

Quitman School



In This Sign Thou Shalt Conquer

Student Handbook 2012-2013

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Wolverine Creed

I am a Quitman Wolverine.

I will conduct myself on and off the campus like a Quitman Wolverine.
I will not be preoccupied with myself, but will dedicate my thinking, my energy, my enthusiasm to the school's objectives for me.

My response to my teachers and coaches will be humility, realizing that they are my authority and that ability without humility is meaningless.

As a Wolverine, I am what I think, not what I think I am.

As an American, I am appreciative of those Americans who have paid the price for me to enjoy this great life of freedom.

As a human being, I am a product of my own decisions.

As a Winner, I am dedicated to a set of priorities which guarantees success in school and later in life.

I am a Quitman Wolverine, an American, a human being, a Winner.
All obstacles can be overcome.

Alma Mater

High school days fade from our lives;

Soon we'll be leaving forever!

Friends will be gone on their way;

Gone on down life's busy highway.

Now is the hour when we must say good-bye;

Soon we'll be leaving Dear Old Quitman High.

While we're away, O, please remember us.

For we'll return to find you waiting here

Principal's Message

Welcome to Quitman School. Last year our motto was "I Am a Wolverine!" We have not yet received our School Performance Score; but because of our testing results, I am confident that we met our goal. It was the tenacity of the wolverine that enabled us to perform as we did on the state tests.

As in the past, our mission is to provide an academic foundation for all students in a positive and safe learning environment. We also aim to develop the total individual to become productive in society and to reach high levels of achievement and academic performance. The only way to achieve this mission is to shape and develop the entire student. With that in mind, we must realize that being a wolverine is a way of life. The wolverine cannot help but be strong, ferocious, and tenacious. Therefore, our motto for the 2012-2013 school year is **"Once a Wolverine, Always a Wolverine!"**

Quitman School is comprised of the best students around; therefore, I expect Quitman to, again, come out on top when the test scores, grades, co-curricular activities, and athletic competitions are complete. You have already proven last year that you are a wolverine. So you see, you don't really have a choice. **"Once a Wolverine, Always a Wolverine!"**

Steve Shovan, Principal
Quitman High School

2012-2013 School Calendar

Professional Development ----- August 16 - 17, 2012
First Day for Students ----- August 20, 2012
Parent Conference Day ----- December 21, 2012 (All employees work)
Seniors' Last Day ----- May 9, 2013
Students' Last Day ----- May 22, 2013
Teachers' Workday ----- May 23, 2013

Holidays:

Labor Day ----- September 3, 2012
Fall Break ----- Dismiss: Wednesday, October 17, 2012
----- Return: Monday, October 22, 2012
Election Day ----- Thursday, November 6, 2012
Thanksgiving ----- Dismiss: Friday, November 16, 2012
----- Return: Monday, November 26, 2012
Christmas ----- Dismiss: Thursday, December 20, 2012 (Students)
----- Friday, December 21, 2012 (All Employees)
----- Return: Monday, January 7, 2013
Martin Luther King ----- January 21, 2013
Winter Break ----- Dismiss: Wednesday, February 13, 2013
----- Return: Tuesday, February 19, 2013
Easter Break ----- Dismiss: Thursday, March 28, 2013
----- Return: Tuesday, April 2, 2013
Spring Break ----- Dismiss: Friday, April 19, 2013
----- Return: Monday, April 29, 2013

Information Only:

End of Nine (9) Weeks Grading Periods: ----- October 16, 2012
----- December 20, 2012
----- March 13, 2013
----- May 22, 2013

Testing Dates ----- Phase I LEAP, GEE March 19-21, 2013
Phase II LEAP, GEE, and iLEAP for April 8-17, 2013

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 2012-2013 school year.

General Information

It is the responsibility of every student at Quitman High School to conduct himself so that he can maximize his educational potential. Each student has the right to an education without distraction from others. Attendance and discipline regulations are designed to assist in making the opportunity to receive a quality education a reality.

Notice of Equal Education

The Jackson Parish School Board and Quitman High School adhere to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Jackson Parish School Board office at the following address:

315 Pershing Hwy
Jonesboro, La 71251
(318) 259-4456

Closed School Campus Regulations

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

The administration, faculty, and staff of Quitman High School recognize the importance of parental involvement in the goal of academic excellence for every child. Parents are welcome for programs, for conferences, or for obtaining information through the office. In order to conduct the affairs of school in a business-like manner and to ensure the safety of our students, all parents and visitors are required to report to the office upon arrival to our school's campus. Before going anywhere else on campus, a visitor must be issued a "pass." Visitors are not allowed in the classroom without prior approval by the principal or his designee. Those who fail to comply with these requests will be asked to leave the campus immediately. Failure to do so will result in an escort off campus by law enforcement officers.

Students may not bring visitors, relatives, or anyone who is not registered as a student at QHS on campus at any time unless prior permission has been obtained from the principal or his designee. Students will not be permitted to talk with anyone who drives through the campus in a car. Students may not leave the campus during meal times. Lunches brought to school for students must be brought to the office and the students must pick them up at the office during their lunch break.

Parent Conferences

Parents may make appointments for conferences with the principal, assistant principal, teachers, and/or counselors by contacting the principal's office. These conferences must be scheduled during the teacher's planning period, before school, or after school. Parents or visitors will not be allowed to visit class during instructional time. For parents/guardians needing to see all of the student's teachers, one meeting will be made for 3:15 on a set day (Monday - Thursday).

Students' Check-Out Procedure

A student may check out of school if:

1. His parent/guardian comes for the student and signs him out in the office.
2. The parent sends a note stating the time of check out. The note must be brought to the office upon arrival to school.
3. Students who check out must wait in the office for their parents and the parents must come in to sign them out. Parents at no time should pick up children from classrooms.

Note: Seniors who have an abbreviated schedule must sign out in the office each day prior to leaving campus.

Telephone Calls

Telephone calls may be made to the school office, 259-2698, between the hours of 7:45 a.m. and 3:15 p.m. Students will not be called to the phone. Messages of an emergency nature will be delivered as soon as is possible. No student will be allowed to use the phone in the cafeteria, athletic offices, or other extensions. Students cannot use the telephone to get books, homework, or other items. Due to the nature of school schedules and the number of students, messages telephoned after 2 p.m. are not guaranteed to be delivered to students.

Student Illness at School

If a student becomes ill at school and is unable to attend class, the student should go to the principal's office. The sick student must have permission from his parents, principal, or assistant principal to go home.

Medication Policy

The following forms are required to be on file in the student's health record before any medication can be administered at school:

1. Consent form to give the medicine signed by the parent/guardian, and
2. Signed medication order completed by the student's physician.

