

# **Weston High School**



## **Student Handbook**

### **2009 - 2010**

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**“Knowledge Is Power”**

Dear Parents/Guardians:

The faculty and staff welcome you and your child to the 2009-2010 school year at Weston High School. Our school is made up of pre-kindergarten through grade twelve.

As a staff of trained, professional people, we have a tremendous task to help your child establish successful learning patterns at school. Your support and assistance as parents is essential for your child to reach his/her maximum educational development.

To have a safe environment and an appropriate setting for learning, rules and regulations must be obeyed and enforced at Weston High School. Please take time to read the entire handbook.

We believe parent/school communication is a key element in the success of our students. If we can be of any assistance, please feel free to come by the school or call 259-7313. The faculty and administration look forward to meeting and working with you.

## **MISSION STATEMENT FOR WESTON HIGH SCHOOL**

Our Mission at Weston High School is to provide academic success for all students.

Every facet of our total school program should reflect this philosophy and offer opportunities for student growth in the following areas:

1. Academic growth and development.
2. Discipline and responsibility.
3. Physical development and well being.
4. Citizenship and patriotism.
5. Ethics and fair play.
6. Self-concept and validation.
7. Cooperation and interpersonal relationships.

Success in this mission requires the combined efforts of all of us. Please join in this endeavor which will benefit our children, our community, and our society.

## **GOALS**

The faculty and staff of WHS value education. As this school year begins, we feel that it is imperative to set goals.

Part I of the goals for this year includes a goal for **reading**. Reading is the focus for increased student achievement. It is the goal of WHS to have all students reading on grade level by the end of third grade. WHS has set a goal for reading at 50,000 Accelerated Reader points to be earned by students. WHS students in grades 1-12 earned 46,000 points last year. That is terrific!

If you have a book at home or from the Jackson Parish Library that you would like to know the reading level (BL) or the points (AR pts.) you can type in the name of the book at: [www.arbookfind.com](http://www.arbookfind.com) to learn more.

Part II of the goals for this year includes **attendance**. It is necessary for students to be at school to learn; therefore, an attendance goal of 97% has been set. Students at WHS had an attendance average of 95.8% last year. Working together we can reach our goals.

Recommendations for reaching our goals:

1. Establish a time to read daily. Research shows that students who read more score higher on tests- at every grade level in all subjects. Reading is the key to a strong educational foundation.
2. Be at school every day and be on time. Your future depends on it!
3. Do not check out early unless absolutely necessary.

## PARENTS

Parents can go on-line to the Jackson Parish School Board web site to check Lesson Plans and Grades for your children at Parent Connect [www.jpsb.us](http://www.jpsb.us). Upcoming Events and important information relative to our students and Weston High School will also be posted. You may access this site at [www.jpsb.us](http://www.jpsb.us) and click on Weston. Jackson Parish School Board Policies may also be accessed at [www.jpsb.us](http://www.jpsb.us) click on Board Policy.

## PARENT-TEACHER CONFERENCES

When parents and teachers communicate with each other, the educational growth of children is increased. Parents are encouraged to call to schedule a conference if there are concerns. Parents or visitors will not be allowed to visit classrooms during instructional time.

Phone number: 259-7313

School hours: 7:45 a.m. - 3:07 p.m.

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

*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 2009-2010 school year.*

## BREAKFAST/LUNCH

Breakfast is served each school day from 7:20 a.m. until 7:40 a.m. Students who wish to eat breakfast at school must arrive at school no later than 7:40 a.m. to finish eating by 7:45 a.m. Breakfast/Lunch money shall be paid in advance the first school day of each week to the cafeteria manager. No charges will be allowed. Students (PK-6) may buy lunch for \$1.25 and breakfast for \$1.00 at regular price. Students (7-12) may buy lunch for \$1.50 and breakfast for \$1.00. The reduced price is .40 for lunch and .30 for breakfast. Extra Juice--\$.60; Extra Milk--\$1.00.

## GRADING POLICY AND REPORTS

Weston utilizes the grading policy established by the Jackson Parish School System as set forth in the parish Pupil Progression Plan. The letter grading system of A, B, C, D and F is used and is applied according to the following scale:

- A indicates a score of 94-100%
- B indicates a score of 88-93%
- C indicates a score of 76-87%
- D indicates a score of 70-75%
- F indicates a score of 69% or below

Report cards are sent to parents following the end of each nine-weeks grading period for the purpose of relating the progress of the student. (Refer to school calendar for end of grading periods).

To further increase parental awareness of student progress, each teacher sends a mid-nine weeks progress report home. The mid-nine weeks progress report should be examined carefully, signed by parents, and returned to the teacher within three days. Parent signature indicates that the report card or progress report has been seen, not that the grades are necessarily approved.

Each student is required to return the report card or progress report within three (3) school days after they are issued. Discipline notifications and tardy notifications are sent to parents as needed. Parents should sign such notifications and return them to school within three (3) school days. Parents should sign STEP forms and return them the next day to avoid additional STEPS.

## PLACEMENT OF STUDENTS IN CLASSES

Placement of students into classrooms at any particular grade level is strictly a decision of the Principal or her designee. Ordinarily, **parent requests for their child to be placed with a particular teacher will not be honored.** Boys and girls will be grouped in same gender classes in math and reading or English in sixth and seventh grade (approved by the JPSB.)

## HONOR ROLL POLICY

The honor roll policy for all Jackson Parish Schools is:

- A. 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.
- B. 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. Honor roll students will have a GPA of 3.0 to 3.59.
- C. Subjects Considered for Honor Roll:
  - 1. High School (grades 9-12): all courses pursued for Carnegie credit.
  - 2. Middle School (grades 6-8): math, reading, language, social studies, science, and physical education.
  - 3. Elementary School (grades 1-5): math, reading, language, social studies, and science.
- D. Considerations in Determining Honor Roll:
  - 1. No rounding off will be permitted.
  - 2. A grade of "D" or "F" in any subject considered for honor roll will render a student ineligible.
  - 3. Kindergarten will not be considered for honor roll.
- E. Awards Programs--focus on excellence:
  - 1. To qualify for an Honor Roll Certificate, students must have a cumulative GPA in accordance with the parish policy.
  - 2. Siblings of students may attend programs of brothers and sisters if the parents are going to attend and assume full responsibility for that child.

- Parents must ask office staff to call the student out of class.
3. If a student is checked-out after the program, all check-outs should go through the office. Teachers can not check-out your child.
  4. In an effort to keep programs short, we have divided the end-of-year awards ceremonies into three separate programs.
  5. Please show respect for all grades by not leaving during the program.
  6. All cell phones should be turned off or silenced during assemblies.

## **GENERAL REGULATIONS**

### **JACKSON PARISH SCHOOL BOARD STUDENT ACCEPTABLE USE POLICY**

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

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

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

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

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the

network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided herein so that users are aware of the responsibilities they acquire. If a Jackson Parish School user violates any of these provisions, his/her access will be terminated. Additionally, any user violating this policy will be subject to standard Jackson Parish School Board disciplinary action such as, but not limited to, suspension, expulsion, and/or appropriate legal action. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

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

(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.

### **MEDICATION POLICY**

No medication may be administered at school without a doctor's order. The school will not provide or administer any type of medication, such as aspirin, Pepto Bismol, Tylenol, etc. No medication (prescription or non-prescription) should be on the student's person at any time. All medication will be stored for the student and administered to the student at the request of the doctor. If medication is to be administered at the school, we must have written instructions from the doctor relative to how and when the medication is to be administered, the possible side-effects of the medication, and the procedures the school should follow in the event side-effects occur. Parents may bring medication to their child on a school campus. If the parent administers the medication, the student no longer has to leave the school campus.

It is recommended, if a new medication is administered to a student on campus, that the parent be requested to stay with the student for 30-40 minutes, if possible.

Medication consent forms may be offered to the parents in an effort to reduce the number of parents administering medication to students on campus.

