members:**
 1. Davis, Carolyn- Chairperson
 2. Ferguson, Rhonda
 3. Myles, J.
 4. Hearington, Joseph
 5. Leonard, Chavonda
 - Meeting scheduled for every Wednesday from 1:00-2:00 (as needed)

- **Eighth Grade Members:**
 1. Bryan, Cherisse
 2. Mack, Jura
 3. Martin, Mickey- Chairperson
 4. Pearce, Yvette
 5. Smith, Mary
 6. Leonard, Chavonda
 - Meeting scheduled for every Thursday from 2:00-3:00 (as needed)

- **School-Based Leadership/PBS Team Members:**
 1. Amos, Norman - Principal & Chairperson
 2. Thomas, Renae – Cafeteria Manager
 3. Bush, Jerome- Fifth Grade Teacher
 4. Myles, Jamie- Seventh Grade Teacher
 5. Henderson, Andre’ – Special Ed. Teacher
 6. Mason, Rachelle – Fifth Grade Teacher
 7. Eichler, Kathy – Sixth Grade Teacher
 8. Garner, Kim – Special Ed. Para
 9. Smith, Shelia – Counselor

Responsibilities: Develop, review and/or change the School Master Plan for Discipline at the end of each school year for the upcoming school year. Hold annual meeting(s) and document each meeting and maintain necessary documentation.

➤ **Crisis Management Team Members:**

1. Eichler, Kathy – Sixth Grade Teacher – Chairperson
2. Amos, Norman – Principal
3. Harrington, Randall – Assistant Principal
4. Evans, Willene – School Nurse
5. Booker, Vera – Secretary
6. Jones, Mark – Custodian
7. Jones, Ken – P.E. Teacher
8. Smith, Shelia – Counselor
9. Smith, Mary – Eighth Grade Teacher
10. Mason, Rachelle – Fifth Grade Teacher
11. Myles, Jamie – Seventh Grade Teacher
12. Barlow, Roy – Central Office
13. Horton, Wesley – Jonesboro Police Department
Brown, Andy – Jackson Parish Sheriff Department
14. Roberts, David – Jonesboro Fire Department

Responsibilities: Develop, review and/or change the school Crisis Management Plan at the end of each school year for the upcoming school year. Hold annual meeting(s) and document each meeting and maintain necessary documentation.

➤ **Child Abuse Policy Committee Members:**

1. Amos, Norman – Principal
2. Harrington, Randall – Assistant Principal
3. All faculty members

Responsibilities: Develop, review and/or change the school Child Abuse Plan at the beginning of each school year for the upcoming school year. Hold annual meeting(s) and document each meeting and maintain necessary documentation.

➤ **School Improvement Team Members:**

1. Amos, Norman – Principal & Chairperson
2. Mack, Jura- Eighth Grade Teacher
3. Huckaby, Phyllis – Reading Interventionist
4. Russell, Nettie – Fifth Grade Teacher
5. Bryan, Cherisse – Eighth Grade Teacher
6. Davis, Carolyn – Seventh Grade Teacher
7. Leonard, Chevonda – Special Ed. Teacher
8. Williams, Paula – Fifth Grade Teacher
9. Ginn, Bobbie – Sixth Grade Teacher

Responsibilities: Develop, review and/or change the School Improvement Plan at the beginning of each school year for the upcoming school year. Hold meeting(s) throughout the year, document each meeting and maintain necessary documentation.

➤ **Wellness Committee Members:**

1. Russell, Nettie – Fifth Grade Teacher & Chairperson
2. Thomas, Renae – Cafeteria Manager
3. Jones, Ken – Physical Ed. Teacher
4. Paggett, Debra – Physical Ed. Teacher

Responsibilities: Develop, review and/or change the school Wellness Policy at the end of each school year for the upcoming school year. Hold annual meeting(s) and document each meeting and maintain necessary documentation.

➤ **Parent Involvement Planning Committee Members:**

1. Eichler, Kathy – Sixth Grade Teacher & Chairperson
2. Leonard, Chevonda – Special Ed. Teacher
3. Pearce, Yvette – Eighth Grade Teacher
4. Ferguson, Rhonda – Seventh Grade Teacher
5. Bush, Jerome – Fifth Grade Teacher
6. Paggett, Debra – P. E. Teacher

Responsibilities: Develop, review and/or change the school Parent Involvement Plan at the end of each school year for the upcoming school year. Hold annual meeting(s) and document each meeting and maintain necessary documentation.

➤ **Homeless Committee Members:**

1. Amos, Norman – Principal
2. Harrington, Randal – Assistant Principal
3. Smith, Shelia – Counselor
4. Booker, Vera - Secretary

Responsibilities: Review and implement the school Homeless Policies. Plan at the end of each school year for the upcoming school year. Hold annual meeting(s) and document each meeting and maintain necessary documentation.

JONESBORO-HODGE MIDDLE SCHOOL

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 2010-2011 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** days in a school day. **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 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.

- **I have received and have read the 2010-2011 Attendance Policy**

Student's Signature

Parent/Guardian Signature

Date

JACKSON PARISH SCHOOL SYSTEM BUS POLICY

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 Bus Transportation 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 three school days.

Thank you for your time in reading and discussing this policy with your child. We appreciate your help and support in making this year a safe and productive one for our students.

Sincerely yours,
Roy 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 alighting from the bus or when boarding the bus should always pass 10 feet in front of the bus and never behind it. The driver should see that the road is clear before the child is permitted to cross the road. **WATCH THE DRIVER'S HAND SIGNALS.**
6. Any complaints from drivers, students or parents not specified in the list of rules and regulations shall be reported promptly to the principal.

7. Students shall observe the following:
- A. Never stand in the road while waiting for the bus.
 - B. Clean feet before entering the bus.
 - C. Avoid spitting on the floor of the bus.
 - D. Do not throw waste paper or other rubbish on the bus floor.
 - E. Do not mar or otherwise deface the bus. Report to the driver at once any damages to the bus. Students/parents/guardians shall be responsible for payment for damages.
 - F. Do not get on the bus when sick or when any member of your family has a contagious disease.
 - G. Avoid unnecessary conversation with the driver.
 - H. Tobacco products of any kind are prohibited on any bus.
 - I. Keep arms and head inside the bus windows at all times.
 - J. Get on and off the bus or change seats in the bus when it is not in motion.
 - K. Do not leave the bus without driver's consent except at home or school.
 - L. Respect persons who are passed along the routes.
 - M. Walk on the left side of the road, facing traffic.
 - N. Articles carried by students must be a size to fit under the seat or be held in the student's lap. It is the drivers' discretion to determine if an object is distracting, dangerous or too large to be carried on the bus. Glass objects of any size will not be allowed.
 - 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 as handicapped, A determination must be made as to whether the behavior is related to the student's handicapping condition. The Special Education Supervisor shall be notified within one (1) operational day of the determination decision regarding the student's handicap, the behavior and whether disciplinary action is taken.

If the determination is made that the behavior is related to the student's handicap, the student shall neither be suspended nor expelled from the transportation service.

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

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

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

When the behavior of a student classified as handicapped is presenting an immediate danger to self or others or is significantly destructive to property, the student may be immediately removed from the bus provided that a determination has been made and other required due process procedures are carried out as soon as possible. Generally this should not exceed three (3) 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 | 3. Possession of alcohol/drugs | 5. Possession of any type of weapon |
| 2. Assault | 4. Destruction of school/parish property | 6. Disrespect of driver |

- **I have received and have read the 2010-2011 Attendance Policy**

Student's Signature

Parent/Guardian Signature

Date

JONESBORO-HODGE MIDDLE SCHOOL

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 and/or the Assistant Principal. The principal and/or Assistant 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), Alternative Program, expulsion and ,if necessary, corporal punishment. 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.

JACKSON PARISH PARENTAL INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

The Jackson Parish School System recognizes that in order to insure significant and sustained academic gains for children, it is essential that parents be involved in the education of their children.

Therefore, the Jackson Parish School Board (LEA) agrees to implement the following statutory requirements:

- The LEA will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the LEA will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The LEA will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the LEA and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
 - (B) that parents are encouraged to be actively involved in their child's education at school;*
 - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
 - (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*
- The LEA will inform parents and parental organizations of the purpose and existence of the Louisiana Parental Information and Resource Center if one should be developed.

PARENT INVOLVEMENT POLICY
Jonesboro Hodge Middle School
2010-2011

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.
- Inform 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, share in evaluating it and 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 1 school functions.
- To offer daily assistance with homework to your child.

Norman Amos, Principal

Students and parents please sign stating that you have been given a copy of this policy during the current school year.

Student's Signature

Parent/Guardian Signature

Date

CODE OF ETHICS FOR TEACHERS

Since the teaching profession is a universal one, and since it should assume certain responsibilities for the competence of its members and the quality of its services, and since it should deliberately prohibit certain practices which, though profitable to the individual, would bring into disrepute the organization to which he belongs, the membership of the entire profession should be governed by a universal code of ethics.

First Principle: The primary obligation of the teaching profession is to guide children, youth, and adults in the pursuit of knowledge and skills, to prepare them in the ways of democracy, and to help them to become happy, useful, self-supporting citizens. The ultimate strength of the nation lies in the social responsibility, economic competence, and moral strength of the individual American. In fulfilling the obligations of this first principle the teacher will adhere to the following:

1. Deal justly and impartially with students regardless of their physical, mental, emotional, political, economic, social, racial, or religious characteristics.
2. Recognize the difference among students and seek to meet their individual needs.
3. Encourage students to formulate and work for high individual goals in the development of their physical, intellectual, creative, and spiritual endowments.
4. Aid students to develop an understanding and appreciation not only of the opportunities and benefits of American democracy but also of their obligations to it.
5. Respect the right of every student to have confidential information about himself withheld except when its release is to authorized agencies or is required by law.
6. Accept no remuneration for tutoring except in accordance with approved policies of the governing board.

Second Principle: The members of the teaching profession share with parents the task of shaping each student's purposes and acts toward socially acceptable ends. The effectiveness of many methods of teaching is dependent upon cooperative relationships with the home.

In fulfilling the obligations of this second principle the teacher will adhere to the following:

1. Respect the basic responsibility of parents for their children.
2. Seek to establish friendly and cooperative relationships with the home.

DRUG-FREE WORKPLACE

The Jackson Parish School Board, in compliance with the Drug-Free Workplace Act of 1988, recognizes its obligation in providing and maintaining a drug-free workplace to remain eligible to receive federal grants and in support of local, state and national efforts to achieve drug-free schools and communities.

The Jackson Parish School Board shall:

A. Advise all employees through the distribution of this policy that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or intoxicants are prohibited in any workplace with the Jackson Parish School Board. For any Jackson Parish School Board employee, the consequences of violation of this prohibition shall be any or all of the following based on the specific offense: testing for presence of drugs/alcohol in body by a recognized hospital or chemical dependency unit, counseling, reprimanding, termination, suspension with or without pay while the case is pending in court. Confirmed or substantial evidence of the use, sale, or possession of controlled substances by any Jackson Parish School Board employee while off duty or off school premises shall result in any or all of the following:

1. Requiring the employee to submit to a drug test from a recognized hospital or chemical dependency unit and presenting to the Superintendent or his/her designee certification from the agency performing the test that employee is drug free.
2. Immediate suspension with or without pay and recommendation for job termination.
3. Conviction for use, distribution, or possession of controlled substances while off duty or off school premises shall result in termination. The employee shall be required to participate satisfactorily in an approved substance abuse assistance or rehabilitation program before he or she is reconsidered for employment with the Jackson Parish School Board.