Medicine must be delivered to the school by the parent. It must be counted, and a signature is required. It is preferred that the medicine be brought from the pharmacy in *unit dose/bubble pack* if possible. The medicine must be in the original container packaged by the pharmacy. We cannot accept medication that was placed in a container by someone other than the pharmacist. All medicine must have a label with student's name, date, medication strength, directions, and the name of the pharmacy and pharmacist. Medicine without the correct label will not be accepted. Please ask the pharmacy to provide separate containers for school and home use. No more than a 25 days supply of medicine should be delivered to the school. **Note:** *Anytime a student is taking medicine for the first time, the initial (first) dose must be given at home, and he must be kept home that day to be observed for any possible allergic reactions.*

The school will not provide any type of medication such as aspirin, Pepto-Bismol, etc. No medication should be on the student's person at any time. All medication will be stored for the student and delivered to the student at the request of the parent.

Head Lice

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

1. Each student with head lice and/or nits will be removed immediately from school until clear of both 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 the whole house including bedding must be free of lice and/or nits.
4. Before he can return to school, the student must go to the Jackson Parish Student Service Center to be examined by the school nurse. If the student is clear, the school nurse will issue a permit to allow the student's return to Quitman School.

Distribution of Non-Related School Information

No materials shall be distributed to students or faculty members without the written approval of the principal. This includes, but is not limited to, such materials as advertisements for products or businesses, political advertisements/letters, religious information, various meeting notifications, or any other information intended for students or teachers that are of a personal or non-educational nature.

Deliveries

Items delivered to the school such as flowers, balloons, gifts, etc., will be kept in the office until school is dismissed. Students will be notified to pick them up before leaving school. Balloons and glass items are not allowed on the bus; therefore, the student should make alternate transportation plans on those days.

Student Activities

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

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

Club Meetings

All students are encouraged to participate in extra-curricular activities of the school. Our student activity program is designed to make available as many different types of clubs and activities as possible to meet the interests of the student body. Each club has its own set of rules and by-laws with which participating students must familiarize themselves and abide. All clubs will meet during the sponsor's planning period.

The following clubs are offered to students at Quitman School: FFA, FBLA, FCA, 4-H, Annual Staff, Student Council, and National Honor Society. Social clubs will not be established.

All school clubs must be officially recognized by the school in order to meet in the school building and enjoy the privileges of using school facilities. Recognition requires

a faculty advisor, filing of club by-laws, and membership approved by the administration.

It is possible for students to request a new club or activity if enough students are interested and a faculty sponsor is available.

Athletic Program

Athletics provides students the opportunity to experience a number of lessons that closely correlate to life skills. Quitman School offers interscholastic athletics for both boys and girls in basketball, baseball, softball, track, cross country and golf. It is recognized that athletics can kindle school spirit, encourage good sportsmanship, and teach self-discipline, as well as teach skills in the various sports.

Students at Quitman High School should feel that it is a privilege to represent the school on one of her teams. These teams truly reflect the spirit of our school. Therefore, in addition to the LHSAA rules and guidelines, all students participating should meet high character and personal conduct standards as well as maintain good scholastic averages if they are to be a part of the program. Student athletes may lose their privilege of sports participation for any action on or off the campus which does not meet what is generally considered to be high character and exemplary personal conduct. All team rules as well as school rules will be followed or disciplinary action will be taken.

Student Valuables

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

Lockers

School administration reserves the right to inspect lockers at any time. Lockers are a privilege **loaned** to the student by the school and must be kept in order at all times. School lockers are a joint possession which gives the principal's office the right to enter a locker at any time. Due to heightened security issues, school issued locks are being required. Each student will be issued a lock for his locker. If the lock is stolen, lost, or damaged, the student must apply for a replacement lock at a charge of \$8.00.

Students may not change lockers once they have been assigned. Students may not share a locker. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition, or lose their locker privileges. They are not to put stickers or write on lockers. The student will be required to pay for

damages to a locker and/or lock caused by the student's destructive behavior.

Because of the limited time between classes, students are to get study materials for two class periods at a time. No students should leave class to go to his locker except with special permission.

Searches

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

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

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

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

Any and all illegal materials (knives, matches, etc.) will be seized, and the material will not be returned.

Cafeteria

The cafeteria is maintained as a vital part of the health program of the school to encourage good nutrition. Students must pay for meals on a daily, weekly or monthly basis. **Meals may not be charged.**

In order to get an accurate lunch count, students must indicate their intentions to eat at the beginning of first period each morning.

The lunchroom management and other students would appreciate your cooperation in:

1. No running in the line.
2. No cutting in the line.
3. Paying your money when you reach the check point.
4. Placing napkins, milk cartons, etc. in the trash cans when finished. No food or drink may be taken from the cafeteria.
5. Being as quiet as possible during the lunch period.
6. Students may bring a lunch and eat it in the cafeteria but may not bring candy or soft drinks into the cafeteria.

Applications for free or reduced lunches will be approved by the lunchroom supervisor.

Meal prices are as follows:

Breakfast:

Regular - \$1.20
Reduced - \$0.30
Teachers - \$2.00
Visitors - \$3.00

Lunch:

Regular - \$2.00
Reduced - \$0.40
Teachers - \$3.00
Visitors - \$5.00

Extras: Juice \$0.60
Milk \$1.00

Parents and grandparents are welcome to eat with the students. To ensure adequate food preparation and seating space, please contact the cafeteria manager the day before. Information about special arrangements for Thanksgiving and Christmas will be made available at a later date.

Concessions

Concessions are an extra privilege for our students. They will be sold on a day-to-day basis at the gym's concession stand. Students who purchase concessions should remain at the front of the gym with all food and/or drink. No concession materials may be carried into the school buildings, classrooms, or gymnasiums. All paper and containers must be placed in the trash barrels.

Student Drivers and Vehicle Operation

For the reason of safety, parents are encouraged to send their children to and from school by bus. Understanding that this is not always the case, this policy has been written to govern those instances in which students may drive a vehicle to school. Driving a vehicle to school and parking in the school parking lot is a privilege, not a right. This privilege may be withdrawn at any time. Should students choose to park in the school parking lot they do so at their own risk, since neither QHS nor the Jackson Parish School Board assumes responsibility for damage incurred or theft while parked on school property. Vehicle doors must be locked at all times. The parking lot will be checked daily. Vehicles are subject to random or reasonable suspicion searches by the administration while parked on QHS property. Students must purchase a parking permit. Registration of the vehicle shall constitute permission by the owner to search the vehicle by school officials or other properly authorized individuals. In the event of an

accident, the vehicle may not be moved until the principal or his designee arrives. All students who park at QHS are responsible for reading, understanding, and following the rules and regulations which follow:

Requirements to purchase a parking permit and bring a vehicle on campus:

1. Completed registration form
2. Valid Driver's License (a restricted or learner's permit is not permissible)
3. Current vehicle registration
4. Proof of Insurance
5. Cash or check made out to QHS in the amount of \$5.00. (Refunds are not given if parking privileges are revoked.)

Parking Sticker Placement

Stickers should be permanently affixed (not taped) to the lower corner of the driver side rear window.