## **TEXTBOOKS-LIBRARY BOOKS**

Jackson Parish Schools and the State of Louisiana supply the textbooks and library books which are needed for all students. Textbook numbers are recorded as books are issued, so that an accurate record may be kept of all textbooks. Library books are not loaned to students for extended periods of time and fines will be levied for books not returned within the prescribed time. Each student is expected to take proper care of the textbooks and library books which are issued and pay for those which are lost or damaged. The cost of lost or damaged books will be the cost of replacement of the book. The average cost of a textbook is \$55.00. The cost of library books ranges from \$4.00 to \$25.00.

## **BOOK BAGS**

The Jackson Parish School Board has set policy concerning student's book bags. Policy states that book bags **MUST** be clear or mesh. Due to limited space in the classrooms, all book bags must be kept in a student's locker during the school day. Purses large enough to hold books are not allowed as back packs.

## **STUDENT ARRIVAL TIME**

**Students should not arrive on campus before 7:15 a.m. – teachers are not on duty until 7:15 a.m.**

<b>LOCKER POLICY</b>
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**All students in grades 6-12 must pay a locker fee of \$5.00 in order to receive a locker. For safety purposes, all lockers not rented will be closed with a tie as directed from the crisis management review by the state. Lockers should be locked at all times.**

Anyone not returning the lock assigned will be assessed a \$5.00 replacement fee. Damaged or lost locks will also be assessed the \$5.00 replacement fee. **Only school-issued locks may be used.** Gymnasium lockers are assessed by the P.E. teachers. School locks may be rented for gym lockers for \$5.00; however, a replacement fee of \$5.00 will be charged for these locks. All lockers in the gym will be closed with a lock or with a tie. At the end of the school year, all lockers should be cleaned out; a \$5.00 clean out fee will be assessed for all lockers not cleaned out.

**Students should go to lockers before school, at the end of second hour, before and after lunch, and at the end of the day. Before and after P.E. is the only exception and should be kept to a minimal.**

School lockers are the property of the Jackson Parish School District. For health and safety reasons, the Administration of Weston High School reserves the right to **inspect lockers at any time without notice**, without student consent, or without a search warrant. Since lockers are a permanent part of the building, students are expected to help keep them in good condition. No stickers, posters, writing, or anything which might deface or damage the locker may be put on lockers without special permission from school administration. Students are expected to use their assigned lockers for the duration of the school year and not change lockers without the authorization of the homeroom teacher. Lockers may be visited only at the designated times. Locker policy set in accordance with Act 612 of the Louisiana Legislature RS 17:416.

## **CARS AND TRUCKS**

For the reason of safety, parents are encouraged to send their children to and from school by bus. However, if it is necessary for parents to provide other transportation, this should be cleared through the office before any vehicle is brought on campus by a student. Parents must provide the school with written permission for the student to drive, a copy of the student's driver's license, and a copy of proof of proper insurance **by September 1, 2009**. If a student enrolls at a later date, the above documentation should be given at the time of enrollment. In addition, all drivers **must possess a valid driver's license** and be officially registered and approved in the office. All documentation will be kept on file in the office.

Cars driven to school by students are to be parked in a designated area and left unoccupied until school is dismissed or until the student is authorized to leave campus. Vehicles should not block the entrance to the gym or the entrance to the circle drive. Students should not park in handicap parking unless they have a handicap and a handicap sticker.

**Students are not allowed to return to parked vehicles at any time without authorization from the Principal or her designee.  
NO EXCEPTIONS!**

**Jackson Parish Schools have closed campuses.** Students who leave campus may not return to campus without a doctor's excuse or parent note (5 total). Students should check-in through the office for proper authorization. Students are not allowed to leave campus to eat lunch, run errands, or make deliveries for students or teachers.

At no time shall students be permitted to leave school accompanied by other students except with proper permission. It is imperative that each student adhere to this rule if continued private transportation is to be authorized.

It is desired that all children be transported only by approved means authorized by the school and parent. Cooperation of parents is requested in assisting the school in this endeavor. Drivers are expected to approach and leave through the proper entrance and exit at a slow, safe speed. **SLIDING STOPS AND SPINNING STARTS ARE NOT SAFE AND WILL NOT BE TOLERATED. Music which is excessively loud is not permitted when entering or leaving the campus.** Any driving practices which violate this policy or otherwise deemed unsafe or hazardous may result in the restriction or loss of the privilege of bringing a private vehicle onto the campus. Driving on campus is a privilege not a right.

**Neither the Jackson Parish School Board nor Weston School assumes any responsibility for damage to private vehicles while on school property.**

## **EXEMPTION OF FINAL TESTS FOR SENIORS**

To determine if a student is exempt for a final exam, double the proper value for each nine weeks period and divide by 8. A student must have a 3.6 or above to have exemption status.

## **GRADUATION REQUIREMENTS**

**4 credits of ENGLISH-** Shall be English I, II, and III in consecutive order; and English IV or Business English.

**3 credits of MATHEMATICS-** Shall be Algebra I and one of the following options:

(1) Algebra II and Geometry, or (2) Algebra II or Geometry and one of the following: Advanced Math, Calculus, Consumer Math, Financial Math, or Integrated Algebra.

**3 credits of SCIENCE-** Shall be Biology and two of the following: Physical Science, Environmental Science, Chemistry, or Physics.

**3 credits of SOCIAL STUDIES-** Shall be American History; 1/2 unit of Civics and 1/2 unit of Free Enterprise; and one of the following: World History, World Geography, or Western Civilization.

**2 credits of HEALTH AND PHYSICAL EDUCATION-** Shall be Health and Physical Education I and Health and Physical Education II.

**8 ELECTIVE** units are required.

**TOTAL UNITS REQUIRED FOR GRADUATION IS 24 FOR INCOMING FRESHMAN FOR THE 2008-2009 SCHOOL YEAR.**

Valedictorian and salutatorian shall be determined by highest GPA (using final grades), correspondence courses, and college courses used as high school credit.

A high school student enrollee must be a student at Weston High School for a period of two full years before he/she can be eligible to become Valedictorian or Salutatorian.

**DIPLOMA OF EXCELLENCE**

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

The criteria below are effective and will be updated in conjunction with the State Board of Elementary and Secondary Education Honors Curriculum. In addition, the student must have cumulative pursued GPA of 3.0 or above and have passed all parts of the Graduation Exit Examination. This curriculum qualifies for the TOPS Program.

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

Curriculum course (see TOPS)

Health .....	½ unit
Physical Education.....	1 ½ units
Electives .....	<u>5 ½ units</u>
<b>(17.5 required core units)</b>	<b>TOTAL        24</b>
<b>units</b>	

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

FOR INCOMING FRESHMAN FOR THE 2008-2009 SCHOOL YEAR, one additional unit of math or science is required for TOPS and a Diploma of Excellence.

### **TOPS Core Curriculum**

Students who receive the Diploma of Excellence will have met the TOPS program core curriculum below.

<b><u>Units</u></b>	<b><u>Courses</u></b>
4	English I, II, III, and IV
1	Algebra I (one unit) or Applied Algebra IA and IB (two units)
1	Algebra II
2	Geometry, Trigonometry, Calculus or an approved advanced math substitute
1	Biology
1	Chemistry
1	Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II, Physics, Physics II, or Physics for Technology (one unit)
1	American History
2	World History, Western Civilization, or World Geography
1	Civics and Free Enterprise (one unit combined) or Civics (one-unit, non-public)
1	Fine Arts Survey (or substitute two units of performance courses in music, dance, and/or theater; or two units of visual arts; or substitute two units of studio art; or substitute one unit of an elective from among the other subjects listed in this core curriculum)
2	Foreign Language (two units in the same language)

1/2	Computer Science, Computer Literacy or Business Computer Applications (or substitute at least one-half of an elective course related to computers approved by the State Board of Elementary and Secondary Education or one-half unit as an elective from among the other subjects listed in this core curriculum) <b>(17.5 required core units)</b>
<b>TOTAL</b>	<b>24 units</b>

<b>DUAL ENROLLMENT</b>
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Louisiana Dual Enrollment Program  
Student Eligibility Criteria Framework  
Revised 5-9-08

- I. General criteria
  1. Student must be currently enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade at a public Louisiana High School.
  2. Student must be on track for completing the Regents/TOPS high school core.
  3. Student must have taken either the PLAN or ACT assessment and those scores are on file at the high school.
  4. Student must be in good standing as defined by the high school.
  5. Student must have permission from the high school to participate.
  6. Student must be enrolled in a course for which both college and high school credit is available.
  7. To continue enrollment in subsequent semesters/terms through this funding opportunity, student must have successfully completed prior Dual Enrollment Program courses. If the student resigns or withdraws from a course, the student must receive permission from both the high school and the college to continue enrollment in subsequent semesters/terms.
  
