



STUDENT HANDBOOK 2020-2021
JUBAN PARC JUNIOR HIGH
HOME OF THE JAGUARS

Phone (225) 664-1001 Fax (225) 664-5000

Greg Hayden, Principal

Robin Howard, Assistant Principal
Erica Navarre, Administrative Assistant

Bonnie Allgood, Guidance Counselor
Robyn Smith, Curriculum Coach

THIS STUDENT PLANNER BELONGS TO:

Name _____

Grade _____

Address _____

Phone _____

Computer Username: _____

Bus # _____

Other Username: _____

Computer Password: _____

AR # _____

Other Password: _____

HOUR	SUBJECT	TEACHER/ROOM NUMBER
1		
2		
3		
4		
5		
6		
7		

STUDENT DAILY SCHEDULE

W E L C O M E

Dear Students and Parents,

On behalf of our faculty and staff, I would like to welcome you to Juban Parc Junior High School. The faculty and staff are dedicated to providing the safest and most productive learning environment for the students here at Juban Parc Junior High. It is our goal to support students in their educational accomplishments and encourage them so that they may become productive citizens. It is our goal to foster a positive relationship between school, home, and community so that students continue to be successful during their time as a Juban Parc Jaguar and beyond. This collaborative relationship is an essential part to the success of our students and our school.

This planner is designed to provide you with vital information concerning Juban Parc Junior High. While no handbook can cover every possible situation or question that may arise during a school year, we have attempted to provide you with a thorough handbook that should address most of your questions and concerns. Please take time to read this handbook with your child so you and they may become familiar with the rules and expectations at Juban Parc Junior High.

Best of luck this year,
Greg Hayden, Principal

SCHOOL CALENDAR 2020/2021

FIRST SEMESTER **Begins:** Friday, August 7, 2020 **Ends:** Friday, Dec. 18, 2020
SECOND SEMESTER **Begins:** Tuesday, January 5, 2021 **Ends:** Friday, May 21, 2021

SCHOOL HOLIDAYS (STUDENTS)

Labor Day: Monday, September 7, 2020 (1 Day)
LPPS Professional Development: Wednesday, September 23, 2020 (1 Day)
Livingston Parish Fair: Friday, October 9, 2020 (1 Day)
Election Day: Tuesday, November 3, 2020 (1 Day)
Thanksgiving: Monday - Friday, November 23-27, 2020 (5 Days)
Christmas and New Year's: Monday, December 21, 2019 – Monday, January 4, 2021 (11 Days)
Martin Luther King Day: Monday, January 18, 2021 (1 Day)
Mardi Gras: Friday - Tuesday, February 12-16, 2021 (3 Days)
LPPS Professional Development: Wednesday, March 10, 2021 (1 Day)
Good Friday/Easter: Friday, April 2, 2021- Friday, April 9, 2021 (6 Days)

****TESTING DATES****

Monday, March 29- Friday, April 30

INTERIM AND REPORT CARDS

INTERIM REPORTS TO BE ISSUED

Tuesday, Sept. 8, 2020
Wednesday, Nov. 11, 2020
Thursday, Feb. 4, 2021
Wednesday, April 21, 2021

REPORT CARD PERIOD ENDS

Wednesday, October 7, 2020
Friday, December 18, 2020
Thursday, March 11, 2021
Friday, May 21, 2021

REPORT CARD TO BE ISSUED

Friday, October 16, 2020
Friday, January 15, 2021
Friday, March 19, 2021
Friday, May 28, 2021

SCHEDULES

DAILY SCHEDULE

Classes Begin	7:10	Classes Begin	7:10
1st Period	7:13 - 8:09	1st Period	7:13 - 7:56
2nd Period	8:12 - 9:05	2nd Period	7:59 - 8:42
3rd Period	9:08 - 10:01	3rd Period	8:45 - 9:28
4th Period	10:04 - 10:57	4th Period	9:31 - 10:13
5th Period/Lunch/recess	11:00 - 12:20	6th Period	10:16 - 10:57
6th Period	12:23 - 1:16	5th Period/Lunch/recess	11:00 - 12:20
7th Period	1:19 - 2:15	7th Period	12:23 - 1:06
Dismissal 1 st load buses/ Car/walkers	2:15	Activity/Club	1:09 - 2:15
2 nd load buses	2:18	Dismissal 1 st load Buses/car/walkers	2:15
		2 nd Load buses	2:18