B. The Jackson Parish School Board shall notify all employees that, as a condition of employment under the grant, all employees will abide by the preceding statement and notify the Superintendent or a designated representative of the drug statute violation occurring in the workplace no later than five (5) days after such conviction. The Superintendent or a designated representative will notify the agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

C. The Jackson Parish School Board shall take one or more of the following actions within thirty (30) days of receiving notice with respect to any employee who is so convicted:

1. Taking appropriate personnel action against such an employee, up to and including termination;
or
2. Requiring such employee to participate satisfactorily in a drug assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

D. A *Drug Awareness Program* developed by the Jackson Parish School Board will inform all employees about:

1. The dangers of drug abuse in the workplace.
 2. The Jackson Parish School Board's policy of maintaining a drug-free workplace.
 3. Any available drug counseling, rehabilitation, and/or employee assistance programs.
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- E. All employees of the Jackson Parish School Board who have been recommended for employment shall submit to a drug/alcohol screening by the Jackson Parish School Board designated agent as a condition of employment. No person who fails the drug/alcohol screening shall be considered for employment with the School Board.
- F. In order to accomplish the objectives of this policy, the School Board reserves the right, at all times and in any work area, when circumstances warrant or reasonable cause exists, to conduct unannounced reasonable searches and inspections of School Board facilities. These searches will be conducted by authorized supervisors or search personnel, including drug detection dogs. The areas open to search include but are not limited to lockers, briefcases, desks, boxes, lunch boxes, tool chests, vehicles, and other personal effects of employees.

EMPLOYMENT CONDITIONS

Condition of Continuation of Employment

Compliance with the Jackson Parish School Board's current or amended *Drug-Free Workplace* and *Employee Alcohol and Drug Testing* policies is a condition of continuation of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of substance abuse treatment shall be grounds for discipline, up to and including termination. Violation of any part of these policies shall be grounds for termination.

Consequences of Refusal by Employee Any employee refusing to consent to testing or to submit a saliva, urine or blood sample for testing when requested by management shall be subject to disciplinary action, up to and including termination of employment. Attempted or actual substitution or adulteration of samples shall be equivalent to refusal to submit to testing or equivalent to a positive drug test.

Prescription Drugs

No prescription drug will be brought on any property owned or operated by the Jackson Parish School Board by any person other than the one for whom it is prescribed; and such drugs will be used only in the manner, combination, and quantity prescribed. The use or possession of prescription drugs contrary to this provision shall result in the drug being deemed an illegal drug.

Unauthorized Possession or Consumption of Alcoholic Beverages

Unauthorized possession or consumption of alcoholic beverages by persons on public school property shall result in the person(s) being fined not more than one thousand dollars and imprisoned not less than fifteen (15) days nor more than six (6) months without benefit of suspension of sentence.

DEFINITIONS

Controlled substance is any substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 821), and as further defined by Regulation Act 21CFR 1300.11 through 1300.15.

Conviction is a finding of guilt (including a plea of nolo contendere or imposition of sentence or both) by any judicial body charged with the responsibility to determine the violations of the Federal or State criminal drug statutes.

Workplace is any Jackson Parish School Board property or other site where work is performed by employees of the School Board, whether owned, leased, or used by the school system, at any school-sponsored or supervised activity, in any School Board owned, leased, vehicle, machinery or equipment used in the course of Board employment, including any school bus or any employee workplace.

Alcoholic Beverage is any fluid or solid capable of being converted into fluid, suitable for human consumption, and having an alcoholic content of more than 6% by volume, including alcohol, but excluding antiseptics, toilet preparations, and scientific/chemical products unfit for human consumption.

EMPLOYEE ASSISTANCE PROGRAM

Employees who feel they need help with an alcohol or drug abuse problem are urged to contact the Superintendent or his/her designee. Assistance is available to employees at the employee's expense. Assistance may include referral to counseling or medical agencies and a leave of absence for treatment when appropriate. If a leave of absence is necessary for treatment, and is approved, the employee's position (or one similar to it) will be held open for a reasonable period of time. After successful completion of treatment, the employee will be reinstated at the same pay without loss of benefits. Note that a health insurance policy might have some provisions for payment of this type of treatment. After return to work, the employee's performance, progress, and follow-up treatment shall be monitored. Failure to continue any recommended therapy shall result in termination. Failure to follow all Board policies and regulations pertaining to drugs and alcohol shall result in termination. In addition, an employee may be required to take periodic urine or blood alcohol screenings to verify progress. Any information disclosed by an employee relating to a problem or its treatment shall be treated as confidential.

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.

Revised: July, 2007

Ref: 20 USC 7183 (*No Child Left Behind Act of 2001*); La. Rev. Stat. Ann. §§17:240, 40:1300.251, 40:1300.252, 40:1300.253, 40:1300.255, 40:1300.261; Board Jackson Parish School Board

ELECTRONIC TELECOMMUNICATIONS DEVICES FOR PERSONNEL

The Jackson Parish School Board shall permit teachers/staff may possess an electronic telecommunication device in any elementary, middle or high school building, or on the grounds thereof or in any school bus used to transport public school students, but shall not have them turned **on** or use them during instructional time, while on duty, in the halls or in the presence of students unless authorized by the school principal or his/her designee, except in an emergency. An *emergency* is defined as an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage. Furthermore, camera phones with video and/or still-photography capabilities, voicerecording, or future technology improvements and/or equivalent equipment may not be used unless authorized by the school principal or his/her designee. During the weeks of state testing cellular phones are prohibited on campus by all school personnel. A violation of these provisions may be grounds for disciplinary action, including but not limited to, dismissal of the employee. Neither the school, nor the school system shall be responsible for any electronic device that may be stolen or destroyed.

ABUSIVE LANGUAGE

The Jackson Parish School Board strongly opposes the use of profanity, racial slurs and/or other abusive language. Employees who use such in the presence of students shall be subject to the appropriate disciplinary action. In no instance, however, shall employees be denied procedural due process.

GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOL

The Jackson Parish School Board shall require all personnel to follow specific guidelines in the handling of body fluids in the school setting. While the risk of infection may be low, contact with body fluids shall be minimized. Employees who fail to use the precautions outlined in the guidelines for handling body fluids may be subject to disciplinary action. The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

The following table provides examples of particular germs that may occur in body fluids of children and the respective transmission concerns. The body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because precautions are not always carried out.

TRANSMISSION CONCERNS IN THE SCHOOL SETTING BODY FLUID SOURCE OF INFECTIOUS AGENTS BODY FLUID SOURCE ORGANISM OF CONCERN TRANSMISSION

CONCERN

Blood Hepatitis B virus

Bloodstream inoculation - cuts/abrasions AIDS virus through cuts and nosebleeds

Cytomegalo virus

abrasions on hands - *Feces Salmonella bacteria Oral inoculation from incontinence Shigella bacteria contaminated hands

Rotavirus

Hepatitis A virus - *Urine Cytomegalovirus Bloodstream and oral - incontinence inoculation from contaminated hands

BODY FLUID SOURCE ORGANISM OF CONCERN TRANSMISSION CONCERN

Respiratory Mononucleosis Oral inoculation from Secretions Common cold virus contaminated hands
-saliva Influenza virus

-nasal discharge Hepatitis B virus Bloodstream inoculation through cuts and abrasions on hands; bites

*Vomitus Gastrointestinal Oral inoculation from viruses, e.g., contaminated hands (Norwalk agent Rotavirus)

Semen Hepatitis B Sexual contact AIDS virus (intercourse)

Gonorrhea

* Possible transmission of AIDS and Hepatitis B is of little concern from these sources. There is no

evidence at this time to suggest that the AIDS virus is present in these fluids.

A. CONTACT WITH BODY FLUIDS

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should at least be available in the office of the custodians, nurses, or principal. It is recommended that gloves be available in every classroom, and convenient to teachers on playground duty. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). Gloves used for this purpose should be put in a plastic bag, and sprayed with a solution of 1 part bleach to 10 parts water, mixed fresh, and disposed in a lined trash can, secured, and disposed of daily.

B. DIRECT SKIN CONTACT

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with disinfectant soap and water for a full three (3) minutes after direct contact has ceased. Clothing and other nondisposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers. Contaminated disposable items (e.g., tissues, paper towels, diapers), should be handled as with disposable gloves.

C. REMOVING SPILLED BODY FLUIDS FROM THE ENVIRONMENT

Most schools have standard procedures already in place for removing body fluids (e.g., vomitus). These procedures should be reviewed to determine whether appropriate cleaning and disinfection steps have been included. Many schools stock sanitary, absorbent agents specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

D. HANDWASHING PROCEDURES

Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately one minute. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands. Should an ungloved person have any contact with bodily fluids, the person having contact should wash his/her hands for a full three (3) minutes using disinfectant soap and water.

E. DISINFECTANTS

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tuberculosis bacillus and viruses. The disinfectant should be registered by the U. S. Environmental Protection Agency (EPA) for use as a disinfectant in

medical facilities and hospitals. Various classes of disinfectants are listed below. Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.

1. Ethyl or isopropyl alcohol (70%)
2. Phenolic germicidal detergent in a 1 per cent aqueous solution (e.g., Lysol*)
3. Sodium Hypochlorite with at least 100 ppm available chlorine (2 cup household bleach in 1 gallon water, needs to be freshly prepared each time it is used)
4. Quaternary ammonium germicidal detergent in 2 per cent aqueous solution (e.g., Tri-quat*, Mytar* or Sage*)
5. Iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne*)

*Brand names used only for examples of each type of germicidal solution, and should not be considered an endorsement of a specific product.

F. DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

G. DISINFECTION OF RUGS

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dust pan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of nonreusable cleaning equipment as noted above.

H. LAUNDRY INSTRUCTIONS FOR CLOTHING SOILED WITH BODY FLUIDS

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 2 cup household bleach to the wash cycle. If the material is not colorfast, add 2 cup of non-hypochlorite solution to the wash cycle.

Ref: Information and Guidelines: Prevention of Disease Transmission in Schools, Acquired Immune Deficiency Syndrome (AIDS), State of Connecticut, Department of Education and Department of Health Services, March 1985; Bulletin 741, Louisiana Handbook for School Administrators, Louisiana Department of Education.

EMPLOYEE LEAVES AND ABSENCES

The Jackson Parish School Board may grant leaves of absence to teachers and other employees upon application for leave, subject to such rules and regulations that may be established for the various types of leave. All leaves must be requested in writing on the *Request for Leave* form for that purpose. Application for leave must be submitted to the Superintendent or designee well in advance of the anticipated beginning date of leave, whenever possible. All leaves granted shall be conducted in accordance with state law and pertinent regulations. Any employee on leave who does not comply fully with the stated intentions and administrative regulations of said leave, may be subject to disciplinary action. If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, is not entitled to be paid for the days of unauthorized absence and non-performance of duties, and may be subject to disciplinary action. Under no circumstances shall any type leave be granted for purposes of seeking or accepting employment.

ABSENCES

No teacher or other employee shall leave the school campus without having first obtained permission from the principal or designee. Teachers shall be required to sign out, stating the reason for leaving school. Upon returning, the teacher shall sign back in and note the time of his/her return. An employee's immediate supervisor may authorize an absence during the business day. The Superintendent or designee must grant permission for a period of one day or more.

UNAUTHORIZED ABSENCE

Any employee who is absent from work and who has not received an authorized leave shall be considered on unauthorized leave. Any employee on unauthorized leave shall receive no pay for those days which constituted the unauthorized leave and may be subject to dismissal and/or other disciplinary actions.

REPORTING ABSENCES

All absences of one (1) hour or more shall be reported by the immediate supervisor and shall be recorded and counted toward an employee's leave time. However, the immediate supervisor shall be allowed to record and count less than one (1) hour at his/her discretion.

SCHOOL AND DAY CARE CONFERENCE AND ACTIVITIES LEAVE

School Board may grant any employee of the school system leave from work of up to a total of sixteen (16) hours during any twelve (12) month period to attend, observe, or participate in conferences or classroom activities related to the employee's dependent children for whom he/she is the legal guardian that are conducted at the child's school or day care center, if the conferences or classroom activities cannot reasonably be scheduled during the non-work hours of the employee. An employee who wishes to request such leave shall provide a reasonable notice to the employer prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer. The Board is not required to pay an employee for any time taken as leave for conferences and school activities. However, an employee shall be permitted to substitute any accrued vacation time or other appropriate paid leave for any leave taken as provided here.