- II. Eligibility criteria to enroll in a College Level, Degree Credit Course at Louisiana Tech University
  1. College Level, Degree Credit Course: A course in an academic subject that generates postsecondary institutional credit. If Louisiana Tech University is requesting funding from the Louisiana Board of Regents, the course(s) must also appear on the current Board of Regents' Statewide General Education Course Articulation Matrix.
  2. Student must have an ACT Composite score of at least 20, or a PLAN Composite score of at least 20.

3. Student must have an ACT or PLAN English sub-score of at least 18 to enroll in English 101.
4. Student must have an ACT mathematics sub-score of at least 22, or a PLAN mathematics sub-score of at least 21 to enroll in Math 101.
5. Student must have an ACT mathematics sub-score of 20-21, or a PLAN mathematics sub-score of 19-20 to enroll in Math 100.

## BUS CONDUCT

Jackson Parish offers school bus transportation as a privilege not an obligation to all students who reside in the Weston attendance zone. Each bus driver represents the school authority and is responsible for the **SAFETY OF THE PASSENGERS IN THE BUS**. Bus drivers must enforce certain rules of behavior as set forth by the Jackson Parish School Board in order to ensure safety. For the safety of all people on the bus, the JPSB policy will be strictly enforced.

### JACKSON PARISH SCHOOL SYSTEM BUS POLICY

Dear Parents,

As an extension of your child's educational program, we are happy to offer bus transportation services. Our goal is to serve you, the public, with the safest, most effective system possible. We need your help in doing this. Please read and discuss with your child the information concerning bus behavior and safety. Safety education and good discipline are major factors in accident prevention.

In order to provide unity and consistency in bus discipline throughout the parish, to provide the safest possible transportation for our students and to decrease injuries to students and damages to school buses, the procedures outlined in this policy shall be followed by the Transportation Department and the administration of each school.

Parents must complete the **Updated Student Information Form** enclosed in the packet your child will receive on the first day of school. This form is due back to your child's homeroom teacher within three days. **Bus transportation will be terminated if this form is not returned within one week and will not resume until such time the form is completed and returned.** This form will be kept on file at the school where the student is registered. No transportation changes will be taken over the phone. All requests must be written.

We appreciate your help and support in making this year a safe and productive one for your student.

Sincerely,  
Roy E. Barlow  
Supervisor of Transportation

### **School Bus Rule and Regulations**

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

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

### **Procedures for Suspension or Removal of a Special Education student from transportation privileges**

Prior to the suspension or removal from a bus of a student classified as handicapped, a determination must be made as to whether the behavior is related to the student's handicapping condition. The Special Education Supervisor shall be notified within one operational day of the determination decision regarding the disciplinary action.

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

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

- A. The I.E.P. Committee must be convened to:
  - a. Familiarize the I.E.P. Committee with the determination decision.
  - b. Review the student's I.E.P./Placement and Transportation services.
  - c. 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 as possible. Generally, this should not exceed three (3) school days from the day of the incident.

Failure to comply with the rules and regulation listed 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 her 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 transportation privileges for a minimum of one (1) week. Parents must call and schedule a conference with principal or assistant principal. NO EXCEPTIONS.

## **FOURTH INFRACTION**

Student shall be suspended from bus riding privileges for the remainder of the school year. A due process hearing with parent will be scheduled.

**\*\*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 Statues.**

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/she is assigned. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. No student may ride two different buses (one in the morning and a different one in the afternoon), without written permission from 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.

## CANDY, GUM, SOFT DRINKS

**Candy, gum, and soft drinks are not to be brought onto the campus for sale or consumption by students.** Due to a "multitude of problems" resulting from the "misuse" of these items, students are forbidden to bring them to school. Any violation of this policy makes the student responsible subject to discipline. No one is allowed to bring food to students from other food services such as McDonald's, etc. Soft drinks in cans are not allowed.

Food or drinks should not be brought into the buildings at any time. Students should buy drinks only at designated times (RECESS). Students are not allowed to buy drinks after school or to take home on the bus.

Grades 1-5 may bring snacks for recess that is to be consumed **during recess**. No food or drinks may be brought back into the building after recess.

## VISITORS

Parents are welcome to school for special programs, for conferences, or for obtaining information through the principal's office.

In accordance with the Jackson Parish School Board "closed campus" policy, all visitors must register with the principal through the office to get a **PASS**. Visitors coming on campus who do not get permission (a pass) from the principal will be asked to leave the campus and if they choose not to leave campus, law enforcement officials will be called to remove them from the premises. Students may not bring visitors, relatives, or anyone who is not registered as a student of Weston School on campus at any time unless permission is obtained from the principal's office. Visitors will not be allowed to visit classrooms during instruction time. A scheduled conference should be set up through the office during the teacher's conference hour.

## SEARCH AND SEIZURE

Unannounced searches of students, lockers, automobiles, school employees, and any other person or object on school board property and at school sponsored events may be conducted in accordance with JPSB policy (JCAB).

## PERSONAL PROPERTY

The school is not responsible for any lost, stolen or damaged personal property. Personal belongings should be clearly marked with the student's name. All money should be kept with the student at all times.

## TELEPHONE

Because of the tremendous amount of essential business which must be transacted over the office telephone, **STUDENTS ARE NOT ALLOWED TO USE THE TELEPHONE** except for emergencies resulting from injury or illness. Students will not be called out of class for phone calls unless it is an emergency.

Students are to use the **MAIN OFFICE TELEPHONE ONLY**. Telephones in other school locations are **FOR SCHOOL PERSONNEL ONLY**. **NO EXCEPTIONS!** Any student leaving a class to come to the office to use the telephone must have a note from his teacher stating why it is necessary to make a call. **The use of any phone other than the main office will be a violation of school policy unless given permission by a teacher.**

## SOLICITATION

Any fundraising activities using the name of Weston High School must be approved by the principal. For proof of approval, a letter from the principal on school letter head must accompany any solicitation.

Individual students are not allowed to solicit funds for personal use for any reason using the name of WHS. Students not following the proper procedures are subject to out of school suspension.

## ELECTRONIC TELECOMMUNICATION DEVICES FOR STUDENTS

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

No student, unless authorized by the school principal or his/her designee, except in case of medical circumstances, shall use or operate or have in his/her possession any electronic telecommunication device, including any facsimile system, radio paging service, cellular phone or mobile telephone service, intercom or electro-mechanical paging system in any school building or on the grounds thereof (except if stored in a motor vehicle).

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

**Cell Phone Consequences:**

**1st Offense—3 Days ISS and Collect Phone- parent must pick it up**

**2nd Offense—5 Days ISS and Collect Phone- parent must pick it up**

**3rd Offense— 3 days JP Alternative Program and Collect Phone- parent must pick it up**

**4th Offense—5 days JP Alternative Program, Recommend hearing for expulsion to Alternative school, Collect Phone-parent must pick it up**

**TOYS, CAPS AND PERSONAL ITEMS**

**Students are NOT TO BRING any toys, caps, hats, or personal items to school unless it is for a school project of some type.** These items lead to unnecessary problems which hinder the educational process. Parents should label all coats, sweaters, gloves, etc. with the child's name so that items lost may be returned. Each year the school must discard several boxes of these items that are not claimed. All toys that are brought to school will be picked up and sent to the office along with any other personal items that interfere with the teaching-learning process or cause distractions.

**STUDENT TOBACCO USE**

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

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

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

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

## CARE OF PROPERTY

**Care of school property is a point of pride at Weston.** Damage is easier to prevent than to repair. It is the duty and responsibility of each student to share in the preservation and care of the buildings and equipment. Any destruction of school property will require replacement or payment for damages by the student responsible in addition to appropriate discipline.

## CAMPUS SECURITY

For the safety and well-being of every person on campus, we would like to inform you of your part in the Weston High School Crisis Management Plan.

