

# Weston High School



## Teacher Handbook 2011 - 2012

**Dr. Robin Potts - Principal**

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# Table of Contents



<b>Absenteeism</b>
<b>Abuse Of Children</b>
<b>Accidents &amp; Insurance</b>
<b>Activities</b>
<b>Advertisements</b>
<b>Arrival, Mail Boxes, Dismissal</b>
<b>Attendance</b>
<b>Bell Schedule</b>
<b>Bookmobile Schedule</b>
<b>Cafeteria Procedures</b>
<b>Cell Phone Policy</b>
<b>Child Abuse Policy</b>
<b>Club Meetings</b>
<b>Copy Machine</b>
<b>Courtesy Committee</b>
<b>Discipline</b>
<b>Dress Code (Students)</b>
<b>Duty</b>
<b>Educator's Right To Teach</b>

<b>Emergency Drills</b>
<b>Faculty Dress Code</b>
<b>Faculty Tobacco Policy</b>
<b>Finances and Fundraisers</b>
<b>Grade Books</b>
<b>Lesson Plans</b>
<b>Loading Buses</b>
<b>Office</b>
<b>Parties</b>
<b>Permanent Records</b>
<b>Pupil Progression Reminders</b>
<b>Records</b>
<b>Student Illness</b>
<b>Tardy Policy</b>
<b>Telephone Usage</b>
<b>Textbooks</b>
<b>Video/Filmstrip Policy</b>
<b>Visitors to the School</b>

# Weston High School

## 2010-2011 FACULTY

ELEMENTARY	
Pre-K	Emily Gandy
	Holly Durbin
Kindergarten	Teresa Culpepper - <a href="#">Web Page</a>
	Cindy Pardue
1st Grade	Shelia Baldwin
	Deanna Bond
	April Simonelli - <a href="#">Web Page</a>
PAWS	Kelly Moffett
2nd Grade	Donna Culpepper - <a href="#">Web Page</a>
	Nicki Riser
	Marcie Simpson - <a href="#">Web Page</a>
3rd Grade	Amanda Maxwell - <a href="#">Web Page</a>
	Judy Walker - <a href="#">Web Page</a>
	Ashley Hines
4th Grade	Tanya Maxwell - <a href="#">Web Page</a>
	Billie Springfield - <a href="#">Web Page</a>
	Beth Gates
5th Grade	Barbara Lazarus - <a href="#">Web Page</a>
	Kristie Tolar - <a href="#">Web Page</a>
Special Education	Debby Hatten
	Dewanna Pipes
	Nicholas McConnell
	Kandace Tolar

JUNIOR/SENIOR HIGH	
Agri Science	Philip Walker
Business	Tami Strozier
	Chevonda Leonard - <a href="#">Web Page</a>
Consumer Science	Melissa Foshee
English Language Arts	Debbie Pender - <a href="#">Web Page</a>
	Mauri Sneed - <a href="#">Web Page</a>
	Haley Staples - <a href="#">Web Page</a>
English/Reading	Cindy Kemmerly - <a href="#">Web Page</a>
Library	Lisa Nunn - <a href="#">Web Page</a>
Mathematics	Kristin Hutson
	Jackie LeBlanc - <a href="#">Web Page</a>
Mathematics/Science	Darla Milstead - <a href="#">Web Page</a>
PE/Social Studies	David Brown
	Stacy Tucker
	Ryan Bond - <a href="#">Web Page</a>
Science/Social Studies	Lydia Clary - <a href="#">Web Page</a>
Science	David Hough
Social Studies	Lee Zimmerman
Special Services	Cyndi Beaubouef - G/T
	Lisa Bosch - Speech
	Altora Davison - Music

# WESTON HIGH SCHOOL

## TEACHER HANDBOOK

### Purpose

The purpose of this Teacher Handbook is to serve as a guide to all teachers in carrying out essential duties and responsibilities. Please familiarize yourself with this material and follow.

### Principal's Philosophy

1. To make decisions that are in the best interest of the students of Weston High School.
2. To assist teachers in their endeavors that will, in turn, help the students of Weston High School in their educational process.

### Absenteeism

It is sometimes unavoidable for teachers to be absent from school. It is important for all of us to realize that any time you are away from your classroom; your students are deprived of their optimal educational opportunities. In other words "You cannot be effectively replaced by a substitute." **Doctor's appointments, dental appointments, etc. should be scheduled at a time which will not remove you from your classroom whenever possible.**

The following procedure will be followed relative to absenteeism at Weston High School:

1. All arrangements for securing substitute teachers will be made by the teacher. Do not ask the office staff to find a sub unless you have an emergency. If you know in advance you are going to be out, ask a sub early.
2. The principal should be notified at the earliest possible time when you become aware that it will be necessary for you to be absent. If you know in advance, please send an email to R Potts. If sick, call the office by 7:30 a.m. to let us know who your sub is or call R. Potts or R. Tolar. If it is known that an additional day will be missed, those absent should notify the school before 3:00 p.m. so that arrangements can be made with the current substitute.
3. Complete instructions, a daily schedule, duty assignments, class rosters and seating charts, and lesson plans which are complete, consistent with current study, and which provide ample activities for the lesson shall be provided for the substitute. Lesson plans for high school level should include plans that are measurable.
4. Finding substitutes for a half day or for a portion of the day is virtually impossible. Therefore, any absence of this nature places an extra burden on both fellow teachers and the administration. Please avoid these types of absences unless they are

emergency in nature.

5. Teachers should have two days of emergency plans available at all times.
6. The administration requests that all teachers try to take personal days on weeks that they do not have duty.

## **Accidents & Insurance**

**Accidents:** Our goal is to prevent accidents before they occur. In keeping with this objective, the following procedures should be followed by all teachers:

- **Students are not to be left unsupervised in the classroom for any reason.** Your students are your responsibility and non-supervision may constitute negligence in case of an accident.
- Exercise good judgment and reasonable caution when temporarily excusing a student from the classroom.
- Report to the office immediately any dangerous or unsafe condition in classrooms, on the playground, etc.
- Those assigned to duty are to be at the proper duty area, on time, and alert. The mere presence of professional personnel is generally enough to deter improper behavior & provide a substantial legal defense.
- Report to the office immediately any accident on the premises of the school, traveling to or from school, or during any school activity.