Violations

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

1. Illegally parked and/or improperly registered vehicles
2. Possession of or attempting to purchase or sell an invalid parking permit (stolen, duplicated, borrowed, revoked, or forged permit). *Parking stickers are non-transferable and cannot be given, sold, or loaned to any other student. Students cannot register for, or purchase parking stickers with the intent to give, or sell the sticker to another student.*
3. Parking in a bus zone, handicapped, or other designated parking areas.
4. Parking on or driving through the grass.
5. Parking in more than one space.
6. Parking anywhere other than the main parking lot without permission.
7. Having inappropriate logos, symbols or offensive language on the vehicle.
8. Not adhering to the 5 mph speed limit.
9. Playing loud music. Music should not be audible from outside the vehicle.
10. Any action which appears detrimental to the academic progress (loud music, loud pipes, etc.)
11. Misbehavior on the part of the driver or those who ride with him. (The driver assumes responsibility for the conduct of those who ride with him.)
12. Careless operation of a vehicle such as reckless driving, racing, transporting students on the outside of vehicles, dangerous maneuvers, squealing and peeling of tires by force, driving in non-designated areas, or actions appearing to be detrimental to the safety of others.
13. Driving to school causes a discipline problem (leaving campus without permission, skipping class, tardiness, etc.) Students may not leave campus to eat lunch, run errands, etc. Students may not drop off a younger sibling and then leave. Once the student enters campus he/she must park and exit his/her vehicle. If a student with a parking permit is to leave during the school day, the

- student must bring a permission note with a signature from a parent/guardian to the office with a phone number that can be called to verify the student is to leave campus. No student will be given permission to leave campus without proper verification before leaving.
14. Returning to their vehicle during school hours without permission of the administration.
 15. Allowing another student to borrow a vehicle to leave campus.
 16. Loitering in the parking lot. Upon Parking, students should immediately lock their vehicles and proceed out of the parking lot to their designated area. Student drivers nor their friends should occupy a vehicle after it has been parked before, during, or after school hours.
 17. Improper placement of parking sticker.
 18. Smoking in vehicle while on school property.
 19. Committing any other act that is considered dangerous or in violation of local traffic ordinances, state law, or federal law.
 20. Possessing alcohol, marijuana, drug paraphernalia, any illegal or controlled substance, or prohibited weapon, you will lose your parking privileges for the remainder of the school year and will be suspended with recommendation for expulsion. *(If officials of the school district have reason to believe you have anything in your vehicle that is in violation of the law or Jackson Parish School Board Policy, you may be requested to open your vehicle for a search by a school official or designee.)* Act 732 of the 2004 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows:
 - a. The sale or possession of drugs, alcohol, or any other illegal substance,
 - b. Possession of a firearm, or
 - c. An infraction involving assault or battery on a member of the school's faculty or staff.

Extenuating Circumstances

1. If it becomes necessary to change vehicles during the school year for any reason, the student must complete an application form, provide insurance information, possess a current valid Driver's License, and purchase a parking permit for the new vehicle.
2. There will be no re-issuing of lost/stolen/destroyed permits (must be purchased).
3. If for any reason you drive a vehicle to school other than the one registered (i.e. following an accident, etc.), you must, upon arrival to school, inform the office so you may receive a temporary parking permit. Failure to report vehicle changes may result in loss of parking privileges. No temporary permits will be issued to students who do not already possess a valid parking permit.

Withdrawal from School or School Transfers

If, for any reason, a student must withdraw from school, the parent/guardian or student of age shall obtain a Withdrawal Form from the office. This form shall be signed by all of the student's subject-matter teachers, homeroom teachers, and counselor. Before any records are released and final clearance granted, all textbooks and other school property shall be returned and all accounts must be clear.

Educators' 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 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/her designee.

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

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

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

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

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

The provisions of this policy shall not supersede any 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; 17:416O(A)(1)(c), R.S. 17:416.9; 17:416.12; 17:235.1; 416(A)

Adopted by JPSB 3/2/04

Parental Involvement Policy

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

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

Quitman High School encourages parental involvement in the following ways:

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

Academics

Placement of Students in Classes

Placement of students into classrooms at any particular grade level is the decision of the principal or his designee.

Classification of Students

In grades 9-12 students will be classified according to credits earned each year. To pass a subject, students in grades 9-12 must pass two of the four grading periods and pass the last grading period or final exam with at least a 0.70 GPA in full unit courses. For one-half unit courses, students must pass at least one of the two grading periods and must pass the last grading period or final exam with at least a 0.70 GPA for the course. A high school student's total number of Carnegie units will determine the grade level classification. The scale below indicates the proper grade placement of students based on their Carnegie unit total.

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

Twenty-three units will be required for graduation.

Students in grades 1-8 must pass two of the four-nine weeks grading periods with a grade point average of at least 0.70.

Jackson Parish Grading Scale

| Grading Scale: | Alpha Scale | Point Value |
|----------------|--------------|-------------|
| 100-93 A | 4.0 – 3.5 | A 4 |
| 92 -85 B | 3.499 – 2.5 | B 3 |
| 84-75 C | 2.499 – 1.5 | C 2 |
| 74-67 D | 1.499 – 0.66 | D 1 |
| 66 Down - F | below 0.66 | F 0 |

Final Tests

Final tests are required for all courses in grades 9 -12. Graduating seniors who have an “A” average for the year in a course that does **not** require a state mandated EOC exam may be exempt from the final tests in courses taken for one Carnegie unit. Final tests are required for all courses that are taken for ½ Carnegie unit.

Policy on Honor Roll

The honor roll policy for all Jackson Parish Schools is:

1. The honor roll is based on a four-point scale using grade point averages. The honor roll will include students with a GPA of 3.0 and above.
2. The Principal’s List will include students with a GPA of 4.0. The “A” Honor Roll will include students with a GPA of 3.60 to 3.99. “B” Honor Roll students will have a GPA of 3.0 to 3.59.
3. Subjects Considered for Honor Roll:
 - a. High School (grades 9-12): all courses pursued for Carnegie credit.
 - b. Middle School (grades 6-8): math, reading, English, social studies, science, and physical education.
 - c. Elementary School (grades 1-5): math, reading, English, social studies, and science.
4. Considerations in Determining Honor Roll:
 - a. No rounding off will be permitted.
 - b. A grade of “D” or “F” in any subject considered for honor roll will render a student ineligible.
 - c. Kindergarten will not be considered for honor roll.
5. Awards Day: To qualify for an Honor Roll Certificate, students must be on the

Honor Roll the **entire year**.

Graduation

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

1. Successful completion of the course of studies required by the State of Louisiana.
2. Successful completion of the course of studies required by the Jackson Parish School Board.
3. Certification by Quitman High School's administration as having followed the rules and regulations of the school to such a degree that the student has earned the privilege of being an active participant in the graduation ceremony. These rules and regulations specifically include the section on suspension and expulsion as found in the student handbook. However, other violations of rules and regulations may be considered by the administration before bestowing on the student the privilege of being able to participate in the graduation ceremony. Any student who is under suspension, expulsion, etc., at the time of graduation or one who receives a disciplinary penalty for acts which took place after exams were completed may not participate in commencement ceremonies.