2:18 – extra-curricular activity students, alternative center dismissed

School Health Rules – Parents can access school health rules under the parent section of the parish website:
<http://www.lpsb.org>

Remind 101 for the School: Text the following to 81010

6th grade: @JP6th

7th grade: @JP7th

8th grade: @JP8th

DISCIPLINARY ACTION TAKEN FOR TARDINESS			
1-2 Offenses	3-4 Offenses	5-6 Offenses	All Additional Offenses
Student will not be penalized. Notification will be given to student.	Morning Detention Tuesday and/or Thursday 6:40 A.M.- 7:05 A.M.	After School Clinic Thursday 2:15 - 5:00 P.M.	Double After School Clinic Thursday 2:15-5:00 P.M.

ACTIVITIES AND ORGANIZATIONS FOR 2020-2021:

4-H Club	Fellowship of Christian	Art Club
Band	Athletes (FCA)	Awards Day
Boys' & Girls' Track	Football	Dance Team
Boys' & Girls' Basketball	Honors Club	School Dances
Cheerleaders	Recreation Club	Movie Club
Coloring Club	Swim Team	Spanish Club
Gardening Club		Makerspace

HONOR ROLL Open to all students – Students are required to make all A's, A's and B's or all B's.

PERFECT ATTENDANCE – Only given to students with **no absences, check-outs, or check-ins**.

GENERAL SCHOOL SERVICES PROVIDED FOR STUDENTS:

- | | |
|--|--|
| A. <u>Concessions</u> —at recess | D. <u>Belt Rental</u> —located in the library |
| B. <u>First Aid</u> —located in the office | E. <u>Lost and Found</u> —located in student waiting |
| C. <u>Sale of pencils</u> —located in the school store | area (items will be removed periodically and donated |
| | to charity or disposed of) |

STUDENT FEES— All fees should be turned in to the teacher indicated below. Checks, Cash, Money order, credit card, or online Student Fees: \$30.00 to homeroom teacher or online

P.E. Uniform: \$20.00 to P.E. Teacher Band Fee: \$50.00 to band teacher

MEDICINE – Students are **not** allowed to bring any medicine to school **at any time** and may be subject to disciplinary action if they do. Parents may come to the school to administer medicine to their child. Students will be given medicine at school only with written documentation from a doctor and parent according to state mandate. **Forms may be obtained in the office.** This includes students that self-carry asthma inhalers.

TELEPHONE – The school phone should be used for official business. Students may use the telephone only before school begins at 7:10 A.M. to obtain lunch money or if they are ill. **Students will not be allowed to use the phone for gym clothes, school materials or books forgotten at home. Students will not be allowed to receive phone calls for any reason.**

CONFERENCES - Teacher conferences are encouraged. Parents should contact the school secretary at 664-1001 for an appointment. Conferences will be held Monday-Thursday. A conference with a team of teachers will only be permitted upon scheduling with the office. No teacher conferences will be scheduled the last week of school. Visitors should check in through the office when they arrive on campus and obtain a visitor's badge. Conferences with administrators are by appointment only and should be scheduled between 8:00 A.M. and 1:30 P.M. Monday-Thursday.

GUIDANCE – The school counselor duties include school wide testing, SBLC, and administrative duties. Counselors see students at school for many issues. However, they do not do weekly therapy. The counselor will assess the situation and refer the student to the appropriate resource. Your counselor sees students, especially 8th grade, in groups each year. This is mostly related to career activities and scheduling. If students need to see the counselor, they may have their teacher e-mail the Guidance Office.

There will also be a form in the school office that the student may fill out as well to request Guidance services.

WITHDRAWALS – If for some reason a student must withdraw or transfer to another school, a transfer slip should be picked up in the office. Please make an appointment with the counselor in advance. All textbooks and library books must be returned before a student can get a release or any school records forwarded to another school. Fees for lost or damaged books, required fees, library fines, lunch money, etc. must be paid before school records will be sent to another school.

ACCIDENTS – Accidents are reported to the office. Information from student information sheets will be accessed for contact of parent or guardian. **Please make sure this information is updated as needed.** If the parent or guardian cannot be contacted, the school will take the required action. Doctor's name and any known allergies should be placed on the student's information sheet. The parent of a child with a health issue should contact the main office at the beginning of the school year.