EMPLOYEE CONDUCT

The Jackson Parish School Board believes the teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner. A teacher's conduct, as well as the conduct of all employees throughout the school district, should meet acceptable standards of the community and show respect for the law and the rights of others. All employees, volunteers, student teachers, interns, and any other person affiliated with the Jackson Parish School Board have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the School Board, and the administrative regulations and procedures designed to implement Board policies. Employees and others shall also comply with the standards of conduct set out in this policy and with any other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board employees. Employees and all others shall be expected to observe at least the following standards of conduct:

- ! Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner.
- ! Recognize and respect the rights and property of students, other employees, and the public.
- ! Maintain confidentiality of all matters relating to students and other employees.
- ! Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules.
- ! Observe and adhere to all terms of an employee's contract or job description.
- ! Strive to keep current and knowledgeable about the employee's area of responsibility.
- ! Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- ! Refrain from using undue influence to gain, or attempt to gain, promotion, leave, favorable assignments, or other individual benefit or advantage.
- ! Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.

While the operation of the School Board and its schools is governed by the provisions of this and all other Board policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conducts are unacceptable even in the absence of formal Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty. Such conduct, as well as violation of any state or federal law or Board policies, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

PROHIBITED SEXUAL CONDUCT

Employees shall be prohibited from engaging in any form of sexual conduct with students. In particular, it is a violation of criminal statutes for any educator, which includes any administrator, coach, instructor, teacher, paraprofessional, teacher aide, or student aide, to engage in sexual conduct, as defined in La. Rev. Stat. Ann. §14:81.4 with a student who is seventeen (17) years of age or older, but less than nineteen (19) years of age.

Notwithstanding any claim of privileged communication, any educator, having cause to believe that prohibited sexual conduct has occurred between another educator and a student, shall be required by state law to immediately report such conduct to a local or state law enforcement agency.

NOTIFICATION BY EMPLOYEES

A teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense to the School Board within forty-eight (48) hours of conviction or plea.

ELECTRONIC TELECOMMUNICATION DEVICES FOR STUDENTS

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 student, 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). A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school.

Student Cell Phone/Electronic Devices Policy

Consequences for violating this policy:

- 1st Offense- Collect phone, 3 days ISS, Parent must pick up device.**
- 2nd Offense- Collect phone, 5 days ISS, Parent must pick up device.**
- 3rd Offense- Collect phone, 3 days Alternative, Parent must pick up device.**
- 4th Offense- Collect phone, 5 days Alternative with recommendation for expulsion to Alternative, Parent must pick up device.**

VIDEO MONITORING OF SCHOOL BOARD PROPERTY

The Jackson Parish School Board shall authorize the use of Board owned and/or installed video and audio cameras on any School Board property, buildings, or facilities and/or vehicles in an effort to ensure the health, safety, and welfare of all staff, students, and visitors to the school, and to safeguard Board facilities and equipment. The School Board shall notify employees, students, and/or visitors through appropriate methods that video monitoring/surveillance may occur on School Board property, in buildings and facilities, as well as campuses, parking lots, and school grounds belonging to, leased, or used by the School Board, or on any vehicle owned, leased, or used to transport students or for conduction of School Board business, or at any school sponsored event, activity, or function. Notification shall also include the erection of clearly marked, written signs, prominently displayed near the main entrance of school buildings, Board property and facilities.

INSTALLATION AND OPERATION OF EQUIPMENT

Video and audio cameras may be installed in identified public areas where monitoring/surveillance is deemed necessary as determined by the Superintendent or his/her designee, but placement shall not be allowed where students, employees, or the public has a reasonable expectation of privacy, such as inside locker rooms and adult and student restrooms. Monitor/surveillance equipment installed in outdoor areas shall monitor only those areas designated and shall not be directed to look through windows of adjacent buildings or onto adjacent property, whenever possible. Video monitors (reception equipment) shall be located in strictly controlled access areas. Only authorized and designated personnel shall have access to the reception equipment and area and monitors shall not be located as to permit public viewing. The use of video and audio monitoring/surveillance equipment on school grounds shall be supervised and controlled by the building administrator and/or his/her designee, in conjunction with the Superintendent and/or his/her designee. Video recordings made at the schools or other facilities shall be maintained by the building administrator. Video monitoring/surveillance equipment shall be operated on a twenty-four (24) hour, seven (7) day a week basis. Staff personnel permitted access to the video and audio monitoring/surveillance system and equipment shall be required to follow all operational regulations and procedures developed in accordance with this policy. Staff and students shall be prohibited from unauthorized use, tampering with, or otherwise interfering with the placement or operations of the video and audio monitoring/surveillance equipment and system and shall be subject to appropriate disciplinary action including termination or expulsion. The School Board shall provide reasonable safeguards, including but not limited to, password protection, network security, and control of physical access to protect the monitor/surveillance systems from vandals and unauthorized users. Proper training shall be provided for authorized users.

VIDEO RECORDINGS

Recordings made through the Board's video/audio monitoring/surveillance system shall be confidential. The video recordings may only be viewed by the Superintendent and/or his/her designees. In the event a video recording reveals activity the Superintendent believes violates Board policies or state or federal law, the Superintendent may turn over such video recordings to applicable law enforcement authorities. If an individual or individuals on such video recording are students or staff of the district, they shall be subject to appropriate disciplinary action. Video recordings shall be retained by the School Board for no more than ninety (90) days, provided that the recordings may be kept for a longer period if the recordings reveal activity the Superintendent believes violates Board policies or state or federal law. Video recordings not retained for more than ninety (90) days shall have their images erased or taped over.

The Superintendent or his/her designee shall take additional steps as deemed appropriate to prevent unauthorized persons from accessing the recordings. Video recordings (tapes or other storage devices) shall be stored in a secure, locked location in a controlled access area at the school or facility where maintained that will also protect the recordings from damage by fire or water. Each storage device shall be dated and labeled, whenever possible. Access to storage devices shall be limited to authorized, designated personnel only. A log shall be maintained that provides details of all access to, and use (viewing) of any recorded material. Video recordings may become a part of a student's educational record or employee's personnel file. The School Board shall comply with all applicable state and federal laws and Board policies related to the recording's access, maintenance, and retention. Video recordings may be copied, distributed to, and viewed by public safety agencies, School Board safety and security personnel, the parish District Attorney, and/or appropriate law enforcement personnel, when approved by the Superintendent or his/her designee, or when subpoenaed for any court proceedings. Video recordings shall not be viewed by, copied, or released to any other person or agencies not referenced above except when specifically authorized by the Superintendent.

Wellness Policy

On June 30, 2004, Congress passed Section 204 of Public law 108-265, of the Child Nutrition and WIC Reauthorization Act of 2004. This law requires each local education agency participating in a program, authorized by the Richard B. Russell National School Lunch Act (42 U.S. 1751 et seq.) or the Child Nutrition Act of 1966 (42 U.S.C.1771 et seq.), to establish a local school wellness policy by July 1, 2006.

Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, more high school students should participate in sufficient vigorous physical activity and attend daily physical education classes;

Whereas, very few children (2 to 19 years) eat a healthy diet consistent with the recommendations from My Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the [Jackson Parish School District](#) is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. The School District has appointed [Nancy Laffitte](#) to coordinate and assess the implementation of a wellness policy.

Therefore, it is the policy of the [Jackson Parish School District](#) that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition requirements as outlined in *Bulletin 1196*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, Summer Food Service Program).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

Federal and State Requirements

The [Jackson Parish School District](#) will:

- Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Louisiana Department of Education, Office of School and Community Support.
- Provide school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the U. S. Department of Agriculture and the Louisiana Department of Education, Office of School and Community Support.
- Encourage school staff and families to participate in school meal programs.
- Operate all Child Nutrition Programs with school foodservice staff who are qualified according to current professional standards (*Policies of Operation, Bulletin 1196*).
- Establish food safety as a key component of all school food operations and ensure that the food service permit is current for the Food Service school site.
- Follow State Board of Education policies on competitive foods and extra food sales (refer to *Bulletin 1J96*).
- Establish guidelines for all foods available on the school campus during the school day with the objective of promoting health and reducing obesity. (see "Other School Policies.")

School District Policies

The [Jackson Parish School District](#) will provide:

- Adequate time for breakfast and the recommended 30 minutes for lunch.
- Whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes consistent with the current USDA standards.
- Fresh, frozen, canned or dried fruits and vegetables using healthy food preparation techniques and 100 percent fruit or vegetable juice.
- Nonfat, **reduced** fat, low-fat, plain and/or flavored milk and yogurt, nonfat, **reduced fat** and/or low-fat real cheese.
- Nuts, nut butters, seeds, trail mix, and/or soybean snacks.
- Healthy food preparation techniques for lean meat, poultry, and fish.
- School meals accessible to all students with a variety of delivery strategies, such as breakfast in the classroom, grab-and-go meals, or alternate eating sites.
- A cafeteria environment conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students.

Other School Policies

The [Jackson Parish School District](#) will:

- Eliminate use of foods as **rewards** for student accomplishment. (See appendix A for reward alternatives.)
- Encourage serving healthy food at school **parties**. Notices shall be sent to parents/guardians either separately or as part of a school newsletter, reminding them of the necessity of providing healthy treats for students and/or encouraging the use of non-food treats for classroom birthday or award celebrations. (See appendix B for healthy school parties.)
- Strongly discourage selling food items of limited nutritional value as **fundraisers**, such as candy, cupcakes, or sugar beverages. (See appendix C for healthy fundraising alternatives.)
- Strongly encourage nutritious and appealing options (such as fruits, vegetables, nuts, beef jerky, reduced-fat milk, reduced fat-yogurt, reduced-fat cheese, 100% juice and water) whenever foods/beverages are sold or otherwise offered **after school** at sporting and academic events, celebrations, social events, after school care, and other school functions.

Food Marketing

- School-based marketing should be consistent with nutrition education and health promotion. As such, it is recommended that schools limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is strongly discouraged. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy foods is encouraged.
- Marketing activities that promote healthful behaviors include: vending machine covers promoting water or milk; pricing structures that promote healthy options in vending machines, and sales of fruit for fundraisers.
- The goal of improving nutritional intake can also be accomplished by applying basic marketing strategies to sales of healthful options. Schools can consider the four P' s when establishing guidelines for foods and beverages served or sold during the school day:
 - ~ **Product:** Vendors and companies have increasing numbers of products available-many with a more healthful profile than traditional snack foods and beverages.
 - ~ **Placement:** The sales of more nutrient-rich foods and beverages can be increased by placing them in "prime" locations-like at students' eye level in a vending machine.
 - ~ **Price:** Another way to increase the sale of healthful items is to offer them at a lower cost. For example, water can be sold for \$.25 to .50 less than other drinks.
 - ~ **Promotion:** There are many creative ways to promote healthy options---like offering samples of new healthful products or giving discount coupons during the introductory period; or designating healthy choices in vending machines and school cafeteria by using school mascot symbol.

Nutrition Education

The Centers for Disease Control (CDC) advocates the need for school-based nutrition education. Because a high percent of all children and adolescents are enrolled in school, the classroom environment is ideally suited to give students the skills and support needed to adopt healthful eating behaviors for life. Teachers, food service personnel, and other staff can offer their expertise and model

appropriate eating behaviors. Additionally, students have opportunities to practice healthful eating behaviors at school. Collaboration among school food service staff, teachers, the community, families and institutional services is necessary. There are two broad approaches to school-based nutrition education – traditional classroom lessons that address general knowledge, attitude, and behavior – and behavioral change programs based on social learning theory. Using both venues is recommended for optimal impact. Nutrition education can be integrated into content area instruction across the curriculum including science, mathematics, English/language arts, and social studies. The alignment of nutrition lessons with standards and benchmarks provides for easy integration of the information into routine instructional planning. Integration of nutrition information into teaching content areas should use the resources of the classroom, the school, and the community. Nutrition education also is part of health education, which enables students to acquire knowledge and skills needed to practice good health. A planned, sequential curriculum is essential. Behavior change can be enhanced through social learning theory, as well. Social learning theory may include a parent component for younger students and peer involvement for older students. School activities such as Family Nutrition Night can promote the social learning theory. Additionally, the cafeteria can be used as part of the total educational system for modeling behavior.