Each senior will be assessed a \$30.00 fee for senior dues for graduation expenses if he wishes to participate in the graduation ceremonies.

Special Note: All these requirements must be met before a student is allowed to participate in the graduation ceremony.

Any decision adversely affecting the student's privilege of being an active participant in the graduation ceremony may be appealed to the Jackson Parish School Board. The decision of the Board or Superintendent is final.

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

1. Final grades will be used for all courses on the transcript for which units of credit have been pursued.
2. The GPA is to be rounded to the nearest thousandth.
3. The Jackson Parish School Board Policy on awarding quality points for designated subjects shall be followed.
4. Student must pursue and successfully complete the LA Core 4 Curriculum.
5. **Student must attend Quitman High School his/her junior and senior year to be considered for Valedictorian and Salutatorian.**

High School Graduation AND TOPS Requirements

See websites below:

http://www.doe.state.la.us/topics/grad_reqs.html

<http://www.doe.state.la.us/topics/tops.html>

<http://www.osfa.la.gov>

Library

The library is open each day for the student's use. Books are checked out for two weeks and may be renewed for another two weeks. Books may be returned earlier than two weeks if completed. Lost or damaged books must be purchased by the student.

Magazines and encyclopedias may be used in the classroom with the teacher's permission. The student must come from a classroom and must return the material before the bell rings for that class to end. These materials may not be checked out before school, during lunch recess, or may not be checked out overnight.

Uniform and Dress Code

The Jackson Parish School Board believes that a mandatory school uniform policy will provide a more secure school environment, promote an atmosphere for greater discipline, and increase learning opportunities for students by removing many of the distractions and connotations associated with various types of clothing. **All schools and grades in Jackson Parish will require uniforms and all students will be required to wear said uniforms.**

The first responsibility for maintaining proper uniform standards belongs to the student and parent(s) or guardian(s). Parents are responsible for ensuring that their children wear the designated school uniform clothing as outlined below. Any prohibited items of clothing will be taken by school officials and returned to the parent or guardian only.

OVERALL APPEARANCE: (Note: Extreme being anything which distracts from learning)

- At school students and clothing must be neat, clean, well-groomed in appearance with no bizarre style unsuitable for school activities, or which calls undue attention to the wearer.
- Extreme hairstyles are not permitted.
- Extreme style or fit of clothing is not permitted (i.e. oversized, extremely tight fitting, or sagging). No stretch fabric is allowed.

- **Book bags must be clear or mesh with no wheels. All book bags, large or small, must be left in lockers during school hours. Purses must be left in lockers during school hours as well.**
- Non-prescription sunglasses may not be worn.
- No visible body pierce jewelry other than earrings for girls may be worn.
- No camouflage or denim may be worn.
- No visible brand name labels, emblems, or logos may be worn on any article of clothing. Clothing may not be raveled, un-hemmed, frayed, or have holes.
- Girls must wear bras.
- Undergarments must not be visible.

SHIRTS: Knit pullover-style shirts with collar or oxford shirt with collar (either must have buttons up to the collar with only the top button open) in **(1) solid white, (2) solid royal blue, (3) solid pale yellow, and (4) solid navy with no logos.** No sleeveless or half-sleeve shirts will be allowed. Shirts must be long enough so that when arms are raised to shoulder level, no part of the mid-section of the body will be exposed. Shirrtails must be worn in at all times.

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

BELTS: Belts must be worn inside the loops on all pants designed with belt loops (loops can't be cut off) and may not be more than one size larger than the waist (may not hang below belt level). Belt should be uniform color, black, or brown. Belts should not have any emblems or logos nor be oversized. Belt buckles may not have emblems or logos.

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

SHOES: Shoes should be comfortable, conservative, and properly laced where applicable. No flip flops, thongs, beach or house shoes are permitted. **No heeies are permitted.**

HEAD GEAR: Only knit hats or caps in school colors may be worn **outside** in cold (50 degrees or below) weather. No hats, du or doo rags, bandanas, curlers, or other head gear may be worn (or carried) inside or outside.

T-SHIRTS: (undershirts): Only plain white t-shirts with no writing on it may be worn. A long sleeve shirt or undershirt may not be worn under a short sleeve shirt.

COLD WEATHER APPAREL/OUTERWEAR: Windbreakers, sweat shirt jackets, jackets, coats, must be buttoned or zippered from top to bottom in solid or any combination of uniform pant/shirt colors, *may also be black or gray*, with no visible emblems or logos, may not be oversized. (Example: Starter jackets/coats, No Limit, Guess, trench coats, camouflage, etc.) Sweatshirts, cardigans, or pullover sweaters must be worn with school shirts underneath with the collar visible and must be solid school shirt or pants colors, not oversized with no visible logo. Approved school letter jackets and club jackets are permitted.

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

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

Dress for special occasions (which includes picture day and spirit days) is as follows:

- There should be no see-through shirts, strapless shirts, shirts with spaghetti straps, or shirts showing skin when arms are raised.
- There should be no inappropriate writing on any item of clothing.
- Clothing with holes will not be allowed.
- Short and skirt length should follow the uniform dress code.

The consequences will be the same as the current dress code.

The principal and his designee shall exercise discretionary authority in the interpretation of dress code rules.

CONSEQUENCES OF VIOLATIONS

First Offense:

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

Second Offense:

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

Third Offense:

Contact parents or guardian and allow them the opportunity to bring the missing item(s) to school, or allow them to take the child home to dress in the proper uniform. Parents or guardian will be required to come to the school for a conference. Students will be assigned two (2) days in-school suspension.

Fourth Offense:

Contact parents or guardians to notify them that the student has been placed in the Jackson Parish School Board's Alternative School for 5 days.

Identification Badge Policy

As part of the Jackson Parish School System's Crisis Management Plan, all students, faculty, and staff are required to wear I.D. badges as a means of identification. During the first week of school, I.D. badges will be made and issued to students. If the original I.D. badge is lost or maliciously damaged, students will be required to pay a \$5.00

replacement fee. I.D. badges are to be worn on the shirt or blouse in a manner that identification can be made. I.D. badges will be required by food services prior to students eating breakfast or lunch. There will be no discussion as to if and why students must wear I.D. badges, Crisis Management requires it for the protection of the student body.

REQUIREMENTS

1. ID badges must be worn daily.
2. ID badges must be worn clipped to the collar with student's picture visible at all times.
3. Students in grades 6-12 must wear ID badges from the time they get on the bus until they disembark in the afternoon. In the case of car riders, ID badges must be worn from the time they arrive on campus until they leave in the afternoon. Students in grades Pre-K - 5 may leave their ID badges in the classroom overnight.
4. ID badges that have been lost or defaced must be replaced at a cost of \$5.00 per replacement. Sleeves will be replaced at a cost of \$1.00.
5. When he fails to wear his ID badge, the student must report to the office to receive a temporary ID badge.