EXCUSES – Grades 6-8 must be present a minimum of 167 class periods in order to be eligible for a course taken. Exceptions can be made only in the event of extended personal illness as verified by a physician and/or extenuating circumstances as approved by the parish superintendent of child welfare and attendance in consultation with the principal. Students who check in or out of school are marked absent for the classes missed.

- A. On the day that a student returns to school following an absence, he/she should bring a note from the parent/guardian or doctor requesting that the absence be excused. Students have **five (5) school days** to submit an excuse, beginning with the day on which they return to school. The note must include: **first and last name of student and student's grade level, date(s) of student's absence, explanation or reason for absence, parent/guardian signature, and phone number for verification.** The student must bring his/her excuse to the **Excuse Box**, located in the student waiting area in the office. If the student does not bring an excuse, he/she will not be eligible to make up work missed on the days of absence resulting in a grade penalty. **Excuses may not be faxed to the school. A DOCTOR'S EXCUSE CANNOT BE ALTERED IN ANY MANNER. This action may result in disciplinary action for the student.**
- B. A **parent note** allows the student to make up missed assignments but is not subtracted from the total number of absences. Only a **doctor's excuse, obituary notice of member of immediate family, or court excuse** allows the student to make up missed assignments and is subtracted from the total number of absences.
- C. Not classified as doctor's excuses are receipts for medicine or office visits, appointment slips, prescriptions for medicine, and treatment reports.
- D. The Livingston Parish School Board lists **personal illness, death in the immediate family, and extreme emergencies** as legitimate reasons for absences. **Trips, vacations, etc. are not excusable. Unexcused absences result in students receiving a grade penalty on any missed assignments.**
- E. A doctor's excuse for chronic or recurring illnesses may be accepted but must be renewed **each nine weeks** in order to be valid. **Doctor's excuses will be verified and may not be altered in any way.**
- F. All excuses will be kept on file for purpose of verification.

All Check-ins - parents or guardian must come in the office to check students in or out. Late check-ins does result in a tardy.

CHECK-OUT PROCEDURE – A parent or guardian must be contacted before a student will be allowed to leave school. The person responsible for picking up the student must come into the office and sign a check-out form. For an excused check-out, a note from a doctor or dentist must be presented upon returning to school. If a custody issue arises, parents must provide the school with the appropriate court papers **annually**, showing legal custody. **Students will not be allowed to check out 30 minutes prior to the last bell.**

HOMEWORK – Homework is an essential part of education. Homework for students that have been absent may be requested upon the **3rd day** of absence by calling the office **before 8:00 A.M.** Homework may be picked up in the office **between 2:15 and 2:30.**

LIBRARY – Students may visit JPJH Library before school from 6:55-7:10 on Monday, Wednesday and Friday to check in/out library books, pay fines, study, etc. Students may check out books for a two-week period. Books must be returned on or before the due date. All library books are due before school ends. Students will be notified when all library books are due. Failure to return books or pay fines will result in report cards being held. A student may not check out an additional book if he/she has an overdue or damaged library book, or he/she owes a fine. **Fines are \$0.10 per book per school day.** All students are scheduled to visit the library every two weeks with their reading classes. Reading teachers are responsible for Accelerated Reader usage, points, and grades. Individual students may not visit the library during another class's scheduled visit. AR tests may only be taken in the presence of the librarian or the student's English teacher. AR tests may not be taken during another class or when a substitute is present.

TRANSPORTATION— Students riding bicycles or walking are not allowed on campus until 6:40 A.M. Violators of this rule will not be allowed to bring bikes on campus at all. **Skateboards are not allowed on campus at any time.** Parents are to use designated driveways. Students are to be dropped off in the morning and picked up in the afternoon in the designated carpool area. Please see school map on page 3. **Students may not be dropped off before 6:40 A.M, including those arriving for morning detention.**

For students riding home an alternate way: One-time bus notes must be filled out online using the JPJH app by **BOTH** parties involved every time. The student going home a different way and the student who is hosting should fill out the permission form.

TEXTBOOKS— Each student is issued a *home* set of textbooks. Teachers will have classroom sets of textbooks for students' use at school. Student textbooks are checked out through the JPJH Library using Follett Destiny software. Textbooks are the responsibility of each student. Any damage which occurs to the textbooks while in the possession of the student will result in the student being required to pay for the book/books. All student textbooks are due before the last week of school. Report cards will be held if the student fails to return library/textbooks or pay for lost/damaged books by the scheduled time.