1. Practice and review emergency plans and emergency telephone numbers regularly with your children.
2. Each year make your child's teacher aware of any health or physical needs that would require special action or supplies during an emergency. Make sure your children have a supply of vital medication on hand at school.
3. Make sure that the updated student information sheet has a name, address, and phone number of anyone you want to pick up your child/children during an emergency. Students will not be released to anyone who is not listed on the information sheet.

4. Make sure your children are familiar with the people he/she may leave with and that they know that it is okay to leave with them in the event of an emergency.
5. Be aware that you may not be able to get to your child/children in the event of a large-scale emergency.
6. Be aware that the person picking up your child/children may have them several hours or days. Prepare them, yourself, and your child/children for this if necessary.
  - We hope that the Crisis Management Plan will never be used, but everyone needs to know her or her role in a crisis just in case.
  - Weston High School is under 24-hour video surveillance.

### **STUDENT DROP-OFF & PICK-UP**

#### **For the safety of all students:**

1. Students should arrive on campus **after 7:15 a.m.**, special permission must be obtained otherwise.
2. **Every student should enter and depart in the front of the school.** There will be no drop-offs or pick-ups at the north end of the building or at the Ag shop. ISS will apply for violators.
3. After school pick-ups – everyone should remain outside the building, because of the large number of students exiting.
4. Do not wait in the lobby to pick-up a student.

### **PERMISSION TO LEAVE SCHOOL**

A student may check out of school if:

1. Parent/guardian comes to pick up the student.
2. Parent/guardian calls the office and requests that the student be sent home (only if considered an emergency by the administration).
3. Parent/guardian must send a signed, written request for the student to check out of school.
4. Students will not be allowed to call home to check out except in the case of illness or injury.
5. Parents should request students to check out **ONLY** in cases of

emergency.

6. Parents who come to pick up students are required to come to the office to check their child(ren) out. At no time should parents pick up children from classrooms.
7. Students are not allowed to leave campus to get athletic uniforms.
8. Students may not leave in their vehicle to correct dress code violations.
9. Students may not leave campus to eat lunch and return.
10. Students that leave campus must have a doctor's excuse or a parent note (5 total) to return.

## **EDUCATOR'S RIGHT TO TEACH**

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

A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and R.S. 17:416 through 416:26 and any city, parish, or other local public school board regulation.

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

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

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

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

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

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

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

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

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

Adopted by JPSB 3/2/04

## ATTENDANCE

The State Department of Education, recognizing how important regular attendance is to the progress of a student, has stated that students may be excused from school ONLY under the conditions of (1) ILLNESS; (2) ILLNESS IN FAMILY; (3) DEATH IN FAMILY; and (4) RELIGIOUS HOLIDAYS.

In order to be eligible to receive grades, high school students, grades 9-12, shall be in attendance a minimum of 162 (63,504 minutes) days in all courses pursued for a full unit of credit and a minimum of 81(31,752 minutes) days in all courses pursued for one-half unit of credit. Elementary students, grades K-8, shall be in attendance a minimum of 160 days. The new school compulsory attendance age is seventeen. **If a student exceeds his/her allotted days of absence, he/she must have a doctor's statement certifying his/her illness.** Students have **three** days to return an excuse for days missed. Whenever a student is absent for whatever reason, he should on the day of returning, bring a written notice stating the reason. All absences will be counted unexcused unless this written note is received. A student absent for any reason NOT COVERED BY LAW will receive an UNEXCUSED ABSENCE.

**Excused absences will be accepted in the form of a parental note for five days. After five days a doctor's note must be provided for the absence to be excused.**

We have established the Truancy Assessment and Service Center to aid the school board with the truancy problem in our parish.

The following law explains the attendance requirements of the Jackson Parish School Board:

### **COMPULSORY SCHOOL ATTENDANCE LAW**

**In compliance with Louisiana Revised Statute 17:221, it is the policy of the Jackson Parish School System to require that a child from the seventh birthday to the eighteenth birthday (unless child graduates from high school before his eighteenth birthday) attend a public or private school in regularly assigned classes during school hours or participate in an approved home study program. Any child below the age of seven (7), who is legally enrolled in school, is subject to state compulsory school laws. Kindergarten students, once registered, must comply with the Compulsory School Attendance Law.**

**Louisiana Revised Statute 17:221 allows for the prosecution of the parent or guardian of a child when the child does not comply with the attendance requirements. This law also permits the District Attorney's Office to monitor truancy.**

**THIS LAW APPLIES TO ALL STUDENTS ENROLLED IN THE JACKSON PARISH SCHOOL SYSTEM.**

As a parent, we feel that you should be informed about the Truancy Assessment and Service Center. The District Attorney's Office will continue to monitor truancy through the center in the upcoming school year. Three (3) unexcused absences will result in the school sending a referral to our office. You will receive a letter informing you that your child has three (3) unexcused absences. If a second referral letter reflecting five (5) unexcused absences is received, you will be required to attend a mandatory meeting with the designated officer and me. If a problem persists with unexcused absences, you WILL be ordered into court.

### **MAKE-UP WORK AFTER ABSENCE**

1. Students who are absent have the responsibility for making up those tests, lessons, and assignments they have missed. Students have three days to bring an excuse for any absence.

Students who are absent may make up work for the following reasons:

- a. Illness, injuries, or extenuating circumstances as verified by a physician.

- b. Absences caused by a school-sponsored activity.
  - c. Death in the immediate family (not to exceed one week).
  - d. Absences when the student's religious faith requires absences for the observance of special and recognized holidays of the child's own faith.
  - e. All other excuses may be accepted only if approved by the principal or her designee and will be final.
  - f. For students with unexcused absences, neither the teacher nor the school will be responsible for providing make-up tests, lessons, assignments, etc.
  - g. Parents should call for homework only if students have missed 2 days or more.
2. Students have the same number of days to make up tests, assignments, etc. as set forth by the Pupil Progression Plan for the Jackson Parish School System. It is the student's responsibility to contact the teacher for all assignments missed during the time of absence.
  3. All work must be made up before the school year ends regardless of the number of days absent unless extenuating circumstances exist as determined by the principal or her designee.
  4. Students have the same number of days as they were absent to remove incomplete grades due to excused absences. After this time, the "I" grade becomes an "F".
  5. Parents must contact the school before 11:00 a.m. in order to receive homework for that day.

## TARDY POLICY

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 can't be accepted. Being out of class without a pass is a tardy. Examples of unexcused tardies include, oversleeping, alarm not sounding, running errands, etc. The students must be in his/her desk ready to begin class before the tardy bell rings. Failure to do so will result in a tardy being posted by the teacher. Due to the requirements set forth for local schools by State Bulletin 741 regarding the prevention of chronic tardiness, the following policy has been established for Jackson Parish Schools 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 - 1 day JPAP**  
**15 accumulated tardies - 2 days JPAP with**  
**recommendation for expulsion to JPAP**

**Tardies: Late arrivals to school must check in through the assistant principal's office (grades 6-12). Grades PK-5 should check in through the main office.**

Students who are verified as meeting extenuating circumstances and could not be prevented from being tardy in the judgment of the principal or her designee may be given consideration. Consideration is not given when parents claim the tardy to be parent's fault except in cases of illness, injury, or emergency. These considerations do not include excuses such as oversleeping, clock failure, car problems, loose animals, etc.

**Students who drive vehicles onto campus may lose driving privileges due to excessive tardies.**

**ISS In-School Suspension** -Times will be assigned by the Assistant Principal or the Principal. Any student who refuses to report to assigned ISS will be issued an OSS (out-of school suspension). Any student failing to follow the rules and regulations while in ISS will receive OSS and receive zeros while at home.

## **DISCIPLINE**

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

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

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

School rules and regulations are to be observed by all students on the way to and from school, on the campus, in the classroom, and on all school-sponsored activities.

Prior to imposing consequences, several things will be taken into consideration such as: past behavior of the student and nature of the incident. Remember, what appears to be major to some, may be minor to others. We are working together to strive for consistency. The major goal of positive, effective discipline is student improvement and achievement.

### **Weston High School's Master Plan for Discipline**

Weston High School adopts the following clearly defined behavioral expectations in these basic rules.