CONSEQUENCES OF INFRACTIONS

6 accumulated violations: 1 day ISS
9 accumulated violations: 2 days ISS
12 accumulated violations: 3 days ISS

Emergency Information

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

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

Fire Drills

Fire drills at regular intervals are required by law and are an important safety

precaution. It is essential that when the first signal is given, everyone obey promptly and leave the building by the prescribed route as quickly as possible to an outside area that is a safe distance from the building. Students are not permitted to talk during fire drills and are to remain outside the building until a signal is given to return to class by the principal or his designee.

Tornado Drills

At regular intervals during the school year, tornado drills will be conducted as an important safety precaution. The signal will be three rings by the bell system. It is essential that each student go immediately to the assigned area. Teachers will inform students of these designated places. All children should kneel with heads covered and hands at the back of the neck and faces toward the wall. A signal will be given by the principal or his designee to return to classes.

Transportation

All rules in the Parish-Wide Transportation Discipline Policy must be followed. Any student riding home on a bus other than his own bus must have a note signed by the parent with a current date. This note must be approved in the main office and documentation will be kept.

Jackson Parish School Board Transportation Discipline Policy

As an extension of your child's educational program, we are happy to offer school bus transportation services. Our goal is to serve you, the public, with the safest, most effective system possible. But we need your help. Please read and discuss with your child the information in this handbook regarding school bus behavior. 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 procedure outlined in this handbook shall be followed by the transportation department and the administrators of each school.

Failure to comply with the rules and regulations listed later in this handbook will result in the following actions:

FIRST INFRACTION

Written discipline report by the bus driver is submitted to the principal of the school (or his designee). Principal/Designee shall summon student to the office for warning and shall notify parent or guardian of the incident. (Bus driver should also attempt to contact

parent.) Documentation shall be made by the principal of action taken and parental contact. Principal shall also notify bus driver via bus driver box in office.

SECOND INFRACTION

Student shall be suspended from bus riding privileges for a minimum of three (3) days. NO EXCEPTIONS.

THIRD INFRACTION

Student shall be suspended from bus riding privileges for a minimum of one (1) week. Principal shall hold conference with parent.

FOURTH INFRACTION

Student shall be suspended from bus riding privileges for the remainder of the school term. Due process hearing with parent will be held.

**At any time, if the severity of the behavior warrants, the student may be suspended from school on the first infraction. The following actions will be considered severe behavior and the time of suspension or expulsion will be determined by the severity of infraction in accordance with LA Revised Statutes.

1. Fighting
2. Possession of alcohol or drug substances
3. Possession of any kind of weapon
4. Assault
5. Destruction of school board property
6. Intentional disrespect (ex: cursing driver)

As indicated above, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he 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 office. Students will be allowed off the bus only at school, home, and locations requested in writing by the parents. No student may ride two different buses (one in the morning and a different one in the afternoon) without written permission from the principal. **THE BUS DRIVER IS IN COMPLETE CHARGE OF THE BUS AND ITS OCCUPANTS AT ALL TIMES.** Students riding the bus **MUST** comply with the request 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 waiting for the bus at the designated bus stop. **THE BUS CANNOT WAIT FOR THOSE WHO ARE LATE.**
5. 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 mark or otherwise deface the bus. Report to the driver damages to the bus. Students/parents 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 or 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
 - 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 driver's discretion to determine if an object is distracting, dangerous, or too large to be carried on the bus. Balloons and glass objects of any size will not be allowed.
 - o. Inappropriate language and/or printed materials 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 at stops while waiting for the bus.
6. Getting off at stops other than the student's regular place of disembarkation is forbidden unless the permission of the principal is obtained.
 7. Students who must cross the road after exiting 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 student is permitted to cross the road. **WATCH THE DRIVER'S HAND SIGNAL.**
 8. Any complaints from drivers, students, or parents not specified in this list of "Rules and Regulations" shall be reported promptly to the principal.

Procedure for Suspension or Removal of a Special Education Student from Transportation Privileges

Prior to the suspension or removal from the 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 administrator or designee shall be notified within one (1) operation 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 for the following tasks:

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, to develop alternative transportation for the student.

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 shall not exceed three (3) school days from the day of the incident.

Attendance

We affirm that the Compulsory Attendance Law (RS17: 221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular daily attendance is assigned by law to the parent of the child. We are aware that we share with the parents in this responsibility for attendance. The school compulsory attendance age is seven through seventeen.

Daily classroom presentation is the backbone of our educational system and it is impossible for teachers and administration to recreate daily presentations missed. Thus, it is imperative that each student be present every day possible. **Students are urged to arrange dental and other medical appointments after school hours if at all possible.**

In an effort to reduce the truancy in Jackson Parish, the Jackson Parish School Board has partnered with the District Attorney and the Sheriff's Office. When a student is truant, the school shall contact the office of the District Attorney. According to RS 17 § 233, truancy is defined as either 5 unexcused tardies or 5 unexcused absences within a semester.

Attendance Requirements

1. Elementary students, grades K-8, shall be in attendance a minimum of 150 days a school year.
2. A student in grades 9-12 shall be in attendance a minimum of 150 days in each course pursued for a full unit of credit and a minimum of 75 days in each course pursued for one-half unit of credit.
3. Exceptions can be made only in the event of extended personal illness verified by a physician or other extenuating circumstances approved by the Jackson Parish Supervisor of Child Welfare and Attendance in consultation with the principal. Only five (5) excuses from parents will be accepted during the school year. After five (5) parental excuses, a doctor's note is required.

Admits

In order for the student to return to class following an absence, an admit slip from the office is required. The absence will be excused or unexcused based on the reason for

the absence. The excuse must be signed by the parent/guardian and state why the student was absent. The absence will be excused for the following reasons:

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

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

Being absent without an acceptable reason will result in an "unexcused absence" which is a "0" for all work missed when absent.

The excuse is due on the day the student returns to school after an absence. **If an excuse is not brought by the second day of attendance after being absent, the absence will be considered unexcused, and a "0" will be recorded for any work missed.** Excuses must be brought to the office before the first period class. Students may not leave class to turn in excuses. This would result in a tardy being issued to the student.

Make-Up Work

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

Tardies

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

Students who are more than five minutes late to class will not be admitted to class late without an admit. Due to the requirements set forth for local schools by State Bulletin 741 regarding the prevention of chronic tardiness and the requirements set forth by No Child Left Behind, the following policy has been established for Jackson Parish Schools and is to be administered by the semester:

- 3 accumulated tardies – 1 day ISS
- 6 accumulated tardies – 2 days ISS
- 9 accumulated tardies – 3 days ISS
- 12 accumulated tardies – 4 days ISS
- 15 accumulated tardies – 6 days ISS

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Being in the hall without a pass or teacher accompaniment is considered a tardy. Students may not come to the office between classes until they have reported to class and have been given a written hall pass if the teacher deems it to be a necessity. Picking up weekly progress reports, turning in notes, etc. should be done before school or at recess.