The **Jackson Parish School District** will:

- Promote and implement nutrition education that promotes lifelong healthful eating practices;
- Use lessons that are age-appropriate, behaviorally focused content that is developmentally appropriate and culturally relevant;
- Use lessons that are sequential and are correlated with standards, benchmarks, and grade level expectations;
- Incorporate mini-grants activities, such as Family Nutrition Night, that exposes students and families to “hands-on” nutrition related math, science, literacy, and health activities;
- Provide hands-on activities that are fun;
- Provide repeated opportunities for students to taste foods that are low in fat, sodium and added sugars and high in vitamins, minerals and fiber;
- Focus on positive aspects of healthful eating behaviors; and
- Promote social learning techniques such as role modeling, providing incentives, developing social resistance skills, overcoming barriers to behavioral changes and goal setting. social resistance skills, overcoming barriers to behavioral changes and goal setting.
- Strive toward hiring qualified, certified health education teachers.
- Provide staff development for teachers.

Physical Education

Both regular physical activity and nutrition mutually contribute to healthy citizens and reduce the incidence of diabetes, cardiovascular diseases, depression, obesity, and other chronic health problems. Federal Dietary Guidelines for Americans recommend that children and teenagers be physically active for an accumulation of at least 60 minutes daily. Since children spend the majority of their time at school during weekdays, it is imperative that schools provide students with the means to participate in physical activity. When examining Physical Education programs, ask the question, "Does the physical education program help every students attain the knowledge, skills, and attitudes needed for them to lead an active, productive life and maintain a health-enhancing level of physical fitness?" Quality physical education programs include the following components:

1. Emphasizes knowledge and skills that promote a lifetime of physical activity.
2. Is based on standards that define what students should know and be able to do.

3. Keeps students active for most of the class time.
4. Provides many different physical activity choices.
5. Meets needs of **all** students, especially those who are not athletically gifted.
6. Features cooperative, as well as competitive, games.
7. Develops students' self-confidence and eliminates practices that humiliate students.
8. Assesses students on their progress in reaching goals, not on whether they achieve an absolute standard.
9. Promotes physical activity outside of school.
10. Teaches self-management skills, such as goal-setting and self-monitoring.
11. Actively teaches cooperation, fair play, and responsible participation in physical activity and is an enjoyable experience for students.
12. Focuses, at the high school level, on helping adolescents make the transition to a physically active adult lifestyle.

In Louisiana, Act 814 passed in 2003 to require that public schools for grades K-6 provide 30 minutes each day of quality physical activity. **Act 734**, passed in 2004, revised Act 814 wording to require 30 minutes each school day of *quality, moderate to vigorous physical activity for students*. Implementation of Act 734 requirements began with the 2004-5 school year.

The [Jackson Parish School District](#) will:

- Promote and implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students.
- Provide students in grades K-8 with a minimum of 150 minutes per week of health and physical education.
- Ensure that students in grades K-6 participate in planned, organized, moderate to vigorous physical activity for a minimum of 30 minutes each school day.
- Strive toward having qualified, certified physical education teachers guide physical activity instruction in all elementary grades as well as in middle and high school physical education classes.
- Provide staff development on standards implementation for physical education instructors.
- Ensure that adequate safety policies and provisions are in place for physical education programs.
- Strive toward ensuring that adequate equipment is in place to guarantee that all students are able to be active for a minimum of 30 minutes per school day.
- Provide a variety of fitness training, motor skills, and team work modules in the 270 hours of physical education required at the high school level for graduation.
- Use a recognized instrument or program such as *Fitnessgram®*, to evaluate student's physical fitness.
- Provide age-appropriate equipment and facilities for implementing quality physical education programs.

Physical Activity Opportunities

In order to improve health and fitness of our students and to prevent childhood Obesity, we must put increased emphasis on the importance of physical activity for students. The following recommendations are made in the best interest of students recognizing that schools, parents and communities will need to be creative in finding additional opportunities and resources for physical activity outside physical education classes.

The [Jackson Parish School District](#) will provide opportunities for physical activity:

- Recognize that daily physical activity is essential to student welfare and academic performance.
- Encourage physical activity during recess for elementary students, intramurals programs, integration in the academic curriculum, and clubs as well as in physical education programs.
- Provide daily recess for all children in K_8th grade.
- Work with the community to create ways for students to walk, bike, skateboard, roller-skate, play basketball, play softball, play baseball, or participate in other physical activities in a safe location at times other than the school day.
- Encourage parents and guardians to support students' participation in physical activities, to be physically active role-models, and to include physical activities in family plans.
- Encourage school staff to participate in physical activities to serve as role models.
- Support community-based physical activity programs.

Be sure to include Louisiana Association for Health, Physical Education, Recreation and Dance (AHPERD) as a resource.

DEFINITIONS

The following definitions apply to the Louisiana School Wellness Policy:

A. Competitive Foods: Foods and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program or School Breakfast Program. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as part of in-school fundraisers. In-school fundraisers include food items sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company or organization. These items may be sold at school *only* if they meet the requirements *SBESE Bulletin 1196*.

B. Elementary School: School with grade 9 and one or more lower grades, but not grades 10, 11, or 12; schools with any single grade or combination of grades below grade 9.

C. FMNV: Foods of Minimal Nutritional Value. Refers to the four categories of foods and beverages (soft drinks, water ices, chewing gum, and certain candies) that are restricted by the U. S. Department of Agriculture under the child nutrition programs. (See section on FMNV.)

D. Food Service: Refers to the school's operation of the National School Program and School Breakfast Program and includes all food service operations conducted by the school principally for the benefit of school children, all of the revenue from which is used solely for the operation or improvement of such food services.

E. Fruit or Vegetable Drink: Beverages labeled as containing fruit or vegetable juice in amounts less than 100 percent

F. Fruit or Vegetable Juice: Beverages labeled as containing 100 percent fruit or vegetable juice.

G. High School: any school whose grade structure falls within the 6 through 12 range and includes grades in the 10 to 12 range, or any school that contains only grade 9.

H. School Day: For the purpose of the Louisiana School Wellness Policy, the school day begins during a period of thirty minutes prior to and thirty minutes after the end of the normal school day

I. School Meals: Meals provided under the National School Lunch Program and School Breakfast Program for which schools receive reimbursement in accordance with all applicable federal regulations, policies, instructions and guidelines.

Appendix A

Alternatives to Using Food as a Reward

At school, home, and throughout the community kids are offered food as a reward for "good" behavior. Often these foods have little or no nutritional value but are easy, inexpensive, and can bring about short-term behavior change.

There are many disadvantages to using food as a reward:

- *It undermines nutrition education being taught in the school environment.
- *It encourages over-consumption of foods high in added sugar and fat.
- *It teaches kids to eat when they're not hungry as a reward to themselves.
- *Kids learn preferences for foods made available to them, including those that are unhealthy.
- *Poor food choices and inadequate physical activity contribute to overweight and obesity.

Students Learn What They Live

Kids naturally enjoy eating healthy and being physically active. Schools and communities need to provide them with an environment that supports healthy behaviors. Below are some alternatives for students to enjoy instead of being offered food as a reward at school.

ZERO-COST ALTERNATIVES

- +Sit by friends. +Watch a video.
- +Read outdoors. +Teach the class.
- +Have an extra art time. +Enjoy class outdoors.
- +Have an extra recess. +Play a computer game.
- +Read to a younger class. +Get a no homework pass.
- +Make deliveries to the office.
- +Listen to music while working.
- +Play a favorite game or puzzle.
- +Earn play money for privileges.
- +Walk with a teacher during lunch.
- +Eat lunch outdoors with the class.
- +Be a helper in another classroom.
- +Eat lunch with a teacher or principal.
- +Get "free choice" time at the end of the day.
- +Listen with a headset to a book on audiotape.
- +Have a teacher perform special skills (i.e. sing).
- +Have a teacher read a special book to the class.
- +Give a 5-minute chat break at the end of the day.

LOW-COST ALTERNATIVES

- +Select a paperback book.
- +Enter a drawing for donated prizes.
- +Take a trip to the treasure box (nonfood items).
- +Get stickers, pencils, and other school supplies.

- +Receive a video store or movie theatre coupon.
- +Get a set of flash cards printed from a computer.
- +Receive a "mystery pack" (notepad, folder, sports cards, etc.).

Adapted from: Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy, <http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

Appendix B

Healthy School Parties

School can play a major role in helping students become fit, healthy and ready to learn. One way to accomplish this is for foods offered in schools to support lessons learned in the classroom regarding nutrition and physical activity. What better venue than schools which have a great impact on children-to support the message that proper nutrition and physical activity are a key part of a healthy lifestyle? Positive examples of making healthy eating choices and encouraging physical activity should be visible throughout the school. Parties as well as cafeterias, school stores, vending machines, and afterschool events offer opportunities for schools to reinforce the message that making healthy food choices and being physically active means a healthier body and a sharper mind.

Snack Ideas for School & Classroom Parties

Of course, the foods offered at school parties should add to the fun, but try to avoid making them the main focus. Remember, schools are responsible for helping students learn lessons about good nutrition and healthy lifestyles and students should practice these lessons during school parties. For example, consider combining student birthday parties into one monthly event that incorporates physical activities as well as healthy snacks. Also, be sure to consider ethnic and medical food restrictions and allergies when providing classroom snacks. Here is a list of healthy snack choices to consider for classroom events. Serving all healthy foods and incorporating physical activities make a powerful statement. Actions speak louder than words: Lead by example.

- +Fresh fruit and vegetables - Buy locally when possible
- +Baby carrots and other vegetables with lowfat dip
- +Yogurt
- +Trail mix*
- +Nuts and seeds*
- +Fig cookies
- +Animal crackers
- +Baked chips
- +Lowfat popcorn
- +100% fruit juice (small single-serves)
- +Granola bars*
- +Bagels with lowfat cream cheese
- +Soft pretzels and mustard
- +Pizza (no extra cheese and no more than one meat)
- +Pudding
- +String cheese
- +Cereal bar
- +Single-serve lowfat or fat free milk (regular or flavored)

+Bottled water (including unsweetened flavored water)

*May be allergens and/or a choking risk for some people. Please check with a health care provider.
Adapted from: Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy,
<http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

Appendix C

Smart Fundraisers for Today's Healthy Schools

Raising money may present a constant challenge for schools. School fundraisers may help pay for computers, field trips, athletics, music, art, and other programs that educate and enrich young lives - important programs that are not always covered by shrinking school budgets. More than just raising money to pay for valuable programs, a well-run fundraiser can also be an experience that educates, builds self-esteem, provides community service, and promotes school and community spirit.

Fundraising doesn't have to involve selling food items of limited nutritional value, such as candy. Following are web sites and fundraising ideas that offer alternatives to selling candy. When healthy food choices are used as fundraising items, the healthy eating message presented in the schools is reinforced. Some of the ideas even have the added benefit of providing additional physical activity opportunities for students. Take a look and help your school select a creative fundraising alternative to selling foods of limited nutritional value.

Search the Web

Select a search engine and type in "school fundraisers" to access 112,000+ sites.

A few of these sites follow:

+www.afrds.org/homeframe.html

Association of Fund-Raising Distributors and Suppliers. Site includes a Toolbox with "Fundraising Fundamentals," a checklist for evaluating fundraising companies, and a resource on product fundraising issues and trends.

+www.PTOtoday.com

Lists fund raising activities by categories, has a "work vs. reward" equation, contains a parent sharing section on "what works, what doesn't and why."