#### **Kindergarten - 5<sup>th</sup> Grade**

##### **GROWL!**

1. **Get Prepared**
2. **Respect Others**
3. **Obey Rules**
4. **Work Together**
5. **Listen, Look and Learn**

#### **6<sup>th</sup> - 12<sup>th</sup> Grade**

##### **PAWS!**

1. **Prepare Self**
2. **Act Responsible**
3. **Work Together**
4. **Safety First**

**Students** are expected to obey the instructions of faculty and administration immediately and without any disrespectful remarks, attitudes, actions, or "body language". **Disrespect toward authority will not be tolerated.** Any student whose behavior is deemed disrespectful in any form and/or is deemed detrimental to safety and/or learning will be subject to disciplinary action.

WHS will use STEPS 1-3 as a notification to parents. Each Step should be handwritten by the student and signed by the student and the parent/guardian. Your signature only indicates that you have seen the Step not that you necessarily agree. **Each Step should be signed and returned the next school day to avoid additional Steps.**

### **1<sup>ST</sup> – 3<sup>RD</sup> GRADE GUIDELINES FOR STEPS AND JEAN PASSES**

Our classroom discipline plan gives every student the opportunity to manage his or her own behavior. The rules will be discussed; however, we ask that you talk to your child about the discipline plan. Working together, we can insure that your child will receive the best educational experience possible.

Consequences:

- 1<sup>st</sup> Offense.....verbal warning
- 2<sup>nd</sup> Offense.....loss of recess
- 3<sup>rd</sup> Offense.....Step 1
- 4<sup>th</sup> Offense.....Step 2
- 5<sup>th</sup> Offense.....Step 3
- 6<sup>th</sup> Offense.....Referral to the Assistant Principal

If a student receives a Step, he or she will have a form sent home with a paragraph for your child to legibly copy that must be signed by the parent and returned the next day. Upon returning to school the process will start over with a warning and loss of recess. If your child has already received Step 1 on a previous day he or she will receive Step 2. Another form and paragraph will be sent home to be copied and signed. This process will continue through Step 3. If a student has received Steps 1-3 and still chooses to disobey the rules, he or she will be sent to the office. Please note that offenses (major infractions) will call for an immediate referral to the office.

**These Steps accumulate for the semester.**

**Blue Jean Friday Rules:**

1. Complete all class and homework assignments.
2. Follow all the rules everyday.
3. Be on time for school everyday.
4. Master the math facts and sight words assigned for the week.

**4<sup>TH</sup> & 5<sup>TH</sup> GRADE GUIDELINES FOR STEPS AND JEAN PASSES**

**STEPS:**

1. Step One: If Choice Log is signed 3 times (We will use the Choice Log to record behavior infractions for each child. After they have signed the Choice Log 3 times during the nine weeks, they will receive Step 1)
2. Step Two: After Choice Log is signed
3. Step Three: After Choice Log is signed
4. Office Referral

**These Steps accumulate for the semester.**

### Blue Jean Friday Rules:

1. Signed papers must be returned within the time frame requested by the teacher.
2. Class work and homework completed daily.
3. No inappropriate behavior- choice log not signed.
4. No uniform infractions.

## **6<sup>th</sup> - 12<sup>th</sup> GRADE GUIDELINES FOR STEPS AND JEAN PASSES**

### **Areas of Conduct for Steps:**

Students will receive a Step for the following:

1. Brings or consumes food, drinks, or gum in class or in the building.
2. Defaces school property (writing on desks, leaving paper/books in desk, throwing trash on ground, spitting, etc.)
3. Book damage – Step plus a deficiency slip for damages
4. Cheating on homework, class work, etc. (Zero plus Step)
5. Disrespect for teacher/student/staff—attitude, defiance, etc.
6. Does not bring required materials to class- AR book, textbook, pencil, paper, etc.
7. Does not participate appropriately in class and/or school activities--head on desk, not copying notes from board, drawing, passing notes, etc.
8. Excessive talking or disruptive behavior.
9. Horseplay--throwing and/or shooting objects, hiding another student's materials, etc.
10. Uniform violations- shirt untucked, no belt, etc.
11. Not following after school dress code on permissible days.
12. Brings inappropriate items to school--i-pods, MP3 player, camera, trading cards, caps, etc.
13. PDA (Public Display of Affection)

### **Blue Jean Friday Rules**

Students will not be able to wear jeans if:

1. they do not follow the after school dress code the week before
2. they receive a step
3. break classroom rules
4. do not turn in homework
5. they are absent
6. they are tardy

7. they do not return papers sent home to be signed within 3 days such as progress reports, report cards, etc.

**These Steps accumulate for the semester.**

The areas of conduct listed above are general and are for minor infractions. Certain conduct (major infractions) may warrant an immediate office referral.

As part of 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 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 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. Teachers will enter an I.D. badge violation for students not having badges in class.

The following consequences will be followed:

- 3 accumulated violations - 1 day ISS
- 6 accumulated violations - 2 days ISS
- 9 accumulated violations - 3 days ISS
- 12 accumulated violations - 1 day JPAP
- 15 accumulated violations - 2 days JPAP with recommendation for expulsion to JPAP

Consequences will start over at mid-term.

**DISCIPLINE: SECTION 504 STUDENTS**

When a student who is identified as eligible under Section 504 is referred for disciplinary action, a decision must be made regarding whether the student's actions relate to his/her handicap. This decision is to be made by the **School Building Level Committee (SBLC)**. **Once the committee makes the determination of relatedness**, disciplinary action proceeds as with Special Education students.

If the action that caused referral is determined to be **unrelated** to the handicap, then discipline proceeds as with regular students. If the action in question is determined by the SBLC to be **related** to the student's handicap, then alternative

methods of resolving the problem handicap, then discipline proceeds as with regular must be considered. These **may include** placing:

- (1) Behavioral objectives in the student's education plan;
- (2) exclusion from the campus if student actions present a danger to others; or
- (3) rewriting the education plan.

<b>MAJOR INFRACTIONS</b>
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The following infractions are considered major and are referable to the office administration. The following consequences will be imposed on students referred to the office after an investigation by the administration.

<b>Major Infraction</b>	<b>1<sup>st</sup> Penalty</b>	<b>2<sup>nd</sup> Penalty</b>	<b>3<sup>rd</sup> Penalty</b>
Possession of CD player, beeper, laser pointers, or any electronic devices (ipod, MP-3), etc.	Items taken- returned to parents 2 days ISS	Items taken – returned to parents 3 days ISS	Items taken – returned to parents 2 days JPAP
Fighting	3 days JPAP	4 days JPAP	5 days JPAP
Profanity (verbal or written) directed to others – based on severity	ISS	ISS	JPAP
Possession of tobacco/lighter	3 days JPAP	4 days JPAP	5 days JPAP
Skipping school – off campus	1 day JPAP	2 days JPAP	3 days JPAP
Skipping class – on campus	1 day ISS	2 days ISS	3 days ISS
Bullying (any type)	2 days ISS	3 days ISS	2 days JPAP
Destroying school property	JPAP (3-10 days) plus restitution for damages	JPAP (3-10 days) plus restitution for damages	JPAP (3-10 days) plus restitution for damages
Theft	JPAP (3-10 days) plus restitution	JPAP (3-10 days) plus restitution	JPAP (3-10 days) plus restitution
Attending school function while under suspension	JPAP (3-10 days)	JPAP (3-10 days)	JPAP (3-10 days)
Excessive Offenders	JPAP or OSS	JPAP or OSS	JPAP or OSS
Gambling	JPAP	JPAP	JPAP
Cheating on test	1 day ISS plus 0	2 days ISS plus 0	3 days ISS plus 0
Any serious offense	Based on severity	Based on severity	Based on severity

**OSS (Out of School) suspension is the alternative if students do not attend JPAP (Jackson Parish Alternative Program) or if the JPAP is full.**

**Upon the 4<sup>th</sup> offense of any major infraction, students may be suspended for up to 10 days with recommendation for expulsion to the APAP.**