Discipline

It is the purpose of the Jackson Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all pupils who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual pupil comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole. The Jackson Parish School Board believes that it is the teacher's responsibility to hold every student to a strict accountability for his conduct in school, on the playground of the school, in the street, road or school bus going to or returning from school, or during intermission or recess (La. R.S. 17:416, Act 195 and 306). Quitman High School adopts the following clearly defined behavioral expectations:

- P**actice safety
- A**ct responsibly
- W**ork together
- S**how respect

Bullying/Cyber Bullying/Intimidation/Harassment/Hazing Policy

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

Definitions

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

Cyber bullying shall mean harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

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

Consequences

First offense:

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

Second offense:

1. Student conference with Principal and/or Assistant Principal
2. Parent/guardian conference required

3. Refer to Behavior Interventionist for counseling while attending Alternative School
4. Assigned five (5) to seven (7) days to the Alternative School depending upon the severity as determined by the Administration.

Third offense:

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

Referrals

In an effort to change inappropriate behavior before it becomes necessary to refer the student to the office, the teacher may use the Step Process whereby the student is given assignments to encourage a positive behavior. The fourth step will result in an automatic office referral. When student does not conduct himself in such a way as to comply with a teacher's discipline plan, the student may be referred to the assistant principal's office at the discretion of the teacher. An office referral means that some action will be taken to further convince the referred student that he must comply with the teacher's instructions. The assistant principal or principal may use corporal punishment, suspend from class, assign campus duty, assign after-school detention, suspend from school, recommend expulsion, and other disciplinary procedures deemed appropriate. Four referrals in one nine-weeks grading period will result in suspension. Any referral within the same nine-weeks grading period after being suspended will be an automatic suspension. Any nine-weeks grading period after being suspended for multiple referrals, suspension will be automatic on the third referral in the succeeding nine-weeks periods for the remainder of the school year.

Corporal Punishment

The Jackson Parish School Board recognizes that good order and discipline within the schools are essential if teaching and learning are to be effective. The State of Louisiana, through R.S. 17:416 of 1950, has charged every teacher in the public school system to hold each pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess. The aforementioned statute authorizes school principals to suspend from school any pupil who is guilty of disorderly conduct. In addition, Act 688 of 1976 authorizes teachers and principals to use reasonable corporal punishment against any student for good cause in order to maintain discipline and order within the schools.

Therefore, the Jackson Parish School Board hereby authorizes its teachers and principals to employ, when necessary, corporal punishment in a reasonable manner to maintain discipline and order in the schools and at all school-sponsored activities, subject to the following regulations:

1. Corporal punishment will be administered in a reasonable, fair, and impartial manner. Abuse or misuse of corporal punishment by any teacher or principal, especially the act of being malicious with the deliberate intent to cause bodily harm will not be tolerated.
2. Corporal punishment will be administered to the posterior anatomy (buttocks) in the area below the waist and above the thighs for a maximum of five (5) times.
3. Corporal punishment will be used only after other means of solving discipline problems have been explored and failed.
4. Corporal punishment will not be used unless the student was forewarned that a specific behavior could cause its use.
5. Prior to the administering of corporal punishment, the student will be given an opportunity to explain his or her version of the facts.
6. Corporal punishment can only be administered in the company of a professional staff member who has been informed beforehand and in the student's presence of the reason for the punishment.
7. The procedures specified in regulations (3), (4), (5), and (6) above do not apply in those cases where the student's behavior is so blatant, disruptive, antisocial, or flagrant in nature as to shock the conscience.
8. Teachers and principals will keep written records of misconduct wherein corporal punishment is administered. This record shall be placed on file in the principal's office the day such punishment occurs.
9. If the parents so request, the principal of the school where the punishment was administered must furnish a copy of the written report of corporal punishment.
10. The principal of each school will have the authority and the responsibility of holding every member of his staff accountable for understanding and administering corporal punishment as set forth by these requirements.

However, nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself against a physical attack by a student or to restrain a student from attacking another student or employee.

In-school Suspension

As part of the Jackson Parish Assertive Discipline Program and because of our concern for the educational needs of all our students, we have instituted an In-School Suspension Program (ISS) in Jackson Parish. The ISS Program provides a substitute to suspensions that would normally require disassociation from the school. This does not rule out the possibility of out-of-school suspension if the situation warrants. In ISS, students suspended from the regular learning program are permitted to remain in a structured environment, yet are isolated from the mainstream student body. Students are allowed to continue his/her academic work and receive credit for work done correctly in ISS. In Jackson Parish there are two ISS situations. The first is ISS on-site which allows the student to remain on campus in the ISS room. The second is the Jackson Parish Alternative School (JPAS). In the case of the JPAS, parents must provide transportation to and from the JPAS. Either type will be assigned by the principal or assistant principal depending on the offense and circumstance. Any student refusing to report for on-site ISS will automatically be sent to Jackson Parish Alternative School In-School Suspension.

The parent will be notified by a letter sent by the student, and it becomes the student's responsibility to see that it reaches his/her parent. (Parents can also access discipline information from Parent Connect.) Parents should sign and return the form with the student the following day. Parent signature does not indicate agreement with the discipline, but indicates receipt of the papers.

Students who are in ISS or OSS will not be allowed to attend or participate in any school-sponsored activity on or off the QHS campus during the time of said suspension (this includes practice sessions). These students will report to ISS immediately upon arrival to school. As soon as the school day ends, students assigned to ISS must leave immediately and not return to campus for any reason until the start of school the following day.

Students are limited to four (4) On-site ISS assignments per year. Students exceeding this will be suspended to the JPAS with recommendation for expulsion pending a hearing. Students will only be reinstated to QHS by the Superintendent or his designee.

ISS Rules:

1. All student handbook rules will be followed (including dress code).
2. Students will report to ISS immediately upon arrival to school. Students will go to breakfast and lunch with the ISS room supervisor. Students found anywhere else on campus during a suspension will be suspended to the JPAS.
3. Students will follow all instructions of the room supervisor.
4. Students will speak and act in a respectful way to the room supervisor and all other employees at school.
5. Students will bring all school materials for doing assignments (books, paper, pencil) etc.
6. Bring AR book to read. No magazines or newspapers.
7. Students will not draw or color pictures. (class work only)
8. Students must complete assignments sent by teachers. (Teachers will send work to ISS. Students will not leave ISS for any reason.) Credit will be given for work completed. Work not completed during ISS will result in a zero.
9. Students will be on time to ISS or be subject to the tardy policy consequences.
10. Students missing time for absences or check-outs will serve missed time upon return to school.
11. Students will not use inappropriate language nor discuss inappropriate topics.
12. Students will not chew gum, eat or drink in ISS unless directed to do so by the room supervisor.
13. Students will not sleep or rest their heads on their desks in ISS.
14. Students will stay in their assigned places and raise their hands to request help.
15. Students will not talk with other students or the room supervisor while in ISS unless addressed by the room supervisor.