**Insurance:** Insurance forms will be issued to students and staff who wish to purchase it on an individual basis in homeroom.

## **Activities**

All teachers are expected to show an interest in the school by attending school activities whenever possible. It is essential to the unity of the school that such interest be present.

All teachers shall attend the PTO meetings. Each of these meetings is counted as an official faculty meeting.

To all school activities where admission is charged, teachers and their spouses, preschoolers, and local ministers are admitted free.

## Advertisements

No materials shall be distributed to students or faculty members without the written approval of the Principal. Included would be, but not limited to, such materials as advertisements for products or businesses, political advertisements/letters, religious information, various meeting notifications, or any other information intended for student or teachers that are of personal or non-educational nature. Principals should use **caution** when allowing materials to be distributed. Distribution by one group may set a precedent for another group to distribute information or for distribution multiple times by the same group.

## Arrival, Mail Boxes, Dismissal

All teachers are to arrive at school and be signed in at the office before 7:35 a.m. which will provide adequate time to be on duty at your door at 7:35 a.m. daily. Mailboxes should be checked and cleaned out daily. **Email should be checked before school, once during the day, and at the end of school.**

Grades K-3 will dismiss to load the buses at 3:05 p.m. each afternoon. Please supervise the loading of your students on the buses at this time. Teachers of grades K-5 should escort their students to the buses. Teachers of all other grades should be in the hall making sure students are not wasting time getting to the buses. Teachers are dismissed at 3:15 p.m. each school day except Friday when teachers are free to leave as soon as all students have left.

## Attendance

The degree of student learning is directly related to attendance. Absenteeism is detrimental to the student and places an added burden on each teacher. Students will be directed to bring written excuses after each absence and turn them in to the homeroom teacher. Students have three days to bring an excuse to school after an absence. A list of the previous day's absentees will be placed in each teacher's mailbox marked excused or unexcused.

\*Excused absences will be accepted in the form of a parent note/call for 5 days. After five days, a doctor's note must be provided for the absence to be excused.

A. **Attendance Requirements:** Seniors will be dismissed ten operational days prior to the end of the school year. 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 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 a school year. The compulsory attendance age is seventeen.

B. **Extenuating Circumstances:** The only exception to the attendance regulation shall be extenuating circumstances that are verified by the Jackson Parish Supervisor of Child

Welfare and Attendance. These are:

1. Extended personal illness as verified by a physician.
2. Extended hospital stay as verified by a physician.
3. Extended recuperation from an accident as verified by a physician.
4. Contagious diseases within a family as verified by a physician.
5. Prior school system approved travel for education.
6. Death in family (not to exceed one week).
7. Natural catastrophe or disaster.
8. For any other extenuating circumstance parents must make a formal appeal in accordance with due process procedure.

C. **Make-up Work**: Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades shall not receive those grades if they are unable to complete make-up work.

1. As a basic rule, students with excused absences have one day for each day missed to make up work. (Students have three days to bring a written excuse for days absent).
2. Students participating in school-approved activities which necessitate them being away from school are not considered absent & must be allowed to make up work.
3. Students will be considered temporarily excused from school for personal illness, serious illness in the family, death in the family, religious holidays of the student's faith & will be allowed make-up work.

D. **Attendance Report**: Each morning the homeroom teacher will post attendance on JPAMS. Also turn in students' excuses (students have three days to turn these in). If a student is not on this list but is absent from class, please check with the office to determine the status of these students.

1. Check attendance daily with JPAMS. This must be kept accurately in case of court proceedings.

**Everything should be posted on the computer by the teacher. If you have a sub, the following applies:**

2. Use the yellow lunch sheet (date, how many eating on sandwich line, regular meal, or salads, absentees).
3. Yellow sheet is picked up from classrooms and carried to cafeteria.
4. Cafeteria transfers information to computer.
5. Cafeteria takes yellow sheets to office and information is put into office computer from these sheets.
6. Students that drop will be exited on the computer. Tardies will report to the Assistant Principal for sign-in. During the course of the day tardies should be kept current by each teacher on JPAMS.
7. Suspended students will be marked in JPAMS ("S") Suspended at home.

E. **Tardiness**: Late arrivals to school are required to check in through the assistant principal's office. **No teacher is to cause students to miss or be tardy to another class. Do not hold students in class. It is the teacher's responsibility to end class on time.**

**Weston High School  
Bell Schedule**

<b>6-12</b>				<b>Afternoon Recess</b>		
<b>7:45</b>	<b>8:41</b>	<b>1<sup>st</sup> Period</b>	<b>56 min.</b>	<b>1:18</b>	<b>1:33</b>	<b>K</b>
<b>8:44</b>	<b>9:40</b>	<b>2<sup>nd</sup> Period</b>	<b>56 min.</b>	<b>1:33</b>	<b>1:48</b>	<b>1-5</b>
<b>9:45</b>	<b>10:41</b>	<b>3<sup>rd</sup> Period</b>	<b>56 min.</b>	<b>1:59</b>	<b>2:11</b>	<b>6-12</b>
<b>10:44</b>	<b>11:40</b>	<b>4<sup>th</sup> Period</b>	<b>56 min.</b>			
<b>11:40</b>	<b>12:04</b>	<b>Lunch (6-8)</b>				
<b>11:43</b>	<b>12:39</b>	<b>5<sup>th</sup> Period (9-12)</b>	<b>56 min.</b>			
<b>12:04</b>	<b>1:00</b>	<b>5<sup>th</sup> Period (6-8)</b>				
<b>12:39</b>	<b>1:03</b>	<b>Lunch (9-12)</b>				
<b>1:03</b>	<b>1:59</b>	<b>6<sup>th</sup> Period</b>	<b>56 min.</b>			
<b>1:59</b>	<b>2:11</b>	<b>Recess Break</b>				
<b>2:11</b>	<b>3:07</b>	<b>7<sup>th</sup> Period</b>	<b>56 min.</b>			