LUNCH

- A. Students have a choice of hot lunch or they may bring their lunch.
- B. Students may not bring canned soft drinks, any type of carbonated beverage or fast food into the cafeteria.
- C. Students may pay at the door each day or pay in advance for extra items. **No charging is allowed.**
- D. Change will not be given in the cafeteria. Students will be credited with the amount submitted.

Lunch Prices: Free until 2021

- A. Students should move quickly, quietly, and in assigned order when paying for lunch, scanning fingers or cards, receiving lunch and emptying trays.
- B. Students should remain in their assigned seats until directed by the teacher to leave.
- C. Students should sit together as a class.
- D. Students should not return to the classroom for forgotten items.
- E. There will be **no talking** on the way to and from the cafeteria.
- F. Behavioral expectations in the cafeteria are comparable and consistent with classroom expectations.
- G. Lunch tables and floors must be left clean upon exiting.

BOUNDARIES FOR STUDENTS— AT NO TIME SHOULD STUDENTS ENTER A COMMONS AREA OTHER THAN THEIR OWN.

Sixth grade students will be allowed:

- A. On the concrete area in front of 300 or 6th grade building.
- B. To use the water fountains and restrooms in the 300 or 6th grade building.

Seventh grade students will be allowed:

- A. On the concrete area northeast of the 300 building before school and on the concrete area southeast of the 300 building during recess.
- B. To use the water fountains and restrooms in the 200 hall in the morning and in 200 hall at recess.

Eighth grade students will be allowed:

- A. On the concrete area southeast of the 300 building before school and behind the 100 building at recess.
- B. To use the water fountains and restrooms in 200 hall in the morning and 100 hall at recess.

***Students out of designated area will receive referral to the office for disciplinary action.**

GENERAL RULES OF CONDUCT BEFORE SCHOOL AND AFTER SCHOOL

- A. There will be no running on concrete areas for any reason.
- B. There will be no physical contact. This includes slapping, kicking, tackling, and any other form of aggressive or affectionate contact.

GENERAL CAMPUS RULES

- A. **A student must be in school one-half of the day to be able to participate in any school activity.**
This includes any type of practice, event, dance, ballgame, etc. A student who is suspended may not participate in any school sponsored activity beginning at **2:15** on the day of the infraction.
- B. Any school property damaged or lost will be paid for by the student.
- C. No report cards will be issued to students who owe money to the school or who have lost books.
Students may not attend extra-curricular activities until debts are cleared.
- D. Only those students who eat breakfast will be allowed in the cafeteria between 6:45-7:10 A.M.
Students are to leave as soon as they finish eating breakfast.
- E. The building opens at 7:10 A.M. In the event of inclement weather, all students must be seated in the hallway next to their homeroom class. Any student found out of area will be referred to the office for disciplinary action.
- F. Concessions will be sold at recess. Buyers are to line up in an orderly manner.
- G. **Students are not to leave their classes to go to the restroom, office, or guidance office without signed planner and signing out of teacher's classroom sign-out sheet.**
- H. No hats will be brought or worn to school.
- I. **Students are not to be in a classroom without teacher supervision.** Example – before school, after school, etc.
- J. No personal possessions other than required items for classroom use will be allowed in school. This includes candy, toys, games, baseball cards, cell phones, pagers, and electronic devices such as CD players, tape players, radios, MP3's, IPOD's, etc. **Violations will result in disciplinary action.** Parents are required to pick up confiscated items. **School personnel reserve the right to examine items and images on electronic devices.**
- K. Students are not allowed to bring visitors to school. This includes brothers and sisters.
- L. Students may not buy or sell personal items to one another at school.
- M. All school rules and policies apply on school buses and bus loading areas.
- N. Students will not be allowed to receive flowers, balloons, etc. at school.
- O. Homework and medical excuses faxed to the school will not be accepted.
- P. Students are not allowed on school grounds except during school-related activities.
- Q. Body armor is not allowed to be worn on school grounds or to any school-related activity.
- R. ***Shirts must be tucked in at all times. Failure to comply will result in a detention and for multiple offenses the discipline will be progressive. There will not be any warnings.***
- S. JPJH does not tolerate bullying, harassment or intimidation of any kind, students should report such behavior to a teacher or administrator and it will be investigated and appropriate action will be taken.
- T. Audio and video recordings are not allowed at JPJH due to possible violations of FERPA and HIPPA, both of which regulate and protect the right to privacy for adults and minors. Any audio or video recordings at JPJH require the prior approval of the Principal. Please note that this policy does not apply to general assemblies, award ceremonies, and other school sponsored events at JPJH; however, live streaming of any event is not allowed. Any audio or video recording by students on campus will result in disciplinary action.