**The following infractions and penalties are mandated by state law RS 17:416 Revised 8-7-07:**

<b>Major Infraction</b>	<b>1<sup>st</sup> Penalty</b>
Any serious offense	Principal may recommend expulsion
Knife with blade 2”	Principal SHALL recommend expulsion
Possession of firearm Grades K-5	Expel for a minimum of 2 complete semesters and refer to the D.A.
Possession of firearm Grades 6-12	Expel for a minimum of 4 complete semesters and refer to the D.A.
Possession of dangerous weapon or instrumentality other than a knife	Principal SHALL recommend expulsion
Possession and/or distribution of drugs -Grades K-5	Superintendent SHALL make recommendation to Board
Under 16 yrs. - Possession and/or distribution of drugs -Grades 6-12	Expel for a minimum of 2 complete semesters
16 yrs. or older - Possession and/or distribution of drugs	Expel for a minimum of 4 complete semesters
Felony conviction	May be expelled
Incorrigible 17 yrs. with less than 5 credits	May be recommended for expulsion, assigned to alternative education, or transferred to adult education
Incorrigible 18 yrs. with less than 10 credits	May be recommended for expulsion, assigned to alternative education, or transferred to adult education
Incorrigible 19 yrs. with less than 15 credits	May be recommended for expulsion, assigned to alternative education, or transferred to adult education

<b>JACKSON PARISH ALTERNATIVE PROGRAM POLICY</b>
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The purpose of the Jackson Parish Alternative Program (JPAP) is to provide continued education for students with behavior issues. The Alternative Program strives to provide continued educational progress in the general education curriculum and help students address and regulate their behavior issues in order to

return to their home-based school.

The Jackson Parish Alternative Program operates with the rules, regulations, and policies of the Jackson Parish School Board. The Jackson Parish Alternative Program operates to accept regular education students and students with disabilities from Jackson Parish Schools in grades 6-12.

## **CORPORAL PUNISHMENT**

The Jackson Parish School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. Students may be exempted from corporal punishment with a written statement from the parent to the principal. Parents exempting students from corporal punishment must be prepared to come to school and pick them up during the school day. All school personnel and parents shall be fully informed of these provisions at the beginning of each school year (JPSB policy JDA).

## **CONDUCT**

We expect, encourage, and require the following conduct to be displayed in all phases of school activity:

### **A. STUDENT ATTITUDES**

1. Weston students are expected, encouraged, and required to exhibit attitudes of courtesy, respect, and good manners.
  - a. Weston students are expected to address personnel as Mr., Miss, Mrs., or as appropriate, Coach.
  - b. Students are expected, encouraged, and required to address personnel in a manner which is both courteous and respectful.
2. Students are expected to respect the rights and positions of teachers and the rights of other students.
3. Students are expected to show support for their school by helping to make it a clean and safe environment.
4. Students are subject to replacement or payment for damages for defacing of any school property - books, desk, etc.)

## **B. CLASSROOM CONDUCT**

1. Each student is to arrive at assigned classes on time. No student is to be admitted when arriving late to school without a written admit from the principal or assistant principal (whether excused or unexcused). Any student arriving to class tardy will be recorded daily on the JPAMS system.
2. All necessary materials to be used for a particular class period are to be brought daily with the student when he/she comes to class. **NO EXCEPTIONS!**
3. Students will respect property and the rights of others.
4. Each student **WILL PARTICIPATE DAILY** in the work or activity that is assigned in the classroom. **NO EXCEPTIONS!**
5. No student will be allowed to disrupt the teaching/learning process. **NO EXCEPTIONS!**
6. Every student is expected to help maintain the cleanliness and appearance of the classroom.
7. No student shall be allowed to place his head on his desk or to sleep in class. No exceptions!
8. **Any student failing to fully comply with any classroom conduct as set forth above or as set forth by the teacher of that classroom will be subject to teacher and/or office discipline immediately.**

## **C. CONDUCT OUTSIDE CLASSROOMS**

1. In the Buildings:
  - a. Loitering in the halls, restrooms, or classrooms at recess or lunch is not permitted. Students are to be outside or in the gym as directed by duty teachers.
  - b. Horseplay in the halls and around the lockers and other areas of the campus is dangerous and usually leads to discipline problems. Such activity is not permitted. Horseplay includes picking, name calling and/or any other acts that deliberately and persistently harass, annoy, defend, and interfere with other students and/or school personnel.
  - c. Noise in the halls is disruptive. Students are to pass quietly in the halls respecting others and the teaching learning environment in the classrooms.
2. Outside the Buildings:
  - a. Students will refrain from going into areas which are designated as off-limits.
  - b. Students playing games or congregating to socialize must do so far enough away from the buildings to avoid disturbing classes.

- c. Contact activities such as boxing, wrestling--including any form of horseplay and tackle football, are prohibited.
- d. Courting couples are not to engage in any physical contact such as hand-holding, kissing, etc.

**D. ACTIVITIES NOT PERMITTED**

1. Throwing or shooting of any objects.
2. Fighting, instigating a fight, encouraging a fight, or extending an invitation to fight.
3. Using profanity and/or obscene gestures, or offensive language.
4. Possession or use of tobacco, alcohol, or drugs at school, on the bus, or at any school sponsored activity. (Possession of tobacco (any form), alcohol, or drugs is automatic suspension.)
5. Possession of any lethal weapon including knives, guns, or any involvement with fireworks or other explosives will result in suspension or expulsion.
6. Extortion, intimidation, annoyances, harassment, or bodily harm to any student. Bullying of any kind will not be tolerated.
7. Leaving the classroom or campus without permission or cutting class.
8. Insubordination or disrespect to any member of the school staff, either in language or action.
9. Defacing school property in any manner.
10. Chewing gum (gum, due to a "multitude of problems" it has caused, is not to be brought to school), eating candy, or drinking soft drinks other than at permitted times.
11. Bringing to school playing cards, a radio, CD player, television, or any other prohibited items.
12. Cheating or dishonesty on tests, class work, or homework.
13. Refusing to comply with a reasonable request of a teacher or any other school personnel.
14. Striking a teacher and/or threatening a teacher or any school personnel will result in suspension or expulsion.
15. Forging or using forged notes or excuses will result in automatic suspension.
16. Students are not permitted to enter teacher's lounge.
17. PDA (public display of affection) kissing, sitting on laps, holding hands, etc. is not acceptable.
18. Only clear or mesh backpacks are allowed for **all** students. Rolling backpacks are not permitted in any grades.
19. Racial slurs are not permitted.
20. Any form of a threat made toward another student or a teacher or

- staff member will be taken seriously (verbal or written).
21. Spitting or any other unsanitary behavior is not permitted.
  22. Students are not allowed in the office during class time. They must use their own time (recess, lunch, before school).
  23. Large and disruptive chains or necklaces may not be worn.
  24. No distractive emblems on belt buckles.
  25. Pants must be worn at the waist. No sagging is allowed. No hip huggers.
  26. Electronic Telecommunication Devices (cell phones).
  27. Stealing
  28. Cheating

**E. 2009-2010 JACKSON PARISH SCHOOL SYSTEM 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. **No stretch fabric** is allowed. (i.e. oversized, extremely tight fitting, or sagging)
- Book bags must be clear or mesh.
- Non-Prescription sunglasses may not be worn.
- No visible body pierce jewelry other than earrings for girls may be worn.

- No camouflage or denim may be worn.
- No visible brand name labels, emblems, or logos may be worn on any article of clothing. Clothing may not be raveled, un-hemmed, frayed, or have holes.
- Girls must wear bras.
- Undergarments must not be visible.

**SHIRTS:** Knit pullover-style shirts with collar or oxford shirt with collar (either must have buttons up to the collar with only the top button open) in (1) **solid white**, (2) **solid royal blue**, and (3) **one solid color chosen by the school with no logos. (Chosen color is RED for Jonesboro-Hodge High School, Jonesboro-Hodge Middle School, Southside Elementary and Weston High School. Quitman’s chosen color is PALE**

**YELLOW.)** No sleeveless or half-sleeve shirts will be allowed.

Shirts must be long enough so that when arms are raised to shoulder level, no part of the mid-section of the body will be exposed. 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) are 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.