+www.fundraising-ideas.com

Offers a free newsletter with programs, services, and press releases. Links to www.amazon.com with books on fundraising.

Instead of candy, schools are selling:

- +Fresh and exotic fruit, like cases of citrus fruit
- +High quality potatoes, onions, or other produce items (local or LA produce)
- +Nuts and trail mix
- +Popcorn

Smart Fundraisers for Today's Healthy Schools

Schools are also selling an every-expanding variety of non-food items such as:

- +Gift wrap
- +Magazine subscriptions
- +Garden seeds
- +Candles

- +Discount coupon books
- +Raffles of gift baskets
- +Plants and flowers
- +School spirit items
- +cookbooks

Schools are also utilizing a wide variety of traditional and non-traditional fund raising events such as:

- +Car washes
- +Walk-a-thons, bike-a-thons, skate-a-thons, etc.
- +Family game nights
- + "Hire a student day" for odd jobs, babysitting services, etc. (with proceeds going to the school)
- +3-on-3 basketball or soccer tournaments
- +Silent auctions
- +Talent shows
- +Family skate nights
- +Monday night football "Dads Night Out"
- +Moms Night Out" restaurant discounts
- +School Movie Night (free movies can be rented at the library)
- +Raffle of dinner prepared by school faculty
- +Fashion Show
- +Dinner and a Movie
- +Dinner Theater (students perform play)
- +Parent "principal of the day"
- +Sell VIP parking spaces

July, 2006

School Wellness Policy

GOAL: Develop and implement school district policies in accordance with the state wellness policy.

OBJECTIVES	ACTION	PERSON RESPONSIBLE
Adequate time for breakfast Provide 30 minutes for lunch Provide whole and enriched grain products Provide fruits and vegetables	Continue providing two different 3/4c. servings of fruit or vegetable at lunch Continue providing 1/2c. serving of fruit at breakfast	Principals Principals Child Nutrition Supervisor Child Nutrition Supervisor
Provide 100% fruit or vegetable juices Provide low-fat and reduced fat cheese, along with regular cheese Provide non-fat and reduced fat milk, along with whole milk	Research financial feasibility of adding yogurt to lunches	Child Nutrition Supervisor Child Nutrition Supervisor Child Nutrition Supervisor
Provide healthy food preparation for lean meat and poultry	Provide skinless chicken	Child Nutrition Supervisor
Provide school meals accessible to all students	Continue providing breakfast and lunches for all students	Child Nutrition Supervisor

Provide a cafeteria environment conducive to a positive dining experience

OBJECTIVES

Eliminate food as rewards
Encourage serving healthy at parties

ACTION

Develop alternative reward list
Send notices to parents with healthy food suggestions
Encourage healthy & non-healthy foods at school parties
Encourage the use of non-food treats
Develop alternative fundraiser lists

Child Nutrition Supervisor/
Principals
PERSON RESPONSIBLE

Superintendent/Principals
Superintendent/Principals

Discourage selling limited nutritional value food items as fundraisers
Develop alternative fundraiser lists
Encourage nutritious options at after School events

Principals

Principals
Superintendent/Principals

GOAL: Develop and implement school-based physical education strategies.

OBJECTIVES

Promote and implement quality P.E. Programs
Provide K-8 students w/150 minutes/week minimum health and P.E.
Ensure K-6 students engage in 30 minutes/day vigorous physical activity
Hire qualified, certified elementary P.E. teachers
Hire qualified, certified middle & high school P.E. teachers
Provide staff development for P.E. teachers
Ensure adequate safety policies and provisions are in place
Provide a variety of fitness training, motor skills, and teamwork modules in high school for 270 hours
Evaluate students' physical fitness

Provide age-appropriate equipment and facilities

ACTION

Follow state curriculum guidelines
Follow state curriculum guidelines
Follow state curriculum guidelines

Follow state curriculum guidelines

Implement a curriculum (Five for Fitnessgram or Tri-fit, etc.)

Implement a tool (Five for Life or Fitnessgram or Tri-Fit, etc.) that will track students' progress

PERSON RESPONSIBLE

Superintendent/Principals/Teachers
Superintendent/Principals/Teachers
Superintendent/Principals/Teachers

Superintendent/Principals/Teachers
Superintendent/Principals
Superintendent/Principals

Superintendent/Principals

Principals

Superintendent/Principals

Principals/Teachers

Teachers

Principals

GOAL: Develop and implement marketing strategies that are consistent with nutrition education and health promotion.

OBJECTIVES

Promote foods and beverages that meet the nutrition standards
Place nutrient-rich items at students' eye level to reorganize machines with healthy foods
Sell fruit as a fundraiser

ACTION

Offer tasting opportunities of healthy food
Organize poster contests of healthy foods
Work with vending machine companies

PERSON RESPONSIBLE

Teachers

Principals

Principals

GOAL: Develop and implement school-based nutrition education strategies.

OBJECTIVES

Promote and implement nutrition

ACTION

Obtain curriculum that integrates physical

PERSON RESPONSIBLE

Teachers

education promoting lifelong healthful eating practices

and nutrition education

OBJECTIVES

ACTION

PERSON RESPONSIBLE

Use age-appropriate nutrition education lessons

Use curriculum with age-appropriate nutrition education lessons

Teachers

Use sequential nutrition education lessons

Provide hands-on, fun nutrition education
Provide repeated tasting opportunities
Focus on positive aspects of healthful eating behaviors
Promote social learning techniques

Teachers

Hire qualified, certified health education teachers

Superintendent/Principals

Provide staff development for teachers

Superintendent/Principals

GOAL: Provide opportunities for physical activity outside of P.E.

OBJECTIVES

ACTION

PERSON RESPONSIBLE

Encourage physical activity during recess
Provide daily recess for K-8 students

Encourage students to participate in T-ball, football, basketball, soccer
Provide gyms to community events

Teachers
Principals
Superintendent/Principals

Work with the community to create ways for students to be physically active

Encourage parents and guardians to support students' participation in physical activities

Encourage participation in Jump for Heart, Relay for Life, and Lighten Up Louisiana
Participate in Healthy Living Olympics on school, parish, and regional level

Principals/Teachers

Encourage staff to participate in physical Activities

Provide information and incentives for Relay for Life and Lighten Up Louisiana events

Principals

GOAL: To comply with federal and state requirements for the wellness policy.

OBJECTIVES

ACTION

PERSON RESPONSIBLE

Offer a school lunch program with menus meeting meal patterns and nutrition standards

Child Nutrition Supervisor

Provide school breakfast

Encourage school staff and families to participate in school meal programs

Provide opportunities for parents to eat holiday meals with students in elementary schools

Child Nutrition Supervisor
Principals

Operate all Child Nutrition Programs with qualified school food service staff

Certified managers run child nutrition programs

Child Nutrition Supervisor

Establish food safety as a key component at all food sites

Current food service permits
HAACP plan in place

Child Nutrition Supervisor

Follow State Board of Education policies on competitive foods and extra food sales

Provide 100% juice in elementary
Provide 50% juice product in high schools (vending machine contracts have to be honored and then will be renegotiated)

Superintendent/Principals

Follow guidelines for all foods available on school campus

Know current guidelines and follow policy

Superintendent/Principals

Wellness Policy Documentation

- **Document that teachers are aware of the Wellness Policy**
- **Copy of school breakfast and lunch schedule (30 minutes is recommended)**
- **Copy of school P.E. times & dates**
- **Document hiring of qualified and certified P.E. teachers**
- **Implement a quality P.E. program**
- **Document snack menus for tutoring**
- **Document and monitor when students can buy snacks from vending machines**
- **Offer nutritional snacks and drinks in vending machines. Reduce fat and sugar.**
- **Have teacher's document lessons on health and nutrition; take pictures of student activities, nutritional bulletin boards, etc.**
- **Document parents eating nutritional meals in the cafeteria with their child.**
- **Posters or documentation on any health screenings at the school**
- **Talk to teachers about nutritional content of snacks at class parties as well as not using food as rewards (see Appendix A & B) or I can do this during a faculty meeting.**
- **Develop and document an alternative fundraiser list to discourage selling limited nutritional value foods (Appendix C).**

JACKSON PARISH SCHOOL BOARD

TEACHER'S STATEMENT OF GRADING POLICY

Teacher's Name _____ Date _____

Read and check either *a* or *b*

I will apply the accepted grading policy by the Jackson Parish School Board utilizing:

- _____ **a. the system applying only numbers for grading purposes.**
- _____ **b. the system applying only letters for grading purposes.**

I have studied the parish policy and understand that it must be followed as stated applying the method selected above.

Teacher's Signature

Note: This is to be returned to the office and filed for this school year. Each teacher shall also submit a brief summary of instructional goals for the year. Also, any special requirements or unusual grading procedure or activity should be noted.

Note: In grades 1-12, teachers may exercise the option of choosing number or letter grades in determining nine weeks grades. Teachers must communicate with their principal concerning this decision and remain consistent in using either letters or numbers in arriving at nine weeks grades throughout the year.

Teachers must use discretion in determining either letter or number grades for students. In using letters grades for example, care must be taken to ensure that a letter grade on daily assignments does not carry the same weight as a letter grade on a chapter or unit test. Also in using number grades, consideration must be given to those students where one very low grade may over-ride all the passing grades that a student has made during a grading period. In the case, teachers should consider using one or a variety of methods such as dropping the lowest grade, retesting, or providing an opportunity for extra credit in order to arrive at an accurate picture of the student's progress.

JHMS E-MAIL

Last Name	First Name	E-Mail Address	School
Amos	Norman	namos@jpsb.us	JHMS
Booker	Vera	vbooker@jpsb.us	JHMS
Bosch	Lisa	lbosch@jpsb.us	JHMS
Brown	Clarice		JHMS
Bryan	Cherrise	cbryan@jpsb.us	JHMS
Bush	Jerome	jbush@jpsb.us	JHMS
Chatman	Wanda	wchatman@jpsb.us	JHMS
Cole	Cynthia	ccole@jpsb.us	JHMS
Conley	Yulonda	yconley@jpsb.us	JHMS
Davis	Carolyn	davis@jpsb.us	JHMS
Eichler	Kathy	keichler@jpsb.us	JHMS
Ferguson	Rhonda	rferguson@jpsb.us	JHMS
Ginn	Bobbie	bginn@jpsb.us	JHMS
Harrinton	Randall	randalh@jpsb.us	JHMS
Hearinton	Joseph		JHMS
Henderson	Andre'	andreh@jpsb.us	JHMS
Hester	Adrian	ahester@jpsb.us	JHMS
Huckaby	Phyllis	phuckaby@jpsb.us	JHMS
Jones	Ken	ken@jpsb.us	JHMS
Leonard	Chevonda	cleonard@jpsb.us	JHMS
Mack	Juradeane	jmack@jpsb.us	JHMS
Martin	Mickey	mickeym@jpsb.us	JHMS
Mason	Rachelle	rachelle@jpsb.us	JHMS
Myles	Jamie	jmyles@jpsb.us	JHMS
Paggett	Debra	debra@jpsb.us	JHMS
Pearce	Yvette	ypearce@jpsb.us	JHMS
Russell	Nettie	nettie@jpsb.us	JHMS
Smith	Mary	masmith@jpsb.us	JHMS
Smith	Shelia	shelias@jpsb.us	JHMS
Thomas	Renaet	renaet@jpsb.us	JHMS
Williams	Paula	paulaw@jpsb.us	JHMS