**WHS Bookmobile Schedule**  
**1<sup>st</sup> – 12<sup>th</sup> grade**  
**Every Tuesday**

<b>September</b>	<b>7 &amp; 21</b>	<b>Grades 1 - 8</b>
	<b>14 &amp; 28</b>	<b>Grades 9 - 12</b>
<b>October</b>	<b>5 &amp; 19</b>	<b>Grades 1 - 8</b>
	<b>12 &amp; 26</b>	<b>Grades 9 - 12</b>
<b>November</b>	<b>2 &amp; 16</b>	<b>Grades 1 - 8</b>
	<b>9 &amp; 30</b>	<b>Grades 9 - 12</b>
<b>December</b>	<b>7</b>	<b>Grades 1 - 8</b>
	<b>14</b>	<b>Grades 9 - 12</b>

<b>January</b>	<b>4 &amp; 18</b>	<b>Grades 1 - 8</b>
	<b>11 &amp; 25</b>	<b>Grades 9 - 12</b>
<b>February</b>	<b>1 &amp; 15</b>	<b>Grades 1 - 8</b>
	<b>8</b>	<b>Grades 9 - 12</b>
<b>March</b>	<b>1 &amp; 22</b>	<b>Grades 1 - 8</b>
	<b>15 &amp; 29</b>	<b>Grades 9 - 12</b>
<b>April</b>	<b>5 &amp; 19</b>	<b>Grades 1 - 8</b>
	<b>26</b>	<b>Grades 9 - 12</b>
<b>May - pick up only</b>		

**Cafeteria Procedures**

**Procedures:** Lunch should be paid for in advance for the week or month. Students are to turn in lunch envelopes to the homeroom teacher. The envelopes should be sent to the office along with the absentee report.

K-2<sup>nd</sup> grade teachers: Please have your children come through the line grouped by “hot” or “sandwich” choices. This will make it easier on the servers.

All students are required to go to the cafeteria for 10 minutes so that teachers have time to be on duty. Grades 6-12 should exit through the back door and remain outside.

**Cell Phone Policy**

**Electronic Telecommunications Devices for Personnel:**

Teachers/staff may possess an electronic telecommunication device in any elementary, middle or high school building, or on the grounds thereof or in any school bus used to transport public school students, but must not have them turned on or use them during instructional time, while on duty, in the halls or in the presence of students unless authorized by the school principal or his/her designee, except in an emergency. An emergency is defined as an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage.

Furthermore, camera phones with video and/or still photography capabilities, voice-recording, or future technology improvements and/or equivalent equipment may not be used unless authorized by the school principal or his/her designee. **During the weeks of state testing cellular phones are prohibited on campus by all school personnel. A violation of these provisions may be grounds for disciplinary action, including but not limited to, dismissal**

**of the employee.**

Neither the school, nor the school system shall be responsible for any electronic device that may be stolen or destroyed.

### **Electronic Communications between Employees and Students:**

The JPSB shall require that all communications between employees and students be appropriate and in accordance with state law. **(JPSB policy GAMJA)**

**Includes:**

- 1. Electronic communication**
- 2. E-mail**
- 3. Computers**
- 4. Social networks**
- 5. Improper or inappropriate communications**

Two forms must be on file: Form A- Employee Form and Form B – Parent Permission

## **Child Abuse Policy**

Any school employee having reasonable cause to believe that a student has been a victim of child abuse shall adhere to the following procedures:

1. Report such case to the principal as soon as possible.
2. Provide the principal with as many details as teacher is aware of (names of reporters will be kept confidential).
3. The principal will report any cases to the Child Abuse section of the Louisiana State Division of Family Service.

## **Club Meetings**

Club Meetings will take place according to the club schedule. There should be at least four meetings per year, once each nine weeks. Sponsors will make a schedule showing the dates of club meetings to help eliminate conflicts. **Students will not be allowed to go to the Ag shop!**

## **Copy Machine**

It is essential that we be as conservative as possible with paper and other supplies. Do not use dittos for “busy work.” The copy machine may be used but the number of copies must be limited. If the number of copies to be made exceeds 50, then the Risograph should be used.

## Courtesy Committee

The Weston High School Courtesy Committee shall be composed of two faculty members appointed by the principal.

The committee shall be authorized to collect \$10.00 at the beginning of the year from each member of the faculty and staff of Weston High School. This is to be used to purchase gifts, flowers and cards during the year. Circumstances may require that the initial \$10.00 be supplemented during the year, but collections will be limited to the amount actually needed to provide the services of the courtesy committee.

### Flower Policy:

- The first time an employee is hospitalized, flowers will be sent. A card will be sent for any subsequent hospital stay. A total of \$25.00 will be spent on the flowers.
- For a death in the immediate family of an employee, flowers and a card will be sent.
- When an employee retires, a gift and a card will be given and a retirement luncheon will be provided.
- No wedding gifts or baby gifts will be paid from the fund. Instead, a shower providing miscellaneous items will be given for those who wish to participate.

## Discipline

Discipline will be handled as prescribed in the discipline plan for Weston High School. Each teacher is expected to become familiar with and to utilize the STEPS consistently.

Every student attending Weston High School is entitled to an environment that is conducive to both safety and learning. The responsibility for creating and maintaining such an environment is shared by the students, faculty and administration.

School rules and regulations are to be observed by all students on the way to and from school, on the campus, and on all school-sponsored activities. Each teacher is to maintain control of and to insist on proper conduct of the students of Weston High School. Classroom rules/consequences should be consistent within a grade level.

**TEACHERS ARE REQUIRED TO MAINTAIN A PHONE LOG WITH PARENTS REGARDING DISCIPLINE PROBLEMS IN THE CLASSROOM.** Statistics show that discipline problems are curtailed/prevented when parents are contacted immediately after unsatisfactory behavior occurs.