16. Students will serve consecutive days, except in case of illness or if approved by an administrator. (i.e. State testing)
17. Students will not pass notes in ISS.
18. Students will be responsible for the general cleanliness of his/her assigned area.
19. Students will be allowed one bathroom break in the morning and one in the afternoon to be taken at a time when the general student population will not be in the halls. Water breaks must coincide with bathroom breaks. Students will be escorted as a group by the room supervisor.
20. Students will not have any electronic device in his/her possession.
21. Students will not write on desks or deface any other school property.
22. Items not covered above will be left to the discretion of the principal or assistant principal.

Failure to comply with any of the above rules will result in one or all of the following:

1. Added work.
2. Added time.
3. Suspension to the Jackson Parish Alternative School.
4. Suspension with recommendation for expulsion.

Suspensions and Expulsions

Students' misconduct and breach of school policy should be dealt with, when possible, through counseling, parental conferences, and alternative corrective measures rather than through the use of suspensions and expulsions. Suspension as a corrective measure is essential in dealing decisively with a student who is responsible for severe misconduct and flagrant policy infractions. In order to effectively deal with all cases of student misbehavior and in order to assure the maintenance of a safe school environment, the right of the principal to suspend and recommend expulsion for students in extreme circumstances must rest at the base of all disciplinary possibilities. Just as important, the suspension serves as a deterrent to the remainder of the student body who becomes collectively aware that policy violations and misconduct which destroy a constructive school environment will not be tolerated. The suspension is often the only means through which the school can involve the home in certain critical areas of student.

In an effort to maintain discipline and provide instruction to all students, the Jackson Parish School Board has instituted an alternative school that is located on the campus of the Jackson Parish Student Services Center. The Jackson Parish Alternative School will be used as the last step in disciplinary action before out of school suspension and/or expulsion is utilized. In a more restrictive setting and with the use of alternative methods, instruction continues for each student assigned to the alternative school. Provided all work is completed accurately, the student may receive full credit for the assignments that were missed while in the alternative school.

NOTE:

- 1. It will be the responsibility of the parent to provide transportation to and from the alternative school each day assigned.**
- 2. During the assignment to the alternative school, the student is not allowed to participate in any school functions and may not return to Quitman School for the duration of the suspension.**

Due process as defined in Act 216 requires these five steps which all Jackson Parish principals shall follow:

1. Prior to suspension, the principal or his assistant shall advise the student of the misconduct of which he or she is accused.
2. The student shall be given the basis for such accusations. However at this time, it is not necessary to allow the student to face, cross examine, or even to know who his accusers are.
3. The student shall be given the opportunity to explain his or her version of what has happened.
4. Notice shall be given to the student in writing of the suspension and the reason(s) for the suspension.
5. Any parent or legal guardian shall have the right to appeal the suspension to the Superintendent of Jackson Parish Schools who shall conduct a hearing.

If out of school suspension becomes necessary, the student is not allowed to participate in any school functions and may not return to the campus for the duration of the suspension. During an out of school suspension, the absence will be unexcused and "0" will be recorded for any work missed.

The fourth suspension for a student in any given year will result in a recommendation to the superintendent for the student's expulsion. The Superintendent of Jackson Parish Schools or his designee will hold an expulsion hearing and determine if the student will be expelled. Expulsion generally means, but is not limited to, the student's removal from school for the remainder of the school year.

Students may be suspended for the following reasons:

1. Guilty of willful disobedience.
2. Treating anyone with intentional disrespect. **There will be "0" tolerance for stated, written, or implied threats toward any school employee or student.**
3. Making an unfounded charge against anyone of them.
4. Using unchaste or profane language or is guilty of immoral or vicious practices or of conduct or habits injurious to his associates. Suspension shall be at least three (3) days. Language with a sexual connotation shall be at least five (5) days.
5. Use or possession of tobacco products in any form in school buildings, on any school property, or on school buses will result in:
 - 1st Offense – 5 days Jackson Parish Alternative School
 - 2nd Offense – 6 days Jackson Parish Alternative School
 - 3rd Offense – 7 days Jackson Parish Alternative School

Possession of lighter/matches of any nature will result in:

- 1st Offense – 3 days ISS
- 2nd Offense – 4 days ISS
- 3rd Offense – 5 days Alternative

6. Use or possession of laser lights will result in five (5) days suspension.
 7. Disruption of class and habitual violation of any rule.
 8. Destruction of property. This includes, but is not limited to, defacing or writing obscene/profane language or pictures on any property.
 9. Throws anything which may injure anyone on the school grounds or on the school bus.
 10. Instigates (influences someone to react) or participates in fights. Zero Tolerance for instigating or participation. Will result in:
 - 1st Offense – 5 days Jackson Parish Alternative School
 - 2nd Offense – 6 days Jackson Parish Alternative School
 - 3rd Offense – 7 days Jackson Parish Alternative School
- Note: In certain instances, depending on severity, the administration may impose more severe punishment and the law enforcement may be involved.
11. Violation of traffic and safety regulations.
 12. Leaves the school without proper authorization from the principal or his designee.
Will result in:
 - 1st Offense: 3 days ISS
 - 2nd Offense: 4 days ISS
 - 3rd Offense: 5 days ISS
 13. Leaves classroom or detention without permission.
 14. Is habitually tardy.
 15. Commits any other serious offense (example: stealing, gambling, etc.)
 16. Use or possession of a firearm, a knife which has a blade that equals or exceeds two inches in length, or any other dangerous weapon will result in immediate suspension, and the principal is required by law to recommend expulsion.
 17. Skipping school and/or going onto another school's campus or disturbing another school in any way.
 - 1st Offense – 3 days ISS
 - 2nd Offense – 4 days ISS
 - 3rd Offense – 5 days ISS
 18. Skipping Class or required activity:
 - 1st Offense – 1 day ISS
 - 2nd Offense – 2 days ISS
 - 3rd Offense – 3 days ISS
 19. Being in possession of or discharging fireworks of any kind will result in at least three (3) days suspension.
 20. R.S. 1491 stipulates that possession or consumption of alcoholic beverages on public school property will result in a fine of "not more than \$1000 and being imprisoned for not less than 15 days or more than 6 months." The principal is required to notify law enforcement officials, which automatically results in arrest and removal from school.
 21. The possession, use, delivery, transfer, or sale of alcoholic beverages or controlled dangerous substances by a student, while on school premises or school buses, or while under school supervision, is expressly forbidden. When the principal/designee has reasonable cause to believe that a student has possessed, manufactured, distributed, been under the influence of, or possessed with intent to distribute alcoholic beverages, controlled dangerous substances, or

- any mood-altering chemicals, parents and the appropriate law enforcement agency shall be contacted immediately. Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended with a recommendation for expulsion for a period of time up to two years pending a superintendent's hearing in accordance to ACT 575 and La. R.S. 17:416.
22. Drawing or wearing gang-related emblem.
 23. Abuse of Internet privileges. The use of electronic media for educational purposes has become increasingly a trend and perhaps a necessity in the Information Age. Abuse of this privilege will constitute additional school problems and additional legal problems. Information of nearly every conceivable type is available over the Internet. This "information" includes but is not limited to making bombs, general school disruption, many types of pornography, etc. Accessing or using any information which is ultimately harmful to the school facility or injurious to the morals and/or physical well-being of any student will result in at least five (5) days suspension.
 24. All suspensions, regardless of the offense, may have at least one day added to the punishment for each suspension after the first one in a school year.
 25. Non-performance on the part of the student. Non-performance is a student's refusal to comply with a request from a teacher or administrator. Refusing to bring materials to class is also non-performance.