JPSB & JPSS E-mail			
Last Name	First Name	E-Mail Address	School
Alford	Wayne	walford@jpsb.us	JPSB
Barlow	Roy	rbarlow@jpsb.us	JPSB
Barron	Talton	tbarron@jpsb.us	JPSB
Bond	Brenda	bb@jpsb.us	SSC
Brown	Shannon	shannon@jpsb.us	SSC
Bryant	Nancy	nbryant@jpsb.us	SSC
Buckelew	Bonnie	buckelew@jpsb.us	SSC
Caldwell	Bobbie	bobbie@jpsb.us	SSC
Clary	Sue	sclary@jpsb.us	SSC
Cowser	Sharon	sacowser@jpsb.us	JPSB
Dorsey	Dorothy	ddorsey@jpsb.us	JPSB
Evans	Willene	willene@jpsb.us	JHMS
Harrison	Katie	harrison@jpsb.us	SSC
Hutto	Janet	jtyler@jpsb.us	SSC
Johns	Barbara	bjohns@jpsb.us	SSC
Johnson	Vera	vjohnson@jpsb.us	JPSB
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McBride	Rickey	rmcbride@jpsb.us	SSC
McConnell	Shirley	smcconn@jpsb.us	JPSB
Moore	Gloria	gmoore@jpsb.us	JPSB
Mosley	Sharron	smosley@jpsb.us	JPSB
Page	Gregory	gpage@jpsb.us	JPSB
Riley	Linda	linda@jpsb.us	SSC
Robinson	Bertha	robinson@jpsb.us	JPSB
Rogala	Nancy	nrogala@jpsb.us	JPSB
Shovan	Steve	sshovan@jpsb.us	QHS
Shovan	Gwen	gshovan@jpsb.us	JPSB
Shows	Nelda	nshows@jpsb.us	JPSB
Smith	Marcia	mssmith@jpsb.us	JPSB
Strozier	Samuel	sstrozier@jpsb.us	JPSB
Thompson	Ciena	ciena@jpsb.us	SSC
Transportation	Supervisor	jpsbbus@jpsb.us	JPSB

JHMS Special Education Modifications 2010-2011

Teacher	Student	Accommodations or Modifications needed
		<p>Environment: <input type="checkbox"/> Assign preferential seating <input type="checkbox"/> Provide individual instruction <input type="checkbox"/> Provide small group instruction/test</p> <p>Instruction: <input type="checkbox"/> Modify assignments as needed (ex. Vary length, limit items) <input type="checkbox"/> Read class material orally <input type="checkbox"/> Use of calculators when needed</p> <p>Materials: <input type="checkbox"/> Shorten assignments <input type="checkbox"/> Use text/workbooks/worksheets at modified reading level <input type="checkbox"/> Modify/repeat/model directions</p> <p>Time: <input type="checkbox"/> Increase the amount of time allowed to complete assignments and test <input type="checkbox"/> Limit amount of work required or length of tests <input type="checkbox"/> Allow breaks during work periods, between tasks, during testing</p> <p>Test/Quizzes: <input type="checkbox"/> Prior notice of test <input type="checkbox"/> Student writes on test <input type="checkbox"/> Shortened tasks <input type="checkbox"/> Extra time-written work <input type="checkbox"/> Test Read Aloud</p>

JHMS CLASS RECEIPT RECORD

(Total Number of Items Must Match Receipts)

Date: _____
 Organization _____
 Price per Item _____
 Number of Items on Hand _____

Teacher _____
 Purpose _____
 Number of Items Sold _____
 Receipts \$ _____

Money Collected From	Amount Collected
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	

Amount Collected \$ _____

Money is to be counted in witness of both sponsor/director and bookkeeper. Sign if both agree.

Sponsor/Director Signature _____

Bookkeeper Signature _____

Jackson Parish Schools
Computer/Printer
Maintenance and Repair Form

School: Jonesboro-Hodge Middle Date _____

Referred by (Teacher): _____ Principal Initial _____

Equipment Funded By: _____

Repairs To Be Paid By: _____

Type of Computer/Printer: _____ Local ID # _____

Describe the Problem:

FOR CENTRAL OFFICE USE ONLY

Received Maintenance Referral (Date) _____ Warranty: Yes No

On-site Visit _____ Picked Up for Repair _____ By _____

Description of Problem _____

Equipment Repairable Yes No Disposition of Equipment Contracted Repair: Yes NO

Company _____ Parts Ordered _____ Company _____

Purchase Order # _____ Parts Number _____

Parts Description _____

Repair Approved by _____ Repaired by _____

Repair Date _____ Return Date _____ Received by _____

SPECIAL USE OF SCHOOL BUSES

It shall be the policy of the Jackson Parish School Board to permit the use of school buses for student trips or excursions to enhance instructional activities. The use of buses for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff. All arrangements for any trip or excursion shall be made by either the transportation Supervisor or the Superintendent. No School Board bus may be operated by anyone other than the regular driver or a substitute approved by the Transportation Supervisor.

In addition to any regulations that may be prescribed, the Board shall require the following:

1. Application for use of any school bus must be submitted to and approved two (2) weeks prior to the trip by the Supervisor of Transportation.
2. Only qualified licensed school bus drivers shall drive school buses on any student trip or excursion and expenses thereof shall be paid by the local school.
3. Only school pupils and school personnel shall be permitted to ride the bus on such trips. Appropriate school patrons may be used as chaperons.
4. A teacher who is regularly employed by the Board shall ride the bus at all times when making such trips. In addition, appropriate school patrons may be used as chaperons.
5. All cost for the use of a parish or private bus shall be the responsibility of the school.
6. The Business Manager shall handle all salaries or compensation paid by the school.
7. Before approval of any field trip it shall be determined by the Transportation Supervisor whether the trip is covered by the School Board's liability insurance.
8. **No** travel shall be authorized where liability and bus insurance coverage cannot be secured prior to the trip commencing.
9. All mechanical problems and related expenses by private owned buses shall be the responsibility of the owner.
10. The Transportation Supervisor shall develop all appropriate forms needed to implement this policy.
11. Any school that does not comply fully with the regulations shall be denied the use of buses for the remaining part of the school year.

JONESBORO-HODGE MIDDLE SCHOOL

FIELD TRIP CHECKLIST

1. Submit the **FIELD TRIP INFORMATION** form to the principal at least **1 week in advance** of the field trip. This form may be downloaded from the principal's or assistant principal's computer.
2. Calculate the cost of your field trip:
 - A. Admission price
 - B. Cost of meal, unless taking sack lunches from the school cafeteria
 - C. Cost of transportation. Calculate \$1.70 per mile per bus roundtrip for bus and driver
3. Decide which students are going and which students are staying. Arrange for the care (**substitute**) of the students that are staying at school. **Decide in advance if referrals will make a student ineligible.**
4. Once the total number of students and the cost of the trip have been determined, send out the **FIELD TRIP PARENT CONSENT** form. This form may be downloaded from the principal's or assistant principal's computer.
5. **Three days** prior to the field trip call Johnny Bond at the bus barn (259-8937) or fax (259-8932) give him the trip information, the number of students and adult, number of buses required (no more than 44 per bus). Confirm with him the cost of the bus transportation and the total owed to the driver.
6. **Two days** prior to the field trip submit the **FIELD TRIP: CAFETERIA INFORMATION** form to the cafeteria manager. This form may be downloaded from the principal's or assistant principal's computer.
7. **The day before the field trip:**
 - A. Confirm with Johnny Bond at the bus barn the drivers and the number of buses and departure and return time.
 - B. Confirm with the cafeteria the number of lunches required.
 - C. Provide the principal with a typed agenda for the field trip
 - D. Make certain that a substitute is in place for students staying behind.
 - E. Let Debra Pagget know if ice will be needed for the field trip.
8. **On the day of the field trip:**
 - A. Take the list of students going on the field trip and mark off those that are absent. This should be turned into the principal prior to departure.
 - B. Take the packet of parental consent form with you on the bus.
 - C. Check students off the list as they enter the bus. Do the same as they exit.
 - D. When you reach the field trip destination, contact the school to let us know you have arrived safely.

FIELD TRIP INFORMATION

(This checklist should be a guide for the planning of school field trips)

This form must be completed and turned into the principal 1 week prior to the date of the field trip. All information concerning the trip should be included. This form must be approved by the principal prior to any information being sent home to parents concerning the field trip.

Today's Date: _____ Date of Field Trip: _____

Teacher in charge of Field Trip: _____ Cell Phone Number: _____

Destination: _____ Contact Person at Destination: _____

Address of Field Trip Destination: _____

Telephone Number of Field Trip Destination: _____

Reason for Field Trip: _____

Time of Departure: _____ From Where? _____

Time of Return: _____ Where? _____

Number of Students Going on Field Trip: _____ Number of Adults Going: _____

Names of Faculty Members Going and Other Adults: _____

Sack Lunches: (circle) YES NO. If "NO" is circled please list any amount of money needed from home for the items listed: Admission Price \$ _____ Meal: \$ _____

Bus/Driver: \$ _____ Other: \$ _____ (list) _____

Total Amount Requested from each Student: \$ _____

Total Amount Requested from each Adult: \$ _____

If "YES" was circled above, number of sack lunches need: _____. Include students, adults, and bus driver. A list of students and faculty and their lunch numbers will be required for the lunchroom.

Checks needed for Processing:

Vendor: _____ Amount: \$ _____

Vendor: _____ Amount: \$ _____

Do any students require medication? YES NO. If "YES" list: _____

If "YES" who is the trained staff member who will accompany field trip? _____

Please attach parental consent letter to this form.

____ Approved ____ Disapproved

Principal _____

Date _____

JONESBORO-HODGE MIDDLE SCHOOL
Field Trip Parent Consent Form

Today's Date : _____

A field trip has been planned away from the normal school premises. The specific information about the field trip is listed below:

Date of Trip: _____
Trip Destination: _____

Departure Time: 8:30 a.m. Expected Time of Return: 2:30 p.m.
Cost: \$ _____ Mode of Transportation: School Bus

- **Deadline** – _____ **for all permission slips.**

I recognize that educational field trips for instructional purposes help provide desirable learning experiences for my child/children. I hereby give permission for my child to be transported and escorted by teachers, bus drivers, or other employees of the Jackson Parish School System. I, the undersigned, am the parent or guardian of _____ . I have read and fully understand the provisions of the parent consent form for the above listed field trip. Furthermore, I have fully explained to my child the provisions and hereby agree to release the employees of the Jackson Parish School System, Jonesboro-Hodge Middle School, and the Jackson Parish School System of any liability in case of accident or injury.

Parent/Guardian Signature: _____ Date: _____
Parent/Guardian Printed Name: _____
Emergency contact #: _____

Student's Printed Name attending field trip: _____
Student's Signature: _____

***Sack lunches will be provided by the school.**

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The Jackson Parish School Board recognizes that there are times in which private vehicles may be used to transport students to and from school sponsored events. The Board directs that such transportation services shall **only** be utilized in emergency or other situations as authorized by the principal or supervisor. Otherwise, proper student transportation, i.e., Board owned or operated vehicles, shall be used.

When private vehicles are to be used to transport students, such vehicles shall be chosen in advance of the anticipated usage, whenever possible. In situations where private vehicles are to be used for transporting students to school related activities, the following guidelines shall be adhered to:

1. The driver of a vehicle should be a licensed adult. Information about the driver's license and vehicle insurance should be submitted to school personnel or supervisor. Other pertinent information shall be obtained as necessary.
2. All students shall have written permission to travel with the group.
3. The number of students transported shall be limited to the recommended capacity of the vehicle. Seat belts shall be available for every passenger and each occupant of the vehicle shall buckle with the appropriate seat belt. Under **no circumstances** shall students be allowed to ride in the bed of a pick-up truck.

Ref: La. Rev. Stat. Ann. ' 17:81.