DISMISSAL OF SCHOOL

When the first bell rings at 2:15, only those students riding first load, walking, riding bicycles, or carpool will be dismissed. When the second bell rings, students who ride 2nd load, have behavior clinic and/or have practice for an extracurricular activity are to be dismissed. Bus students, walkers, and bicycle riders will exit from the north end of the 100 and 300 halls to the bus loading area for either load. Students riding with their parents must be picked up from the east side of the 300 hall under the carpool overhang. 6th grade will exit out the north end of building and 7th & 8th grade will exit between the cafeteria and the south end of the 300 hall.

Students riding a 2nd load bus must sit in the designated area for their bus. Students out of area will be referred to the office for disciplinary action.

STUDENT DRESS CODE

No student's appearance, including but not limited to his/her attire, shall be considered proper and acceptable for school if it distracts from, or in any way disrupts, the educational process. The Livingston Parish School Board is responsible for achieving a system wide dress code for appearance and dress among students that will promote the best atmosphere for teaching and learning.

DRESS AND PERSONAL GROOMING

It is the responsibility of each student to use good judgment regarding appearance and attire. Cleanliness shall be a basic consideration. Any complaint concerning a student's dress and appearance shall be addressed by the particular school's administration. The principal of the particular school shall make the final decision as to what is considered proper attire and appearance. In the event that health and medical considerations for a particular student require an exception to the Dress Code, the principal of the particular school shall determine that exception and make his/her faculty and staff aware of the exception.

GENERAL DRESS CODE

The following guidelines have been established regarding all students' dress and appearance:

1. P.E. uniform shirts are unacceptable underneath school uniforms.
2. Bandanas, caps, hats, non-prescription glasses, or dental fixtures or grills are not permitted.
3. Patches, decorations, slogans, designs, symbols, tags, marks, or advertisements are prohibited on clothing and booksacks. (Examples: Beer, cigarettes, drugs, obscene suggestions, skulls/crossbones, sexual connotations, etc.). **Hoods with masks attached are prohibited.**
4. Earring(s) are not allowed for males as wearing apparel (ears or other body parts, shirt, pants, etc.).
5. Earrings are allowed for females as wearing apparel in ears lobes only (not allowed in other body parts). Over-sized earrings are not allowed. No more than 2 bracelets or necklaces are allowed.
6. **Male hair length must be of even distribution. The hair may not extend below the plane of the shoulder nor down upon the eyebrow in front, nor down below the earlobes. Hair must be clean, well-groomed and neat at all times. (Lines cut in the hair, shaven hair, "Mohawk" cuts, extreme coloring of hair including highlights, "tails" or any other hair style which interferes with a student's performance or that of his classmates is prohibited.)**
7. Sideburns can extend to the lobe of the ear. Beards and goatees are unacceptable. Mustaches neatly trimmed are acceptable.
8. **Female hair must be clean, neat and well-groomed. Extreme coloring and extreme hairstyles are not acceptable. Hair in rollers is not acceptable.**
9. Foundation garments must be worn and should not be visible.
10. **Dress during any period where uniforms are not required, such as special event days, non- uniform days, or for transferring students, shall be consistent with the intent and spirit of the School Uniform Dress Code. (Unless otherwise told, bottoms should be traditional blue jeans without holes, rips or tears on non-uniform days. Jean shorts are not permitted.)**
11. No tattoo shall be exposed.
12. Pants cannot be worn tucked into boots.

SCHOOL UNIFORM DRESS CODE

The School Board is permitted by state law to adopt dress codes mandating the use of school uniforms. The purpose of the *School Uniform Dress Code* shall be to provide additional opportunities for increased school safety; to encourage students to experience a greater sense of school identity and belonging; to encourage an improvement in student behavior; and to encourage a high level of program participation.

NO EMBLEMS, INSIGNIAS, OR MONOGRAMS SHALL APPEAR ON ANY UNIFORM ITEM. CARGO TYPE POCKETS ON ANY GARMENT ARE PROHIBITED.

Shirt: Solid Color: Navy Blue or White Polo (golf- boxed, hemmed) two, three, or four buttons at the top front with collar (short or long sleeves)

No pockets or lace on shirt. No cap sleeves.