Respect for Equipment and Facilities

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

Cheating

"Cheat" may be defined as: to violate rules or agreements; to get something from another by deception or dishonesty. To cheat is a choice made by students which is detrimental to his educational and personal life. Cheating is a form of stealing. It is getting something for nothing. The cheater really only hurts himself because he is not acquiring the knowledge he needs and would be able to use later. The student must not at any time converse with anyone during a test other than the teacher (and even then only with permission). The student must not look at another student's paper. The student must not transfer answers previously recorded on any other source to his paper. The punishment for cheating is an automatic "0" given for any assignment on which the student cheated. In addition, the student's parents will be notified.

Courtesy

Keep the halls open by walking to the right. Do not block traffic by standing in groups. Pass through the halls quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided. Keep the school clean. Leave the school building after dismissal unless under the supervision of a teacher.

Playing Cards or Trading Cards

No card playing is allowed on campus except in some classes where it is used as an educational activity or in P.E. as a recreational game. Trading Cards are not appropriate as they become distracting within the educational setting. Cards will be confiscated and discipline may include suspension.

Confiscated Items

Any items, such as toys, caps, hats, or anything else that is prohibited from being brought to school in the student handbook will be confiscated. The school retains the right to keep these items indefinitely. Generally, if confiscated items are returned to the original owner, it will occur at the end of the school year.

Electronic Telecommunication Devices/ Radios, Tape Players, etc.

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

No students, unless authorized by the school principal or his/her designee, except in case of medical circumstances, shall use or operate or have in his/her possession any electronic telecommunication device, including any facsimile system, radio paging service, cellular phone or mobile telephone service, intercom or electro-mechanical paging system, radios, tape/CD players/i-pods, television sets, pagers and other electronic devices, etc. in any school building or on the grounds thereof (except if stored in a motor vehicle).

Consequences for violating this policy will be the confiscation of the item which may be picked up by the parent and the following:

- 1st Offense- 2 days ISS
- 2nd Offense-4 days ISS
- 3rd Offense- 5 days ISS

E-Readers

This year, we are allowing students to use electronic readers (e-readers) at Quitman School. While we are excited that students are using new technology to nurture their love of reading, we do have some rules for the appropriate use of these devices. In addition to the Student Acceptable Use Policy concerning Internet and our network, each student who uses an e-reader must complete and place on file in the school's office an E-reader Agreement form. **Please note that, for our purposes, a cell phone is not considered an e-reader.**

Rules for Using E-readers

1. Quitman School is not responsible for lost, stolen, or damaged e-readers. If you bring an e-reader on campus, it is your responsibility to care for it.
2. All e-readers must be labeled with the student's first and last name.
3. Each student is responsible for his/her own e-reader and is not allowed to lend it to another student while on campus.
4. E-readers can be used in class only when the teacher gives the student permission. If a student is using an e-reader at an inappropriate time, the teacher may confiscate it and leave it in the office for the student to pick up after school.
5. E-readers are to be used for reading school related material only.
6. Any student found to be using his/her e-reader for internet access while on campus will lose his/her privileges. The e-reader will be confiscated and may be picked up in the office by the parent.
7. Material downloaded by each student must be monitored by his/her parents; therefore, all books must be downloaded off campus, prior to coming to school.
8. E-readers may not be used on campus for audio books.
9. The privilege to use an e-reader may be revoked at any time.
10. E-reading devices must be approved by the teacher.

Couples

Our school is made up of grades pre-kindergarten through twelve. Our younger students are very aware of the examples set by older students. It is necessary that boys and girls, when together as a couple, must reflect the best example possible. Holding hands and being too affectionate while at school is not considered to be in good taste, and therefore is not permissible. This could result in a referral and appropriate discipline.

Rules for Recesses

When you arrive at school in the morning, you must stay outside (except in bad weather) until 7:45 a.m.

Recesses

Good Weather:

1. Go outside the building and do not block the doorways.
2. You must have permission if you are to go to the library.
3. Students may not remain in classrooms during any recess.

Inclement Weather:

1. Remain in the halls and talk quietly. No eating or drinking is allowed in the halls.
2. You may go to the library if you have permission.

Noon Recess

Good Weather:

1. All students are to go outside after eating lunch.
2. Students must stay in the areas designated for their ages.
3. Playing games (chase) in the building is not permissible.

Inclement Weather:

1. All students are to return to the halls after eating lunch.
2. No eating or drinking is allowed in the building.

Off-Limits Areas

The area around the **kindergarten building, shop, baseball dugouts, baseball bleachers, softball field, and track** are off-limits to students unless a teacher has given permission to be there.

Student Acceptable Use Policy

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

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

1. Electronic mail (e-mail) communication with people all over the world;
2. Information and news as well as the opportunity to correspond with other institutions;
3. Public domain software and graphics of all types for school use;
4. Discussion groups on a limitless range of topics;

5. Many University Library Catalogs, the Library of Congress, the State Library of Louisiana, and a large collection of relevant information to educators and students.

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

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

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

INTERNET/NETWORK - TERMS AND CONDITIONS OF USE

1. **Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of our Internet and network account must be in support of education and research and consistent with the educational objectives of the Jackson Parish School Board. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.
2. **Privileges** - The use of the network and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives access will be part of a discussion with a Jackson Parish School District staff member pertaining to the proper use of the network.) The principal or his/her designee will deem what is inappropriate use and his/her decision is final. Also, the principal or his/her designee may close access at any time as required. The administration, faculty, and staff of Jackson Parish Schools may request the principal to deny, revoke, or suspend specific user access.
3. **Network Etiquette** - Users of the network and Internet are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not get abusive in your messages to others.

- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal personal address or phone numbers of yourself, other students or faculty.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities are to be reported to the teacher and/or principal.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. All communications and information accessible via the network should be assumed to be private property.
4. **Warranty** - Jackson Parish School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Jackson Parish School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Jackson Parish School District specifically denies any responsibility for the accuracy or quality of material or information obtained through its services.
5. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or Internet, you must notify your teacher. Do not demonstrate the problem to other users. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and the Internet.
6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

2012–2013 Handbook Receipt Form

Please sign this form and return it to your child's first period teacher.

Child's Name

Grade

Homerom Teacher

I (We) have read the handbook, along with my (our) child.

I (We) understand the expectations, rules, and regulations and agree to support our child in following these rules.

Parent/Guardian's Signature

Child's Signature

Date