TRAVEL EXPENSE REIMBURSEMENT

The Jackson Parish School Board shall reimburse employees and School Board members for expenses incurred while on official Board business, within budgetary limitations. The Board shall require that all travel be authorized and approved in writing by the immediate supervisor (principal or supervisor) and the Superintendent or designee. A file shall be maintained on all approved travel authorizations. Reimbursement cannot be authorized to cover travel between an employee's home and workplace. Persons traveling on official business shall provide themselves with sufficient funds for all routine travel expenses. Advances of funds for travel shall be made only for extraordinary travel and be approved by the School Board. Exemptions may include costs of registration for seminars, conferences and conventions or pre-approved airfare for out-of-state trips. Travel expenses shall be limited to those expenses necessarily incurred by employees in the performance of a public school purpose authorized by the School Board to be performed by the employee. No claim for reimbursement shall be made for any lodging and/or meals if provided by any other party at no cost to the employee. In no case will an employee be allowed mileage or transportation when he/she is gratuitously transported by another person. All claims for reimbursement for travel shall be submitted on the approved form. The form shall be signed by the person claiming reimbursement and approved by his/her immediate supervisor. In no case shall reimbursement for travel in a previous fiscal year be paid from current year appropriations unless funds have been specifically reserved for that purpose. Any person who submits a claim pursuant to these regulations and who willfully makes and subscribes to any claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to severe disciplinary action as well as being criminally and civilly liable within the provisions of state law.

TRAVEL GUIDELINES

The Jackson Parish School Board shall reimburse employees for approved travel as follows:

- I. Travel using personal vehicle (round trip allowance from School Board Office at Board-approved rate):
 - A. Weston (16 miles)
 - B. Quitman (18 miles)
 - C. Chatham (35 miles)
 - D. Quitman to Weston to Jonesboro (30 miles)
 - E. Quitman to Chatham to Jonesboro (52 miles)
 - F. Baton Rouge (State Department) (368 miles)
 - G. Baton Rouge (Belmont Motor area) (380 miles)
 - H. Monroe (102 miles)
 - I. Monroe (Northeast) (110 miles)
 - J. West Monroe PDC (98 miles)
 - K. Dodson (24 miles)
 - L. Shreveport (School Board Office) (172 miles)
 - M. Bossier (158 miles)
 - N. Ruston (48 miles)
 - O. Winnfield (48 miles)
 - P. Alexandria (150 miles)
 - Q. Grambling (52 miles)
 - R. Lafayette (330 miles)
 - S. Lake Charles (360 miles)

T. New Orleans (580 miles)

U. Hessmer (200 miles)

V. Other Board-approved rate per mile odometer reading

Note: Incidental mileage while out of town, such as travel from motel to meetings, etc. must be explained. This will be reimbursed at the Board approved rate per mile, if approved. It must be noted separately on the report form.

II. Meals - actual cost with the following maximum:

- * Breakfast - \$ 8.00
- Lunch - \$12.00
- ** Dinner - \$17.00

*Allowed if travel begins on or before 6:00 a.m. on the first day of travel

**Allowed if travel extends beyond 8:00 p.m. on last day of travel

Note: In accordance with Internal Revenue Service (IRS) regulations, reimbursement made for meals when there is no overnight stay is considered taxable.

III. Hotel/Motel - all overnight travel must be approved in advance. Employees are expected to arrange lodging in satisfactory hotel/motel but exercise sound judgment. General allowance will be \$65.00/day. An allowance of \$80.00/day for out of state travel, including New Orleans, will be provided. Where it is not practical for employees to conform to the allowance, exceptions may be made if justified. The Superintendent shall approve hotel/motel expenditures that exceed policy allowances on a case-by-case basis.

RECEIPT FOR HOTEL/MOTEL MUST ACCOMPANY TRAVEL REPORT.

All out of state travel must be approved by the School Board prior to trip.

IV. Additional Regulations

1. Travel that is required as a part of the Jackson Parish job description responsibilities will be separated from travel that is available for professional growth. Prior permission to travel must be approved by the Superintendent.
2. Holding offices outside regular employment in the parish will require prior permission from the Superintendent and the Jackson Parish School Board.
3. All travel not directly related to an employee's job responsibility as an employee of the parish will require use of annual or sick leave days in order to travel. An employee will not be allowed to use parish travel funds unless approved by the Superintendent.
4. Travel will not be allowed from multiple sources of payment unless documentation is provided in writing to the Superintendent and approved by the Jackson Parish School Board prior to travel.
5. Time away from regular job responsibilities will be considered and approved by the Superintendent prior to having travel approved. Priority should be given to regular job responsibilities especially during periods of critical times in your job.
6. Administrative staff personnel's total days away from regular job responsibilities will be monitored and reported to the Personnel Committee on a quarterly basis.
7. Out of state travel must be approved by the Board prior to travel. The number of individuals attending any single out of state meeting must be approved by the board. One out of state travel will be allowed each year.
8. Travel for principals will require the following:
 - A. No overnight stays unless the team stays overnight.

JACKSON PARISH SCHOOL BOARD
FIXED ASSET INVENTORY FORM

Please refer to the JPSB website for the classroom Fixed Asset Inventory Form, Textbook Inventory Form and the Workbook Inventory Form.

**JONESBORO-HODGE MIDDLE SCHOOL
FUND RAISER APPROVAL FORM**

Name of School Organization _____

Name of Sponsor/Director _____

Type of Fund Raiser Event _____

Name and Address of Event Company _____

Company Contact _____ **Telephone Number** _____

Product to be Sold _____

Organization's Use of Funds _____

Cost to School _____ **Amount of Profit** _____

Date Sale to Begin _____ **Date Sale to End** _____

Any deficit that results is the responsibility of the sponsor/director, not the school. Any fund raiser must have the principal's approval.

Sponsor/Director Signature

Date

Principal's Signature

Date

***Please attach any brochures or other information concerning this fund raiser.**

JACKSON PARISH SCHOOL NURSE REFERRAL FORM

Student Name _____
Time _____

Date _____
Teacher _____

Nurse Comments:

Nurse's Signature _____

Time student left nurse station _____ **Date** _____

Nurse Comments:



JACKSON PARISH SCHOOL NURSE REFERRAL FORM

Student Name _____
Time _____

Date _____
Teacher _____

Nurse Comments:

Nurse's Signature _____

Time student left nurse station _____ **Date** _____



JACKSON PARISH SCHOOL NURSE REFERRAL FORM

Student Name _____
Time _____

Date _____
Teacher _____

Nurse Comments:

Nurse's Signature _____

Time student left nurse station _____ **Date** _____

Jonesboro-Hodge Middle School
Office Pass

Student's Name _____ Date _____

Teacher's Name _____ Time Left Class _____

Reason:

Time Left Office _____ Office Staff Signature _____

Jonesboro-Hodge Middle School
Office Pass

Student's Name _____ Date _____

Teacher's Name _____ Time Left Class _____

Reason:

Time Left Office _____ Office Staff Signature _____

Jonesboro-Hodge Middle School
Office Pass

Student's Name _____ Date _____

Teacher's Name _____ Time Left Class _____

Reason:

Time Left Office _____ Office Staff Signature _____

**JACKSON PARISH SCHOOL BOARD
PAYROLL DISTRIBUTION SCHEDULE
2010-2011**

<i>Distribution Dates</i>	<i>Substitute Cut-Off Dates</i>
July 8, 2010	Sales Tax Distribution
July 29, 2010	Regular Payroll
August 26, 2010	Regular Payroll
September 30, 2010	September 9, 2010
October 7, 2010	Sales Tax Distribution
October 28, 2010	October 8, 2010
November 18, 2010	November 5, 2010
December 16, 2010	December 3, 2010
January 7, 2011	Sales Tax Distribution
January 27, 2011	January 12, 2011
February 24, 2011	February 8, 2011
March 31, 2011	March 4, 2011
April 8, 2011	Sales Tax Distribution
April 28, 2011	April 8, 2011
May 26, 2011	May 6, 2011
June 30, 2011	June 10, 2011
July 11, 2011	Sales Tax Distribution
July 28, 2011	Regular Payroll

JACKSON PARISH TEXTBOOK PRICES
(Furnished by Central Office 06/30/08)

Subject	3	4	5	6
Reading	40.00	54.60	54.60	54.60
Math	34.50	35.97	35.97	37.50
Science	37.72	37.72	41.62	53.97
Social Studies	43.45	51.80	58.00	
Writing	6.95			
English	32.31		34.95	36.57

**JACKSON PARISH SCHOOL BOARD
Working Days Calendar
2010 - 2011**

Months	9	10	11	11 1/4	12
July	-	2	12	12	22
August	14	22	22	22	22
September	21	21	21	21	21
October	19	19	19	19	19
November	16	16	16	16	16
December	13	13	13	13	13
January	20	20	20	20	20
February	17	17	17	17	17
March	18	18	18	18	18
April	19	19	19	19	19
May	15	22	22	22	22
June	-	3	13	18	22
Total Days	172	192	212	217	231
Months	9	10	11	11 1/4	12
First Day	8/12/2010	7/29/2010	7/15/2010	7/15/2010	7/1/2010
Last Day	5/20/2011	6/3/2011	6/17/2011	6/24/2011	6/30/2011

**JHMS Deficiencies
2010-2011**

Student _____ Homeroom teacher _____
Grade _____

Item	Cost
Classroom Deficiencies:	
Reading	
Math	
Social Studies	
Science	
Other- list	
Library Deficiencies:	
Cafeteria Deficiencies:	

Total Cost: _____

**JHMS Deficiencies
2010-2011**

Student _____ Homeroom teacher _____
Grade _____

Item	Cost
Classroom Deficiencies:	
Reading	
Math	
Social Studies	
Science	
Other- list	
Library Deficiencies:	
Cafeteria Deficiencies:	

Total Cost: _____

JONESBORO-HODGE MIDDLE SCHOOL
Faculty and Staff Directory

Norman A. Amos- Principal
Sheila Smith- Counselor
Willene Evans- School Nurse

Randal Harrington- Asst. Principal
Vera Booker- Secretary/Bookkeeper

5th Grade:

Jerome Bush- Math
Rachelle Mason- Science
Nettie Russell- Social Studies
Paula Williams- Reading/ELA

6th Grade:

Cynthia Cole- Social Studies
Yulonda Conley- Math
Kathy Eichler- Science
Bobbie Ginn- Reading/ELA

7th Grade:

Carolyn Davis- Math
Rhonda Ferguson- Reading/ELA
Jamie Myles- Science, Journeys-to-Careers
Joseph Harrington- Social Studies

8th Grade:

Cherrise Bryan- ELA
Jura Mack- Reading
Mickey Martin – Math
Yvette Pearce- Science
Mary Smith- Social Studies

Cindi Beaubouef- G/T Art
Lisa Bosch- Speech
Clarise Brown- Library/Keyboarding
Joey Collins- Band
Betty Decou- G/T Music
Andre' Henderson- Special Needs
Adrian Hester- P.E.
Phyllis Huckaby- Reading Interventionist
Ken Jones- P.E.
Maeteal Jordan- In School Suspension (ISS)
Chavonda Leonard- Special Needs
Debra Paggett- P.E.