When a student disrupts a class the STEPS procedures should be followed. The teacher should make every effort to contact the parent upon STEP 2. If the parent can't be reached, it should be documented on the phone log. Copies of phone logs should be submitted to R Potts at the end of each month.

Students are expected to obey the instructions of faculty and administration immediately and without disrespectful remarks, attitudes, or actions. Those whose behavior is detrimental to safety and/or learning will be subject to disciplinary action. There is to be zero tolerance for disrespect.

### **Discipline Plan – Refer to Student Handbook**

***The administration reserves the right to amend any provisions set forth under the discipline plan which is deemed to be in the best interest of the educational process.***

We expect the following conduct to be displayed in all phases of school activity:

#### **A. Student Attitudes:**

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

#### **B. Classroom Conduct:**

1. Each student is to arrive at assigned classes on time, or be recorded as tardy with name and clock time of arrival recorded on jpams.
2. All necessary materials including completed assignments to be used for a particular class period are to be brought with the students when he/she reports to class.
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 - and teacher will be held accountable.
5. No student will be allowed to disrupt the teaching learning process.
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. No exceptions.

### **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, around 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, offend, and interfere with other students and/or school personnel. NO bullying!
- 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 that are designated as off-limits.
- b. Students playing games or congregating to socialize must do so far enough away from the building to avoid disturbing classes.
- c. Contact activities such as boxing, wrestling, including any type of horseplay, including tackle football are prohibited.
- d. Courting couples are not to engage in any physical contact such as hand-holding, kissing, etc. (PDA)

### **D. Activities Not Permitted:**

1. \*Throwing or shooting objects.
2. \*Fighting/instigating, abetting, or encouraging a fight, or extending an invitation to fight.
3. \*Using profanity, suggestive language, or obscene gestures.
4. \*Possession or use of tobacco, alcohol, or drugs at school, on the bus, or at any school sponsored activity. (Possession of any form of tobacco, 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, harassment, annoyances, or bodily harm to any student.
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, eating candy, or drinking soft drinks other than at the last recess, unless

approved by the office.

11. \*Bringing to school a radio, tape player, television, cell phone, or any other prohibited item.
12. \*The sale or to sell anything on the school campus not associated with a school activity.
13. \*Classroom behavior will be exhibited in the cafeteria and general assemblies.
14. \*Cheating or dishonesty on school work.
15. \*Refusing to comply with a reasonable request of a teacher or any other school personnel.
16. \*Striking and/or threatening any teacher and/or any school personnel.
17. \*Forging or using forged notes or excuses is automatic suspension.
18. \*Students are not to be permitted in teacher's lounge.
19. \*Only clear or mesh backpacks are allowed for students in grades 7-12.
20. \*Racial slurs are not permitted.
21. \*Any form of a threat made toward another student or a teacher or staff member will be taken serious. (Verbal or Written)
22. Spitting or any other unsanitary behavior is not allowed.
23. Large and disruptive chains/necklaces may not be worn.
24. Pants must be worn at the waist. No sagging allowed.
25. Electronic telecommunication devices (cell phones) – see student handbook.

***WHS adopts the following behavioral expectation in these five basic rules.***

Grades K-5 ...**GROWL!** **Get** prepared. **Respect** others. **Obey** rules. **Work** together.  
Listen, look, learn!

Grades 6-12 ...**PAWS!** **Prepare** yourself. **Act** responsible. **Work** together. **Safety** first.

## **DRESS CODE (Students)**

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 shall mean anything which distracts from learning**

- At school students and clothing must be neat, clean, well-groomed in appearance with no bizarre style unsuitable for school activities, or which calls undue attention to the wearer.
- 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) is required in uniform style/brand with no cargo pockets, flared legs or logos. Pants must be worn at the waistline level. Shorts, skirts, jumpers, skorts, or dresses must measure 4” or less from the floor when kneeling.

### **Belts:**

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

### **Socks:**

Uniform colored socks or hose with no visible logo shall be worn with all shoes.

### **Shoes:**

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

**Head Gear:**

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

**T-Shirts (undershirts):**

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

**Cold Weather Apparel/Outerwear:**

Windbreakers, sweat shirt jackets, jackets, coats, must be buttoned or zippered from top to bottom in solid or any combination of uniform pant/shirt colors, *may also be black or gray*, with no visible emblems or logos, may not be oversized.

(Example: Starter jackets/coats, No Limit, Guess, trench coats, camouflage, etc.) Sweatshirts, cardigans, or pullover sweaters must be worn with school shirts underneath with the collar visible and must be solid school shirt or pants colors, not oversized with no visible logo. Approved school letter jackets and club jackets are permitted.

New (first time out-of-parish) and transfer students will be given two weeks from the date of enrollment to obtain the required uniform. On special days, principals may allow students to deviate from the dress code. The principal shall exercise discretionary authority in the interpretation of dress code rules and anything else, which necessitates judgment as to what is and is not proper dress.

**CONSEQUENCES OF VIOLATIONS:****First Offense:**

Parents or guardian shall be contacted and allowed the opportunity to bring the missing item(s) to school, or to take the child home to dress in the proper uniform.

**Second Offense:**

Parents or guardian shall be contacted and allowed the opportunity to bring the missing item(s) to school, or to take the child home to dress in the proper uniform.

**Third Offense:**

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

**Fourth Offense:**

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

## **AFTER SCHOOL DRESS CODE:**

1. 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.
2. Dresses, shorts, and skirts should be no more than two (2) 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).
3. Wearing of hats or sunglasses in the building or on campus is not allowed.
4. Any form of attire that is used to identify membership in a gang or unapproved group is strictly prohibited – example earrings for boys, bandannas, etc. will not be allowed.
5. Pants, jeans, overalls, etc. are to be ankle length and worn at waist. (mid-calf or Capri pants are acceptable).
6. Boys must tuck shirts in if requested. Girl's blouses may be worn in or out, but may not show midriff skin at any time.
7. No revealing, low-cut tops or revealing, sleeveless garments, halter tops, spaghetti straps, backless or muscle shirts or see through material is allowed.
8. Stretch pants must be worn with a long top that covers the seat of pants.
9. Undergarments must be covered.
10. 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.
11. Hair should be clean, combed, and not impair vision.
12. Trench coats or other attire that suggest gang activity are not permitted.
13. In promoting state and local objectives of job and career training, students shall not display hair or facial hair in a manner that disrupts the learning process or harms the overall educational objectives of the school.