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

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

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

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

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

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

## **CONSEQUENCES OF VIOLATIONS**

### **First Offense:**

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

### **Second Offense:**

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

### **Third Offense:**

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

### **Fourth Offense:**

Contact parents or guardian to notify them that the student has been placed in out-of school suspension. This infraction would be treated as any other suspension on the fourth offense.

### **F. AFTER SCHOOL DRESS CODE**

- a. Students are not allowed to wear clothing with obscene writing and/or suggestive words, or pictures, or clothing with the insignia or names of tobacco, alcohol, or drug related products, or clothing with holes.
- b. Dresses, shorts, and skirts should be no more than three (3) inches above the knee. (Measured while kneeling on floor by Administration or designee). Splits in split skirts must be no more than 4" from floor. (Measured while kneeling on floor by Administration or designee). No mini-skirts with leggings.
- c. Wearing of hats or sunglasses in the building or on campus is not allowed.  
Any form of attire which is used to identify membership in a gang or unapproved group is strictly prohibited - example earrings for boys, bandannas, etc. will not be allowed.  
Pants, jeans, overalls, etc. are to be ankle length and worn at waist. (mid-calf or Capri pants are acceptable)
- d. Boys must tuck shirts in if requested. Girls blouses may be worn in or out, but may not show midriff skin at any time.
- e. No revealing, low-cut tops or revealing, sleeveless garments, halter tops, spaghetti straps, backless or muscle shirts or see through material is allowed.
- f. Stretch pants must be worn with a long top that covers the seat of pants.
- g. Undergarments must be covered.
- h. Clothing must be fastened. Straps and suspenders must be up and belts buckled. Shirts should be long enough to be tucked in if needed or requested.
- i. Hair should be clean, combed, and not impair vision.
- j. Trench coats or other attire which suggests gang activity are not permitted.
- k. In promoting state and local objectives of job and career training, students shall not display hair or facial hair in a manner which disrupts the learning process or harms the overall educational objectives of the school.

Dress code violations will be determined by Administration or designee.

**This handbook is the warning.**

### **Consequences of After School Dress Code Violations**

1<sup>st</sup> offense – 1 day ISS

2<sup>nd</sup> offense – 2 days ISS

3<sup>rd</sup> offense – 3 days ISS

4<sup>th</sup> offense – 1 day JPAP

5<sup>th</sup> offense – 2 days JPAP

#### **G. PLAYGROUND RULES:**

1. Stay within the boundaries/limits of the playground!
2. No horseplay . . . this includes wrestling, fighting, and tackle football.
3. Take care of playground equipment.
4. Shoes must be worn at all times.
5. High school students are not allowed on the elementary playground.
6. No standing on the top of the slide.
7. No running on the sidewalk or around the swing area.
8. No swinging on the poles.
9. Only one student is allowed on a swing.

### **IN-SCHOOL SUSPENSION**

Because of our concern for the educational needs of all our students, we have instituted an In-school suspension program.

**ISS- Times will be assigned by the Assistant Principal/Principal. Any student who refuses to report for assigned ISS will be issued a suspension.**

1. Designated - Regulated by Assistant Principal
2. Guidelines:
  - a. Only school administration can assign students to ISS.
  - b. Students will be assigned activities by Assistant Principal/Principal.
  - c. Students are **limited to five (5) ISS assignments per year.**
  - d. Students exceeding this limitation will be subject to JPAP.
3. Possible Infractions:
  - a. Minor Infractions --Steps used in grades 1-12 (p. 27-29)
  - b. Major Infractions—automatic ISS or JPAP (p. 30-31)
  - c. Activities not permitted (p. 32-35)
  - d. Any other infractions classified as severe by the Principal or

Assistant Principal.

4. Students will:
  - a. Complete task assigned by Assistant Principal and room supervisor.
  - b. Receive extra assignments for not successfully completing original assignments and/or be suspended for failure to comply.
  - c. Follow the instructions of the room supervisor of the work details.
  - d. Bring school materials for doing school assignments.
  - e. Bring an AR book to read.
  - f. Earn credit by the room supervisor or be reassigned another day, days, or suspension.
  - g. If a student checks out or is absent, time will be served upon return.
5. Parent will:
  - a. be notified by phone or by mail.
  - b. be responsible for signing and returning the child's notification.
  - c. be responsible for signing STEPS.

**STEPS should be signed by the parent or guardian and returned the next school day to avoid additional STEPS.**

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

Athletics and Cheerleading are considered "extra curricular". That is, they are not directly related to the formal academic curriculum. Participation in these activities is a privilege and not a right, and as such is regulated by the school. Regulation of these activities is consistent with our philosophy that the education of students is of utmost importance and participation in extra-curricular activities is dependent in some part on the consistent attainment of educational requirements. Any student who owes fines will not be allowed to participate until such deficits are cleared. Athletes must be at school the day of the event and the day after the event to participate in the next event. The only exception will be an excused absence- doctor's note, funeral, or family emergency. **Proof of insurance is required before the first playing date. If students do not have insurance, student insurance must be purchased through the school in the fall. Student insurance is only available to purchase in the fall.**

In addition to any other regulations which may exist, the following requirement for eligibility for extra-curricular activities will be enforced at Weston High School:

1. In order to remain eligible for athletics, students must follow the guidelines provided by the Louisiana High School Athletic Association. Freshmen, Sophomores, and Juniors must pass five (5) subjects towards graduation and maintain a 1.5 grade point average at the end of each semester. Seniors must maintain a 1.5 grade point average and comply with conditions that meet individual situations (Pass 3 of 3 subjects, 3 of 4 subjects, 4 of 5 subjects, or 5 of 6 subjects.)
2. Student athletes will be required to attend the athletic banquet. If an athlete cannot attend because of extenuating circumstances, he or she must obtain permission in advance from the athletic director or administration in order to miss the event. Failure to meet these requirements may result in one or all of the following consequences:
  - a. Student athletes must reimburse the price of the ticket to the Booster Club.
  - b. Student athletes may be subject to forfeiture of all awards given at the banquet.
  - c. No recognition will be given at the banquet to those student athletes who do not follow the prescribed policy.

Students must follow policies that are established by advisors, sponsors, coaches, and administration. Junior High athletes will abide by LHSAA guidelines which states that they must pass 5 of 7 subjects attempted and have not less than a 1.5 grade point average.

Senior presentations will take place when announced, usually the last home game of the season. **Only gifts given by the school will be presented on the court. No outside gifts will be allowed.**

Parents are not allowed to approach coaches immediately after athletic contests to conference or discuss various situations that may have occurred during this athletic contest. Rather, a conference will be set up for the parent if she or he calls the school and requests a conference for a later date.

**Organization Officer Rules:** Students can only hold an officer position in three clubs per year and hold the office of President in only one of the three clubs. This rule does not apply to class officers.

**Only LHSAA passes will be honored at ballgames.**

## **LETTER JACKETS**

Eligibility and regulations: After participating for two years in the same varsity sport at the high school level, a student athlete (including cheerleaders and managers) will be eligible to receive a letter jacket during the third year of participation, which will be no earlier than the athlete's junior year.

Termination of Participation - If an athlete is suspended from the team, the letter jacket will become the property of the school. Patches may be removed from the jacket.

Seniors - At the discretion of the administration and coach, a senior who is participating in a sport for the first time may purchase a letter jacket at his or her own expense. However, if the athlete should quit the sport or be suspended from the team, the letter jacket will be taken by the administration until the end of the school year.

Transfer Rule- If a student transfers to Weston High School as a junior and letters in a varsity sport, he or she will be eligible for a letter jacket his or her senior year. The student must be a participant in the sport for the entirety of the season during his or her senior year.

**Concession stand – A parent (of each athlete) or the student athlete must work in the concession stand at least 2 times per year or pay \$100.00 toward the cost of a letter jacket.**

## **STUDENT COUNCIL**

The following are portions of the Weston Student Council Constitution that are of interest to the student body. If there are any questions about other portions, the constitution is on file with the student council.