Special Education Paras:

Kim Garner, Wren Jones, Bonita Rabon,

Title I Paras:

Wanda Chatman, Frankie Dobbins, Jackie McGurk, Evertte Johnson, and Taranita Moore

Food Services:

Renaë Thomas (Manager), Kathy Barhight, Ionela Haymon, Janet Loyd, Sherri Malone

Custodial:

Mark Jones, Ola Evan, Vickie Williams

**TEACHER ROOM ASSIGNMENTS
2010-2011**

ROOM #	TEACHER
50	Pearce, Yvette
51	Bosch, Lisa
52	Martin, Mickey
53	Smith, Mary
54	Bryan, Cherrise
55	Mack, Jura
60	Hearington, Joseph
61	Davis, Carolyn
62	Myles, Jamie
63	Ferguson, Rhonda
64	Leonard, Chavonda
65	Science Lab
66	Reap Lab- E. Johnson
70	ISS- M. Jordan
71	Huckaby, Phyllis
72	Bush, Jerome
73	Williams, Paula
74	Mason, Rachelle
75	Russell, Nettie
76	Eichler, Kathy
77	Henderson, Andre'
80	Science Lab
81	Conley, Yulonda
82	
83	Cole, Cynthia
84	
85	Ginn, Bobbie
86	Lounge
LAB	Chatman, Wanda
Library	Brown, Clarise
Gym	Paggett, Debra
Gym	Jones, Ken
Gym	Hester, Adrian

**JONESBORO-HODGE MIDDLE SCHOOL
BULLETIN BOARD SCHEDULE for 2010-2011**

Month	5th Grade Hall	6th Grade Hall	7th Grade Hall	8th Grade Hall
Aug/Sept	Bush	Cole	Ferguson	Bryan
Oct	Williams	Eichler	Myles	Mack
Nov/Dec	Huckaby	Conley	Hearington	Smith
Jan	Mason	Ginn	Davis	Martin
Feb	Russell	Decou	Leonard	Pearce
Mar	Henderson	Collins	Jones	Bosch
Apr/May	Brown	Beaubouef	Hester	Paggett

- Please have all bulletin boards up on the first day of the month.
- All Newsletters should go out on the second Tuesday in folders. Include past and future events, AR top readers, projects, etc.
- All teachers should submit something for the newsletter by email by the end of the first week of each month to nettie@jpab.us.
- Check the school calendar for upcoming events- see Mr. Amos.
- **All teachers should post A and B Honor Roll beside their door in the hall at the end of each nine weeks.**

**JHMS Bell Schedule
Fifth & Sixth Grade
2010-2011**

**Start Time 7:40
End Time 3:10**

5rd Grade	Time	Period
	7:15 – 7:40	Breakfast
	7:40 – 7:50	AR Reading/HOTS
	7:53	Tardy Bell
	7:50 - 9:05	1st
	9:05 - 10:10	2nd
	10:10 – 11:15	3rd
	11:15 - 12:25	4th
	11:18	Tardy
	12:25-12:55	Lunch
	12:55-2:00	5th
	2:00-3:10	6th
	3:10	Dismiss

6th Grade	Time	Period
	7:15 – 7:40	Breakfast
	7:40 – 7:50	AR Reading/HOTS
	7:53	Tardy Bell
	7:50 - 9:50	1st
	9:50 - 10:10	2nd
	10:10 - 11:15	3rd
	11:15 – 12:25	4th
	11:18	Tardy Bell
	12:25-12:55	Lunch
	12:55-2:00	5th
	2:00-3:10	6th
	3:10	Dismiss

**JHMS Bell Schedule
Seventh & Eighth Grade
2010-2011**

**Start Time 7:45
End Time 3:10**

7th Grade	Time	Period
	7:15 – 7:45	Breakfast
	7:47 – 8:43	1st
	7:50	Tardy
	8:43-9:39	2nd
	8:46	Tardy
	9:39-10:35	3rd
	9:42	Tardy
	10:35-11:31	4th
	10:38	Tardy
	11:31-12:01	Lunch
	12:01-12:58	5th
	12:04	Tardy Bell
	12:58-1:55	6th
	1:01	Tardy Bell
	1:55-3:10	7th
	1:58	Tardy Bell
	3:10	Dismiss

8th Grade	Time	Period
	7:15 – 7:45	Breakfast
	7:47 – 8:43	1st
	7:50	Tardy Bell
	8:43-9:39	2nd
	8:46	Tardy Bell
	9:39-10:35	3rd
	9:42	Tardy Bell
	10:35-11:31	4th
	10:38	Tardy Bell
	11:31-12:01	Lunch
	12:01-12:58	5th
	12:04	Tardy Bell
	12:58-1:55	6th
	1:01	Tardy Bell
	1:55-3:10	7th
	3:10	Dismiss

JHMS Teacher Schedule 5th & 6th Grade 2010-2011

Time	Bush 5 th	Mason 5 th	Russell 5 th	Williams 5 th	Time	Cole 6 th	Conley 6 th	Eichler 6 th	Ginn 6 th
7:40 – 7:50	AR Reading/HOTS	AR Reading/HOTS	AR Reading/HOTS	AR Reading/HOTS	7:40 – 7:50	AR Reading/HOTS	AR Reading/HOTS	AR Reading/HOTS	AR Reading/HOTS
1 st 7:50-9:05	Math 5 JB	Science 5 RM	SS 5 CD	Reading 5 PW	1 st 7:50-9:05	Planning	Planning	Planning	Planning
2 nd 9:05-10:10	Planning	Planning	Planning	Planning	2 nd 9:05-10:10	SS 6 CC	Math 6 MM	Science 6 KE	Reading 6 BG
3 rd 10:10-11:15	Math 5 PW	Science 5 JB	SS 5 RM	Reading 5 CD	3 rd 10:10-11:15	SS 6 BG	Math 6 CC	Science 6 MM	Reading 6 KE
4 th 11:15-12:25	Math 5 CD	Science 5 PW	SS 5 JB	Reading 5 RM	4 th 11:15-12:25	SS 6 KE	Math 6 BG	Science 6 CC	Reading 6 MM
12:25-12:55	Lunch	Lunch	Lunch	Lunch	12:25-12:55	Lunch	Lunch	Lunch	Lunch
5 th 12:55-2:00	Math 5 RM	Science 5 CD	SS5 PW	Reading 5 JB	5 th 12:55-2:00	SS 6 MM	Math 6 KE	Eng. 6 BG	Reading 6 CC
6 th 2:00- 3:10	Eng. 5 JB Test Prep	Eng. 5 RM Test Prep	Eng. 6 YC Test Prep	Eng. 5 PW Test Prep	6 th 2:00-3:10	Science 6 CC Test Prep	Eng. 5 CD Test Prep	Eng. 6 KE Test Prep	Eng. 6 BG Test Prep
3:10	Dismiss	Dismiss	Dismiss	Dismiss	3:10	Dismiss	Dismiss	Dismiss	Dismiss

- Life Skills to be taught by Cole & Eichler for all 6th grade classes.
 - Second Step to be taught by Mason for all 5th grade classes.
 - Grades K-9 must receive 16 hours of drug/anti-violence instruction (**Second Step** for grades K-5/**Life Skills** for grades 6,7 & 8)
- JPSB minutes/day: 167 day year with a minimum of 343 total core instructional minutes per day.**

5th & 6th Grade
ELA – 129 min.
Math – 65 min.
Science – 50 min.
Social Studies – 50 min.
P. E. – 32 min.
Lunch – 30 min.

JHMS Duty Schedule 2010-2011

Monday	Tuesday	Wednesday	Thursday	Friday
Morning				
L. Bosch 7:15 R. Mason S. Smith R. Ferguson M. Martin(Cafeteria) Y. Pearce K. Jones/D. Paggett/ A. Hester	P. Williams 7:15 B. Ginn J. Myles M. Smith M. Martin (Cafeteria) K. Jones/D. Paggett/ A. Hester	J. Bush 7:15 K. Eichler J. Hearington C. Bryan M. Martin (Cafeteria) K. Jones/D. Paggett/ A. Hester	N. Russell 7:15 C. Cole C. Davis J. Mack M. Martin (Cafeteria) K.Jones/D. Paggett/ A. Hester	P. Huckaby 7:15 A. Henderso C. Leonard C. Brown M. Martin (Cafeteria) K. Jones/D. Paggett/ A. Hester
Lunch M-F 11:31- 12:01 (7th-8th) K. Jones/A. Hester D. Paggett/E. Johnson F. Dobbins/ J. McGurk/K. Garner R. Harrington/N. Amos Lunch M-F 12:25-12:55 (5th-6th) K. Jones/E. Johnson D. Paggett/ A. Henderson W. Chatman/T. Moore R. Harrington/N. Amos	Lunch M-F 11:31- 12:01 (7th-8th) K. Jones/A. Hester D. Paggett/E. Johnson F. Dobbins/J. McGurk/ K. Garner R. Harrington/N. Amos Lunch M-F 12:25-12:55 (5th-6th) K. Jones/A. Hester D. Paggett/A. Henderson W. Chatman/T. Moore R. Harrington/N. Amos	Lunch M-F 11:31- 12:01 (7th-8th) K. Jones/A. Hester D. Paggett/E. Johnson F. Dobbins/J. McGurk/ K. Garner R. Harrington/N. Amos Lunch M-F 12:25-12:55 (5th-6th) K. Jones/A. Hester D. Paggett/A. Henderson W. Chatman/T. Moore R. Harrington/N. Amos	Lunch M-F 11:31- 12:01 (7th-8th) K. Jones/A. Hester D. Paggett/E. Johnson F. Dobbins/J. McGurk/ K. Garner R. Harrington/N. Amos Lunch M-F 12:25-12:55 (5th-6th) K. Jones/A. Hester D. Paggett/A. Henderson W. Chatman/T. Moore R. Harrington/N. Amos	Lunch M-F 11:31- 12:01 (7th-8th) K. Jones/A. Hester D. Paggett/E. Johnson F. Dobbins/J. McGurk/ K. Garner R. Harrington/N. Amos Lunch M-F 12:25-12:55 (5th-6th) K. Jones/A. Hester D. Paggett/A. Henderson W. Chatman/T. Moore R. Harrington/N. Amos
Afternoon R. Mason S. Smith R. Ferguson Y. Pearce A. Henderson	P. Williams B. Ginn J. Myles M. Smith A. Henderson	J. Bush K. Eichler J. Hearington C. Bryan A. Henderson	N. Russell C. Cole C. Davis J. Mack A. Henderson	P. Huckaby A. Henderson C. Leonard C. Brown

- Teachers should be in rooms before 7:40 a.m., from 7:50-8:00 a.m. everyone should be reading.
- ALL duty teachers should be on duty by 7:20 a.m. -- one teacher in the hall and one on the landing.
- Coach Jones/Coach Hester/Coach Paggett – outside every morning.
- After school – Students will not leave class at the sound of the bell, the buses will be called over the intercom
- All teachers should be on duty the first day of school, the last day of school before a holiday, and last day of school.
- Lunch - all students must stay in the cafeteria for 15 minutes.

- Teachers should be in rooms before 7:40 a.m., from 7:50-8:00 a.m. everyone should be reading.
- Inside duty- 5th & 6th grade duty teachers should be on duty by 7:15 a.m. -- one teacher in the 5th hall and one in 6th hall. Inside duty - 7th & 8th grade duty teachers should be on duty by 7:15 a.m. -- one teacher in the 7th hall and one in the 8th hall.
- Coach Jones/Coach Paggett – outside 7:40 - 7:50 a.m. every morning.
- After school – Mr. Amos will call buses by walkie talkie, Coach Jones/Coach Paggett will flag buses. When Mr. Amos is absent, the Coaches will call buses, the 5th or 6thth grade teachers will flag buses. 7th or 8th grade teachers should flag from landing when all classes have exited the building.

- **All teachers should be on duty the first day of school, the last day of school before a holiday, and last day of school.**
- **Lunch - all students must stay in the cafeteria for 15 minutes.**
- **5th and 6th grade students should sit on the west side of the cafeteria. 7th and 8th grade should sit on the east side of the cafeteria.**
- **Need copy of monthly lunch duty spot assignments & teacher rotation for office documentation.**

JHMS Learning Creed

I believe in myself and my ability to do my best at all times.

Every day: I will think, I will listen, I will look, I will speak, I will reason, and I will write – I will work to the best of my ability.

I will do all these things with one purpose in mind, to be the best that I can be and not waste this day, for this day will not come again.

J-HMS TIGER PAWS

Prepare Self

Act respectfully

Work together

Safety first

Jackson Parish Meal Prices 2010-2011

Lunch

Pre K-12	\$ 1.75
Reduced	\$.40
Teachers	\$ 3.00
Visitors	\$ 4.75

Breakfast

K-12	\$ 1.00
Reduced	\$.30
Teachers	\$ 2.00
Visitors	\$ 2.75

Extra Juice \$.60

Extra Milk \$1.00

(Effective 8/2010)

Notice!

**Turn off all air
conditioners, lights, fans
and computers when
NOT In use!**

**Thermostats should be set
between 72-75 degrees
when in use!**