## **Duty**

1. Every teacher is on duty at the door of his/her classroom from 7:35 a.m. until the bell sounds.
2. A "closed door" policy will be employed between classes. Each teacher is to remain on duty at the door of his/her classroom at the change of classes in order to help supervise the hall. After approximately three minutes, the door to each room is to be closed and class is to begin. Students not in the classroom at this time will be recorded with a tardy when they arrive.
3. Students are not to use lockers except at designated times. Automatic penalty will apply for any violation.
4. Please be prompt in getting to your assigned stations at lunch and recess. All students are to remain outside except during bad weather.

## Emergency Drills

The same arrangements for fire and tornado drills will be continued this year. Set up your organization in your classroom and instruct the students in the procedures to be followed in case of a fire or tornado. Treat every drill as an actual emergency. The direction of traffic will be according to the diagram given to you and posted in your room. If there is a power failure, warning will be given by word of mouth.

## EMPLOYEE DRESS CODE

Employees shall be expected to maintain a neat, clean and well-groomed appearance at school. It should be indicative of teaching as an honorable and respectable profession, and it should provide role models for the students along the lines of appropriate dress for social situations. Principals shall be responsible for compliance to the dress code within their schools.

### INAPPROPRIATE ATTIRE FOR TEACHERS

1. No shorts/skorts for classroom teachers with the exception of physical education teachers during physical education instruction.
2. No sweat pants, jogging suits, or wind suits will be worn by classroom teachers with the exception of physical education teachers during physical education classes and during transition from physical education classes to other classes.
3. No underwear showing.
4. No camouflage apparel.
5. No flip-flops, thongs, beach or house shoes.
6. No blue jeans and/or t-shirts for faculty or classroom teachers.
- 7. No cleavage showing.**
- 8. Employees should be clean shaven unless growing a beard or a mustache.**

Teachers have the option of wearing uniforms in their school colors. The dress code has been established to promote professionalism among the Jackson Parish teaching staff, including aides and tutors. However, it is recognized that certain teaching situations will require deviation from the dress code, and those circumstances will be determined by individual principals. Additionally, at each school there may be special days selected by the principals which will also allow deviation from the dress code.

## EMPLOYEE TOBACCO USE

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

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

Violations of this policy by an employee of the Jackson Parish School Board shall be handled in accordance with the Board 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.

## **Finances and Fundraisers**

No teacher, sponsor, or organization is to initiate any fund raising activity without written permission from the principal.

All money collected within the school must be deposited daily in the principal's office. No money is to be kept in the classrooms. An accurate record of the receipts and disbursements will be kept for all departments.

**A purchase order must be approved by the principal before the expenditure of any money.** Any expenditure without an approved purchase order is not acceptable and will be the personal responsibility of the person spending the money. Students are not to run errands or to make purchases for teachers.

The selling of fundraiser items is NOT allowed during class, noon, or recess. All fundraisers must be approved before any arrangements are made.

**Checks written from the office must have the following documentation attached to the voucher:**

1. Signature of receipt of goods or services purchased.
2. A completed purchase order with proper signatures.
3. Invoices should be current – there is no reason to have past due invoices. Purchases only when funds are available. No funds/no purchase.

### **Receipts:**

All receipt tickets for deposit must have proper documentation filed in the receipt folder. Documentation is proof provided for the collection of monies. Receipt tickets and deposit tickets must match.

## **Grade Books**

1. Daily attendance must be posted on the computer, printed at the end of each nine weeks, and kept in a binder.
2. All entries must be legible.
3. Records should be kept from beginning to end of school.
4. Dates should be accurate (no Saturdays or holidays).
5. All records must match computer in office and cafeteria that are linked to State Department computers.
6. Standardize marking of grades (at least six grades).
7. No incomplete grades in grade books. (must be able to justify).
8. 504 & 1508 students must be identifiable with modifications distinguishing them from other students.

### **Jackson Parish Honor Roll Policy:**

The honor roll policy for all schools is as follows:

- A. The honor roll is based on a four point scale using grade point averages. The honor roll will include students with a grade point average of 3.0 and above.
- B. The Principal's List will include students with a grade point average of 4.0. The "A" honor roll will include students with a grade point average of 3.60 to 3.99. "B" Honor roll students will have a grade point average of 3.0 to 3.59.
- C. Subjects Considered for Honor Roll:
  1. Elementary School (grades 1-5): math, reading, language, social studies, and science.
  2. Middle School (grades 6-8): math, reading, language, social studies, science, and physical education.
  3. High School (grades 9-12): all courses pursued for carnegie credit.

### **Considerations in Determining Honor Roll:**

- A. No rounding-off will be permitted.
- B. Special Education students in the Specially Designed Regular Instructional Program are to be included in the honor roll policy.
- C. A grade of "D" or "F" in any subject considered for honor roll will render a student ineligible.
- D. Kindergarten will not be considered for Honor Roll.

## **Lesson Plans**

Lesson plans are an essential part on the teaching process. They must be complete, thorough, and cover the minimum standards set forth by the Louisiana State Department of Education and BESE Board for each particular course.

Lesson plans are to be completed by 7:30 a.m. each Monday using the jgradebook. Make these plans as valid as possible as parents will have access to them.

**Lesson plans should be kept on the teacher's desk along with a copy of the substitute teacher's handbook.** Both of these should be current and readily accessible in case of an unexpected absence. Teachers must have at least two days lesson plans prepared at all times for emergency.

### **Loading Buses**

Grades K-3 will dismiss to load the buses at 3:05 p.m. each afternoon. Teachers grades K-5, please supervise the loading of your students on the buses at this time.