### **Article IV. Membership**

**Section 1. The members of the council shall consist of the faculty advisor(s), the elected Executive Board members, class officers, representatives of each homeroom . . . and representatives of any official student organization currently at the school.**

**Section 4. Qualifications for office:**

- A. GPA of at least 2.0 for the year at the time of spring election or for the previous year for offices chosen in the fall.
- A. Participation in school activities

**Section 5. Requirements for maintaining office:**

- A. All members shall maintain at least a 2.0 GPA. Anyone failing to comply with this standard shall be put on probation for a nine week period and shall be given that nine week period to re-attain the 2.0 GPA; he/she shall lose his/her voting privilege and participation in activities until the 2.0 GPA is re-attained.
- B. If a member receives a suspension while in office, the Executive Board and the Advisor shall determine the course of action to be taken.

**Article V. Dismissal from Student Council**

**Section 1. Student Council members are required to be active in council activities.** Therefore, to remain a member, a certain number of points must be maintained. Failure to maintain the minimum number of points may result in dismissal from the council. Points and guidelines are to be determined by the Executive Board and set forth in the by-laws.

**Section 2. Two suspensions during the current year shall result in dismissal from the council.**

**Section 3. In the event of dismissal of a Student Council member during the year, a replacement may be chosen by the organization or class represented.**

**Article III. Homecoming**

**Section 1. Election of the court**

- A. Election of the Homecoming Court is to be handled by the Executive Board, the Advisor, and the Administration. Ballots will be distributed in appropriate classes and voting shall be by secret ballot for students in grades 9-12. Four girls from the Senior class, three girls from the Junior class, two girls from the Sophomore and Freshman classes shall be elected by majority ballot to serve on the Homecoming Court.
- B. The Queen and King shall be elected from the Seniors by secret ballot by students in grades 9-12. They shall be elected by the largest number of votes.
- C. The same number of guys will be chosen in like manner as indicated in A. to serve as escorts.
- D. Girls and guys elected to the court must pay a \$20.00 fee.

## **Section 2. Qualifications.**

- A. All members of the court must be in grades 9-12.
- B. If a maid chooses to enter a car or float in the Christmas parade, it must be in good taste. All entries using the name of WHS must be approved by the principal.
- C. **A student who has been suspended for a major infraction or has been arrested during the school year will be ineligible to participate.**

## **Section 3. Dance.**

- A. The dance is for Weston students currently in grades 9-12. Students in grades 7-8 may attend only as the date of a student in grades 9-12. Students who are out of school may attend as the date of a student in grades 9-12 only if they have been out of school for two years or less. Anyone who does not currently attend Weston must be approved by the school administration.
- B. The names of those attending the dance must be provided at the time of ticket purchase. No late tickets will be sold. A completed dance policy form must be turned in prior to the day of the dance. **ONLY THOSE WHOSE SIGNATURES AND INFORMATION HAVE BEEN PROVIDED AND APPROVED FOR THE MASTER LIST WILL BE ALLOWED TO ENTER THE DANCE.**
- C. The dance will be a lock-in. No one will be allowed to leave the dance and re-enter later.
- D. Absolutely no alcohol will be permitted at the dance and consumption of alcohol prior to the dance is prohibited.
- E. No vulgar dancing or gestures will be allowed.
- F. Dress is semi-formal. Boys must wear ties and girls must wear a dress or skirt. **NO JEANS WILL BE ALLOWED.**
- G. Breaking any one of the rules will be grounds for dismissal from the dance and will result in being prohibited from attending future dances. If a student or date is asked to leave, parents will be notified.
- H. Only chaperones approved by the advisor and administration will be admitted.

## **Article IV. Miss Merry Christmas**

### **Section 2. Eligibility: Senior girls who were not elected to the Homecoming Court are eligible for the ballot.**

**ALL STUDENTS ELECTED TO ANY OF THE ABOVE HONORED POSITIONS MUST MEET DRESS CODE DEEMED ACCEPTABLE BY ADMINISTRATION AND SPONSOR.**

## CHILD WELFARE AND ATTENDANCE

The Supervisor of Child Welfare and Attendance may visit the residence of a student or any other place in order to ensure that a student is in attendance during the hours of a school day.

In the discharge of the duties of their office, visiting teachers or supervisors of child welfare and attendance shall cooperate fully with the State Departments of Public Welfare, Labor, Health and Human Resources, and other state and local agencies. They have the power to serve such writs and process in law relating to compulsory attendance as may be necessary for the enforcement.

Violations of the compulsory attendance law shall be investigated, and when necessary, shall include written notice, either in person or by registered mail to the parent, tutor, or person having control or charge of a student within compulsory school and attendance age.

## HEALTH CARE

### **Entrance Requirements**

All students upon entering Louisiana schools for the first time shall present an official birth certificate, social security number, and a record of immunizations at time of enrollment/registration. Students must be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases according to a schedule approved by the State Department of Health and Human Resources, or shall present evidence of an immunization program in progress. In addition, each child shall have a test of meniscocytosis, commonly known as "sickle-cell anemia."

### **Communicable Diseases**

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

General Restrictions: No pupil known to have an infectious or contagious disease shall be allowed in school:

Isolation of patient and exclusion from school:

1. Chickenpox - Until all lesions of the skin have healed.
2. Diphtheria - Until two cultures from nose and throat taken 24 hours apart fail to show diphtheria germ.

3. Impetigo Contagious (Indian Fire) - Until all lesions are healed or upon submission of certificate signed by a physician that the lesions are no longer communicable.
4. Measles - Until danger of communicability is past (from four (4) days before to five (5) days after appearance of rash).
5. German Measles - Until seven (7) days after appearance of rash.
6. Meningitis - Until fourteen (14) days after appearance of rash.
7. Mumps - Until swelling has disappeared.
8. Pediculosis (lice) - Until infested child is free of lice and nits.
9. Pink Eye - Until infectious discharge ceases.
10. Poliomyelitis (Infantile Paralysis) - Until two weeks after onset.
11. Scabies (Itch) - Until adequately treated.
12. Ring Worm - Scalp - Until scaly patches with broken off hair disappears. Until ring worms of exposed part disappear.
13. Small Pox - Until all scales and scabs have disappeared.
14. Trench Mouth - Until case is diagnosed as being closed.
15. Tuberculosis - Until case is diagnosed as being closed.
16. Typhoid Fever - Until one month after onset.
17. Upper Respiratory Infections (colds, influenza) - Until free of fever 24 hours.
18. Whooping Cough - Until approximately three weeks after development of Whooping Cough.

### **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 at Weston.

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. Each child will be checked before allowed to re-enter Weston. He/she must go to the Jackson Parish School Board Office to be examined by the School Nurse. If the student is clear, the School Nurse will issue a permit to allow the student's re-entry to Weston.

## SCHOOL CORRESPONDENCE

In order to help provide an opportunity for parents to be informed and active partners with the school in the education of their children, Weston School has established the following policy concerning the returning of school correspondence:

All paper work **REQUIRING A SIGNATURE** which is sent home via the student or the postal service must be returned within three days. (Signature certifies awareness only, not necessarily agreement). A penalty will be assigned to the student for failure to comply with these requirements.

**The Administration of Weston School** retains the right to issue penalties and/or alter penalties for acts of discipline stated or not specifically stated herein as considered necessary. Additionally, the Principal or her designee shall be the sole authority in determining whether or not any action impacts the teaching/learning environment in a negative manner. The principal or her designee shall be the sole authority in the interpretation of all rules and/or policies stated or implied herein. Furthermore, the Administration reserves the right to amend any provisions in this handbook which is deemed to be in the best interest of the educational process.

## NOTICE

The Jackson Parish School Board and Weston High School adheres 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); Sec (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures.

## 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 advertisement/letters, religious information, various meeting notifications, or any other information intended for students or teachers that are of a personal or non-education nature.

## 2009-2010 Parent/Student Handbook

*Please sign and date this form and students should return it to their homeroom teacher by Thursday, August 20, 2009.*

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

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Homeroom Teacher

**“We have read the Parent/Student Handbook. We understand the rules, procedures, expectations, rights and responsibilities, and information included in the handbook. As the student, I agree to obey and abide by all the material included in the Parent/Student Handbook. As the parent/guardian, I agree to support my child in all of his/her educational experiences at Weston High School and to support the school, the teachers, and the administration as they educate my child.**

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

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

Date \_\_\_\_\_

Address:  
\_\_\_\_\_

Phone Number: \_\_\_\_\_