Oxford/dress shirt style (short or long sleeves) Under-shirts and t- shirts, if worn, must be **white** in color and can only be worn underneath the standard uniform. All shirts **must be tucked in and properly buttoned at all times.**

Slacks/Skorts/Skirts/Shorts/Jumpers:

Solid color: **Traditional Khaki** (stone, chocolate, or green prohibited)

Style must be cotton twill or cotton blend (**no jean style or material**) – No rivets

No sewn on outside **pockets or flaps**; cargo pants and pockets on lower legs are prohibited

Slacks and shorts must have belt loops and mandatory belt must be worn

Zip fly only

Jumpers:

Styles must be cotton twill or cotton blend (no jean style/material)

Uniform shirts must be worn under jumpers

Length – top of knee or longer

Skirts:

Must be worn at waistline Length – **top of knee** or longer

Can be pleated, flat, or A line

No sewn on outside pockets or flaps

Shorts:

Must be worn at waistline

Length: Top of knee to four (4) inches above the knee (length cannot be below the knees) (length can be cuffed or not cuffed)

Skorts:

If skorts have belt loops, a belt must be worn

Must be worn at waistline

Length: Top of knee to four (4) inches above the knee (length cannot be below the knees) (length can be cuffed or not cuffed)

Can be pleated, flat, or A-line

Hose/Tights:

Solid color: White, Navy Blue, or Skin Tone Socks, hose, or tights must be worn with shoes

Slacks:

Straight legs

No elastic or gathered at the ankles. No slits in pants legs

Must be hemmed and length not to exceed top of shoe (hem can be cuffed)

Must be worn at waistline

Cropped, stirrup, parachute, wind, stretch/warm-up, Capri, and jean style pants are prohibited

Can be pleated or flat front

Belts:

Solid color and solid material: Brown, Black, Navy Blue, or Khaki

Mandatory when wearing slacks or shorts

Belt buckles must be plain; standard buckle

Appropriate length for waist size

Designs, emblems, insignias, monograms, logos, holes, studs, etc. are prohibited

Belts may be rented daily from the Library for \$1

Socks:

Solid color: White, Navy Blue, Black or Khaki (must be matching pair with no emblems)

Mandatory wear

Must be visible and no higher than the knee

Shoes:

Shoes may tie, buckle or velcro

Closed-toe and closed-heel shoes mandatory

(tennis, dress, casual, or slip-on shoes) **Shoes shall be properly tied if applicable**

Boots may be worn with pants only

Platform shoes are prohibited

Coats:

Coat/jacket/sweater may be worn as long as the

uniform shirt collar is revealed under the

coat/jacket/sweater. TRENCHCOATS are

prohibited. Vest/Jackets/sweaters/coats that

zip/button/snap from top to bottom may be any color and with hood. No masks on the hoods of jackets.

Pullovers of Any Kind -any garment which is pulled over the head which does not snap, button or zip from top to bottom (sweaters, sweatshirts, vests) must be

Solid color: Navy Blue or White

Pullover v-neck or pullover crew (**hoods are prohibited**) Must be worn over uniform shirt

Turtlenecks are prohibited

Only exception is JPJH team pullover ordered through the school by the coach and approved by administration.

STUDENT COMPLIANCE WITH THE UNIFORM DRESS CODE:

The *School Uniform Dress Code of Livingston Parish* shall strive to achieve full compliance through use of incentives and positive reinforcement measures, and will resort to disciplinary action only when positive measures fail to ensure compliance. In addition, the policy's rationale and benefits of the School Uniform Dress Code will be explained and fully understood by the student and his or her family.

The intent of this policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled. Also, the intent of this policy is not to suspend or expel a student from class or from school, or lower an academic grade as a result of not complying with the School Uniform Dress Code. However, non-compliance will result in progressive disciplinary action being taken with the student.

No student shall be considered in violation of the School Uniform Dress Code in the following instances:

- A. When Administrators allow exceptions to the uniform code for special events (ex. athletes on game days, academic teams, clubs, picture day, Boy Scouts or Girl Scouts on regular meeting days, etc.)
- B. During the first ten (10) days after transferring from out of the Parish to Livingston Parish Schools.
During the ten (10) day period, appropriate dress (according to School Board Policy) shall be followed.
- C. When a student is on campus outside of normal school hours.
- D. When a student has been authorized by the school principal to wear a school activity uniform such as those worn by members of the cheerleading squad, dance team, band, or athletic teams.