### **Parties and Preparation for Activities**

There will be no classroom parties for students in grades 7-12. Grades K-6 will be permitted to have two major parties a year. Christmas and Easter, to be culminating activities of a unit taught in conjunction with these students.

Special activities are just that. The use of class time to prepare for such activities will be kept to a minimum. Such preparations will take place after school hours whenever possible.

### **Permanent Records**

Teachers desiring information from the files shall contact the Principal, Secretary, or Counselor. The information is confidential and must be used in a professional manner. All cumulative folders must be returned immediately after use and all files must be back in the office by the end of the day.

### **Pupil Progression**

#### **Grading Symbols and Meanings:**

Kindergarten	Grades 1-12
M - Mastered	A - Excellent
P - Progressing	B - Good
NP - Not Progressing	C - Average
	D - Poor
	F - Failing

In grades 1-12 teachers will use the percentage value to determine the letter grade. In using letter grades for example, **care must be taken to ensure that a letter grade on a daily assignment does not carry the same weight as letter grade on a chapter or unit test.** Also in using percentages, consideration must be given to those students where on e very low grade may over-ride all the passing grades that a student has made dung a grading period. In this case, teachers should consider using one or a variety of methods such as dropping the lowest grade, retesting, or providing an opportunity for extra credit in order to arrive at an accurate picture of the student's progress.

**Grade Scale, Grades 1 - 12:**

This scale is to be used to determine a letter grade prior to the nine-weeks grade.

100 - 94	A
93 - 88	B
87 - 76	C
75 - 70	D
69 - Down	F

**Grading Scale 1 – 12 (Continued):**

Scale	Point Value
4.0 - 3.55	A - 4
3.54 - 2.55	B - 3
2.54 - 1.55	C - 2
1.54 - .70	D - 1
Below .70	F - 0

**Criteria for arriving at Nine-Weeks Grades:**

These grades must be based on an evaluation of the total effort and total progress of the students. There will be given a **minimum of nine assessments** for a nine-week period. The following assessment areas must be taken into account and given reasonable credit for determining grades. These assessments must include a combination of 9 (nine) of the assessments below.

Unit Tests - These tests will be based on material that encompasses the statewide grade level standards where the student is placed.

Cumulative Tests - These tests may be given at teacher's discretion.

Daily Class Work - The effort required and the quality of this work should be included as part of the grade.

Special Projects - This work would include notebooks, books, research papers, reports, and projects.

Homework - Any homework assigned should be evaluated and credit must be given in the grading plan.

Portfolio - Group Activities

It may be necessary for vocational teachers, physical education teachers, and other special teachers to deviate from this procedure. Even so, there must be a concrete method for determining nine-weeks grades by all teachers. Every teacher should be able to justify any grade given to a student.

**NOTE:** Each teacher is required to keep a representative sample of a student's work over a period of one year in order to justify the grades assigned.

**NOTE: Unit Tests will count no more than other test/assessments.**

### **Exemption of Final Test 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.**

**Final Grades:** In grades nine through twelve, final grades will be determined by doubling the proper value for the grade for each nine-weeks period and giving a single value for each semester test. The sum will be divided by 9 and converted to a letter grade according to the grading scale. In grades one through eight, the proper value for the letter grade from each nine-weeks period shall be used with the sum divided by 4. For high school classes with  $\frac{1}{2}$  unit of credit the sum would be divided by 5.

**Exceptions:** In an attempt to assure that students acquire the comprehensive subject content for a course, exceptions are made in the manner in which final grades are determined as enumerated in the following statements.

- A. In grades 1-8, a student must pass at least two of the four nine-weeks grading periods with a grade point average of .70.
- B. In grades 9-12, a student must achieve the two standards listed below to receive credit for a full unit course:
  - a. Pass two of the four grading periods,
  - b. Must pass last grading period or final exam with a .70 grade point average for the course.

A student in grades nine through twelve must achieve the two standards below to receive credit for a one-half unit course:

- A. Pass one of the two grading periods with an average of .70.
- B. Must pass last grading period or final exam with at least .70 grade point average for the course.
- C. Must take final exam for all ½ unit courses.

### **Units of Credit:**

A full unit of courses are to be pursued for an entire school year. In cases such as mid-term graduation, partial units of credit may be awarded. If it should become essential for a student to pursue a course for on-half unit, arrangements should be coordinated through the teachers, the counselor, and the principal. Students who fail a unit course must retake the entire course for a full year in order to receive credit.

### **Determining Grade Point Average for Students:**

Each high school principal shall use a uniform procedure in determining the grade-point average for students. This uniform procedure is to be used in determining the GPA in naming the valedictorian, the salutatorian, and the class ranking of graduating seniors. The procedure to be used is as follows:

- A. Use the final grades for all courses on the transcript for which units of credit have been pursued.
- B. The GPA is to be rounded to the nearest thousandth.
- C. The Jackson Parish School Board policy on awarding quality points for designated subjects shall be followed.

### **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)  
**\*One additional math or science unit for 2008 Freshman**

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..... 1/2 unit

Business Computer Applications or substitute another ½ unit

Core curriculum course (see TOPS)

Health ..... 1/2 unit

Physical Education ..... 1 1/2 units

Electives ..... 5 1/2 units

**(\*17.5 required core units) TOTAL 24.5 Units**

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

**HIGH SCHOOL GRADUATION REQUIREMENTS:**

**English: 4 Units**

Shall be English I, II, III in consecutive order, and English IV or Business English

**Mathematics: 3 Units**

Shall be Algebra I\*E and one of the following options: (1) Algebra II and Geometry, or (2) Algebra II or Geometry and one of the following: Advanced Mathematics, Calculus, Consumer Mathematics, or Financial Math, Integrated Algebra or (3) Applied Mathematics I and Financial Math.

**Science:**

**3 Units**

Shall be Biology and two of the following: General Science or Physical Science, but not both; Earth Science, Chemistry, Physics, Aerospace Science, Environmental Science, Principles of Technology, or Biology II.

**Social Studies:**

**3 Units**

Shall be American History; ½ unit of Civics and ½ unit of Free Enterprise; and one of the following; World History, World Geography, or Western Civilization.

**Health and Physical Education:**

**2 Units**

Shall be Health and Physical Education I and Health and Physical Education II, or Adapted Physical Education for eligible special education students.

**Electives:**

**8 Units**

**Total: 24 Units - Refer to the Student Handbook for the most up to date requirements.**

Students who have passed the required 24 credits necessary to receive a high school diploma and are scheduled to graduate, but have not passed all parts of the GEE, shall be allowed (if they wish) to participate in the graduation ceremony at their school. The student shall not receive any type of diploma or be listed as receiving any type of diploma.

**ELEMENTARY PROGRAM/MINIMUM TIME REQUIREMENT:**

Elementary schools shall adhere to the curricular and time requirements established by the State Department of Education and approved by the State Board of Elementary and Secondary Education.

**Kindergarten:**

The Kindergarten shall be informal in nature with teacher-directed and student initiated activities, and planned to meet the developmental needs of young students.

**Minimum Time Requirements for Kindergarten:**

Teacher directed	20%
Snack and Restroom time	10%
Student initiated activities	20%
Lunch	
Rest Period	15%
Student initiated activities	15%
Teacher directed activities	20%

**Elementary Schools:**

The elementary grades shall provide a good foundation in fundamentals of the language arts, mathematics, social studies, science, health, physical education, and cultural arts.

The major subject areas for grades **3 - 8** are identified as follows:

**English  
Reading  
Math  
Science  
Social Studies**

Where Spelling is listed as a separate area for grading purposes only, it will not be considered a major subject area. Students must pass Reading and Mathematics to be considered for regular promotion.

**Minimum Minutes Per Week/Day:**

**Grade 1 - 3**

Language Arts	885 per week	177 per day
Math	323 per week	65 per day
Science/Social Studies	242 per week	49 per day
Health/P.E.	160 per week	32 per day
Music/Arts & Crafts	160 per week	32 per day

**Grade 4 - 6**

Language Arts	645 per week	129 per day
Math	321 per week	64.5 per day
Science	242 per week	48.5 per day
Social Studies	242 per week	48.5 per day
Health/P.E.	160 per week	32 per day
Music/Arts & Crafts	160 per week	32 per day

## **HOMEWORK:**

The following guidelines should be adhered to by each teacher in assigning homework:

1. Always tell students precisely what they need to do to be successful with a homework assignment.
2. The teacher must know the specific purpose for each assigned homework task and relate this purpose to students. Homework is best used for practice.
3. Each homework assignment should be carefully structured by the teacher and must be meaningful to students. Homework cannot be haphazard or routine and can never include busywork. If it does it can never be meaningful to students or parents.
4. Homework assignments must never include new material. This includes assignments such as "Read the next chapter."
5. Teachers should be sure that students have both the skills and resources to do the assignment.
6. The length of the assignment should be considered. Homework that is excessive may be worse than no homework at all.
7. It is a good policy not to give homework every day.
8. Consider other teachers, other classes, and activities in assigning activities. If several teachers assign homework for the same night, the total amount may be excessive.
9. Never give homework as punishment. If we do, we will lose both student and parent cooperation.
10. Give assignments that gain parent support, but do not mandate parental assistance.
11. Only give homework assignments which can be checked. If it is not important enough to check, it is not important enough to assign.

All elementary teachers will prepare a detailed schedule for their class. Be sure that adequate time is given to the various academic areas. This schedule will be turned in to the Principal for approval within the first week of school.

## **Records**

**Records to be kept by each homeroom teacher are:**

- Attendance & grade reports are to be run weekly and placed in the binder. A nine-weeks report should be run for final checkout.

- Cumulative folders or cards
- Health Records (verify that immunizations are current)
- Social Security Numbers for each student

**All teachers are responsible for the following:**

- Maintain accurate daily records on each student in the classroom
- Current textbooks forms
- Maintain up-to-date classroom inventory
- Safe and Drug-Free Documentation
- Parent Phone Log
- Content/Grade Level Documentation

## **Student Illness**

All students checking in or out must do so through the office. If a teacher believes that a student is seriously ill or there are strong indications that a student has a contagious illness, the teacher shall refer the matter to the attention to the office staff. Please monitor the situation carefully before making the office referral. If a student needs medical attention, we will administer office first aid, call the school nurse and/or parent, send a note home, and/or take other necessary steps.

Teachers, know your students, some will request medical aid when what they really want is the staff's attention. A number of small first aid processes should be taken care of at home, not at school. If you have such cases, tell the student to inform his/her parent, or you may want to send a note home.

## **Tardy Policy**

Weston's tardy policy is cumulative, which combines late arrival to school and tardiness to classes. 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 Weston School to be administered by the semester:

Teachers are to record tardies on the form provided and turn in to the Assistant Principal at the beginning of your last class for the day. Please record the time of day on these forms. Late arrivals to school must report to the Assistant Principal's office.

Late arrivals to school must check in through the Assistant principal's office. Students who are verified as meeting extenuating circumstances and could not be prevented from being tardy in the judgment of the principal or his 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 resulting from illness or injury. These considerations do not include excuses such as oversleeping, clock failure, car problems, loose animals, etc.

**Detention:** This will be held as scheduled by the Assistant Principal. Any student who fails to report to assigned detention will be issued a suspension - unless excused by a doctor's excuse or the administration.

## **Telephone Usage**

1. The telephones in the Principal's inner office, the Assistant Principal's office, and the Counselor's office are not for general use by either faculty or students. Please respect this.
2. Telephones should be used for business only. Personal calls should be kept to a minimum. The three phone lines for WHS are busy most of the time. The telephone in the reception area of the office should be used for all long distance calls. Absolutely no long distance calls are to be made from the 259-9367 number. **Permission must be obtained before making any long distance call.**
3. Students must obtain permission in the office for using the phone. The gym phone is not for student use during the day.
4. Unless it is an emergency, neither students nor teachers will be called from the classroom to the telephone (death/illness). Please ask family and friends not to call the school unless it is an emergency.
5. See Discipline Plan on use of cell phones.