PROGRESSIVE DISCIPLINARY ACTION TAKEN FOR DRESS CODE VIOLATIONS (PER SEMESTER)			
1 st & 2 nd Offense	3 rd Offense	4 th Offense	5 th Offense and Beyond
Parent/Guardian Contact letter	Morning Detention Tuesday and/or Thursday 6:40 A.M.- 7:05 A.M.	After School Clinic Thursday 2:15 - 5:00 P.M.	Double After School Clinics Thursday 2:15-5:00 P.M.

CLASSROOM DISCIPLINE POLICY

Each teacher will maintain a log of student behavior within their classroom for minor infractions that require the issuance of remedial work. Each teacher shall establish teacher expectations and students must be informed of the expectations. Infractions shall be recorded daily. Upon the fourth infraction, students will receive an office referral. Once the fourth infraction is addressed by the administration, the discipline log for the student shall start over.

Proper student conduct is the responsibility of the student and parents. It is the daily responsibility of school personnel to assure that no single person interferes with the learning environment of other students. The Principal or his designee will determine when offenses are extreme or flagrant.

REFERRAL PROCESS FOR MINOR INFRACTIONS

1st Infraction – Teacher conference

2nd Infraction – Teacher assigns remedial work – must be signed by parent

3rd Infraction – Teacher will make personal contact with parent by phone or acknowledged email. Teacher may assign additional remedial work.

4th Infraction – Office Referral

ADMINISTRATIVE DISCIPLINE POLICY

Action to be administered by the office for discipline problems shall be one of the following: Conference, Detention, Behavior Clinic, Suspension, Expulsion.

- A. **Conference** – used at the discretion of the Administrator. It can be used on the occurrence of a minor discipline problem or to avoid the occurrence of a more serious, major offense.
- B. **Morning Detention** – used for minor offenses. Students may be placed in morning detention. Students must come prepared with signed permission slip, planner, paper, and pen/pencil. Students who do not come prepared will be dismissed. Students may not ride the bus if it is not on campus to unload at 6:40 a.m. first load. Failure to attend, with the exception of absence from school, will result in behavior clinic.
- C. **Behavior Clinic** – will be used as an alternative to suspension at the discretion of the administration. Students will only be assigned to Alternative Center for a **maximum of four times** during the school year. Any violation of rules governing the center will result in an automatic suspension from school. **Failure to attend the Behavior Clinic for any reason will result in an automatic suspension from school.** Students must come prepared with signed permission slip, planner, paper, and pen/pencil. Students who do not come prepared will be dismissed.
- D. **Suspension** – used for major offenses or an excessive amount of minor offenses. Short term suspension will range from 1 to 2 days. Long term suspension will range from 3 to 9 days. An indefinite suspension will be left up to the discretion of the Administration and the Central Office. The severity of the offense will determine the length of the punishment. Suspensions begin at **2:15** on the day of the infraction. Administration may request student be picked up at time discipline is given. **Student may not attend any extra-curricular activities.**
- E. **Expulsion** – Upon receiving the 4th suspension, the student will be recommended for expulsion. If at any time in the estimation of the Administration the offense is severe enough to warrant expulsion, suspensions will be waived and expulsion will be recommended.

** It should be noted that the accumulation of Detentions, Alternative Center assignments, Suspensions, and Expulsions for the first semester WILL BE carried over to the second semester.

These are not erased from a student's record until the conclusion of the school year.

**** The Administration reserves the right to change the Discipline Policy according to requirements of the Central Office and recognizable need for the smooth operation of the school.**