## **Textbooks**

Care should be taken in issuing textbooks to make sure that all students are listed on a textbook form. The form must show the name of the child, the title of the book and the book number. Some indication of the condition of the book should be made. A book turned in at the end of the year should be checked against the textbook form. The names on the forms must be alphabetized, forms clipped together, and returned to the office for filing. Ink should be used in recording the information called for on the inside cover of every state-owned textbook.

## **Video/Filmstrip Policy**

Audiovisual materials are designed to enhance – not replace – classroom instruction. Good judgment must always be used in utilizing these materials in a manner that will be educationally effective. The following guidelines are to be followed in making use of audiovisual materials:

1. They must have an educational objective and must be written into the daily lesson plans.
2. The teacher must preview each film, filmstrip, or video. Any containing improper language or behavior is not to be shown.

3. They are not to be used as a “babysitter”. Use with discretion and do not overuse.
4. It is permissible in a very limited sense to utilize films, filmstrips, or videos as a reward. However, they should be in compliance with the guidelines listed above. Films, videos, etc. which are to be used are to be provided by the teacher. Students are not to be allowed to bring videos for class use.
5. **All videos must be approved by principal. Form on website.**

## **Visitors to the School**

We welcome parents to visit the school. However, visiting can become a problem if it is not done properly. Parents and other visitors who come to the school should first seek an appointment through the office. All visitors should get a “**pass**” from the office when entering the school. Parent conferences that take a teacher from the classroom will not occur unless the situation is one of unusual importance. Professionalism should be used in all parent conferences. In most cases parent conferences are confidential and should be treated accordingly.

**Student visitors are not allowed on campus without approval from the office.**

Solicitors, salesmen, etc. who call on you during school hours must have a note from the office. Any such calls must be at a time that will not interfere with class work.

## EXTRACURRICULAR ACTIVITY SPONSORS

\*A list of students going on trips for various clubs -- an email to C. Mosley, R. Potts, and to the teachers should be sent before school starts the day of the trip.

<b>Assembly Programs</b>	<b>Robin Potts</b>
<b>Basketball (B)/Baseball/ Athletic Director</b>	<b>Ritchie Tolar</b>
<b>Basketball (G)/Track (G)/ Jr. High (G)</b>	<b>Ryan Bond</b>
<b>Cross Country (B/G) / Softball</b>	<b>Debbie Pender</b>
<b>Assistant Softball</b>	<b>Lydia Clary</b>
<b>Assistant Baseball/ Jr. High Basketball (B)</b>	<b>Stacy Tucker</b>
<b>Track(B) /Golf</b>	<b>David Brown</b>
<b>Cheerleaders</b>	<b>Debbie Hatten</b>
<b>Jr. Ring Ceremony</b>	<b>Tami Strozier</b>
<b>Graduation</b>	<b>Amy Hay/ Debbie Pender</b>
<b>FBLA</b>	<b>Tami Strozier</b>
<b>Yearbook</b>	<b>Tami Strozier/ Chevonda Leonard</b>
<b>FCA</b>	<b>Ritchie Tolar/ Melissa Foshee</b>
<b>FCCLA/ Fall Festival</b>	<b>Melissa Foshee</b>
<b>FFA</b>	<b>Phillip Walker</b>
<b>4-H (4<sup>th</sup> &amp; 5<sup>th</sup>)</b>	<b>Beth Gates</b>
<b>4-H (6<sup>th</sup> &amp; 7<sup>th</sup>)</b>	<b>Lydia Clary</b>
<b>4-H (High School)</b>	
<b>HS Student Council *Homecoming</b>	<b>Amy Hay</b>
<b>Beta</b>	<b>Jackie LeBlanc</b>
<b>Courtesy Committee</b>	<b>Donna Culpepper/ Cheryl Mosley</b>

## RS 17:416.18

### §416.18. Educators' Right to Teach; disciplinary actions

A.(1) A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.

(2) A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and R.S. 17:416 through 416.16 and any city, parish, or other local public school board regulation.

(3) A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).

(4) A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).

(5) 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 in accordance with R.S. 17:416.9 and 416.16.

(6) A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.

(7) A teacher has the right to communicate with and involve parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).

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

**B.** No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

**C.** The provisions of this Section shall not be construed to 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.

**D.** Each city, parish, or other local school board shall provide a copy of this Section to all teachers at the beginning of each school year.

Acts 2003, No. 1252, §1, eff. July 7, 2003.

### 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. Anyone with questions regarding this policy may contact Wayne Alford, Superintendent at (318) 259-4456, 315 Pershing Hwy., Jonesboro, La. 71251.**

## **Abuse of Children: reports: waiver of privilege: 14:403**

A. (1) Any person who under Children's Code Article 609 (A), is required to report the abuse or neglect or sexual abuse of a child and knowingly and willfully fails to so report shall be guilty of a misdemeanor and upon conviction shall be fined not more than five hundred dollars or imprisoned for not more than six months, or both.

(2) Any person, any employee of a local child protection unit of the Department of Social Services, any employee of a local law enforcement agency, any employee or agent of any state department, or any school employee who knowingly and willfully violates the provisions of Chapter 5 of Title VI of the Children's Code, or who knowingly and willfully obstructs the procedures for receiving and investigation reports of child abuse or neglect or sexual abuse, or who discloses without authorization confidential information about or contained within such reports shall be guilty of a misdemeanor and upon conviction shall be fined not more than five hundred dollars or imprisoned for not more than six months, or both.

(3) Any person who reports a child as abused or neglected or sexually abused to the department or to any law enforcement agency, knowing that such information is false, shall be guilty of a misdemeanor and upon conviction shall be fined not more than five hundred dollars or imprisoned for not more than six months, or both.

### **Coregis Help Lines:**

**1-888-937-7868**

**1-888-727-7868**

**1-888-4-COREGIS**

**Molestation (9 a.m. - 5 p.m. CST)**

**Molestation (9 a.m. - 5 p.m. MST)**

**Employment Practices (9 a.m. - 6 p.m. EST)**