OFFENSE	DETENTION	BEHAVIOR CLINIC	Suspension		EXPULSION
			SHORT TERM	LONG TERM	
Fighting				3 days	
Continuing to fight after school personnel's request to stop				5 days	
Fighting (multiple offenses)				5-9 days	
Hooky (staying home)		X	X		
Leaving campus – unauthorized checkout		X	X	X	
Unexcused tardies	X	X	X		
Smoking, dipping, possession			X	X	
Possession of cigarette lighters/matches/vape/juul			X		
Arson					X
Groom & dress violations	X	X			
Disruptive/uncooperative behavior/failure to participate	X	X	X		
Failure to do/complete punish work	X	X	X		
Disrespect for authority		X	X	X	X
Willful disobedience	X	X	X	X	X
Vandalism (suspension until reimbursement is made)		X	X	X	X
Breaking and entering school property				X	X
Assault and battery of school personnel					X No readmission to JPJH
Harassing/threatening a student	X	X	X	X	X
Harassing/threatening school personnel				X	X
Possession/use of alcohol or drugs					X Period of 2 – 4 semesters
Distribution/possession with intent to distribute (law enforcement officers notified)					X Period of 2 – 4 semesters
Gambling	X	X	X		
Stealing (reimbursement)			X	X	X
Extortion (reimbursement)		X	X	X	X
Profane language	X	X	X		
Racial Slurs			X	X	
Public display of affection	X	X	X	X	X
Alteration of grade reporting or medical excuses		X	X	X	
Forgery of administrator, teacher, or parent's signature		X	X	X	
Minor disturbance	X	X	X		
Major disturbance			X	X	X
Student trespassing; unauthorized area	X	X	X	X	
Possession/use of fireworks		X	X	X	
Failure to attend Detention (unexcused absence)		X	X		
Failure to comply with Detention rules		X	X		
Chewing gum/straw (no warning)	X	X	X		
Eating in class/hallway (no warning)	X	X	X		
Use of any object as a firearm or weapon				X	X
Possession/use of firearm or weapon					X Period of 4 semesters

OFFENSE	DETENTION	BEHAVIOR CLINIC	Suspension		EXPULSION
			SHORT TERM	LONG TERM	
Unacceptable/unauthorized use of computers	X	X	X	X	X
Possession/misuse of beepers, pagers, cell phones, recording or telecommunication devices		X	X	X	X
Possession of inappropriate personal items (CD players, playing/baseball cards, electronic devices, games, toys)	X	X			
Buying/selling of personal items at school	X	X	X		
Not having planner	X	X			
False charges against authority				X	X
Cell phone (1 st possession) Parent must pick up		X			
Cell phone (2 nd possession and subsequent possession) Parent must pick up			X		
Shirt Untucked	1-2	3-4	5 or more		
Academic Dishonesty/Cheating (2 nd offense)	X	X	X	X	X
Other offenses and punishments may be added if needed					

CHECK WRITING POLICY

As a result of the continued increase in the number of bad checks we receive, **effective July 1, 2008**, Livingston Parish Public Schools will begin utilizing **ePayments – Educational Financial Services** to assist in the recovery of all returned checks. Please include the following information on every check presented to your child's school: **FULL NAME, CURRENT STREET ADDRESS, TWO PHONE NUMBERS**

Should your bank return your check unpaid, the school's bank will automatically forward the returned item to **ePayments** for electronic re-presentment. Please note, these checks are not returned to the school. Once these checks are debited from our account as an unpaid item, we cannot accept payment for them. **ePayments** will be responsible for recovering the face value of the check plus a Louisiana state authorized collection fee of \$25.00. The face value of the check will be debited from your account electronically. A separate transaction for the fee will be sent electronically once the face value has cleared. If your check was unpaid by your bank due to a bank error, please provide documentation of that error from your bank within 30 days of the receipt of notification. At that time, any due credit will be issued promptly.

Should your unpaid check not clear electronically, alternate methods of payment will be accepted by **ePayments**. You can mail a cashier's check or money order, pay online with a major credit card or, pay by PayPal, or pay by MoneyGram at any Wal-Mart customer service desk. School officials can provide this information at your request. In addition, a tollfree number will be available for you to call should you have any questions or need assistance.

When not using ePayments, payments made to Juban Parc Junior High may be in the form of cash, check, credit card, or money order. All checks for purchases through Juban Parc Junior High School should be made out to Juban Parc Junior High School. Please include the student's name on the check or money order on the memo line and two phone numbers.

Preferred method for all payments is online payments found on school website at jubanparcjh.org.

LPPS FAMILY RESOURCE CENTER

The LPPS Family Resource Center will be housed at the Livingston Parish Literacy and Technology Center in room 142B (Address: 9261 Florida Blvd., Walker, LA 70785/Phone Number 225-667-1098). The center will be open on Tuesday (1 P.M. – 7 P.M.), Wednesday (9 A.M. – 3 P.M.), and Thursday (9 A.M. – 7 P.M.).

The goal of the center is to provide resources that will assist, guide, and support families with their children's education and promote family engagement.

Services the center will offer are education materials for loan, workbooks/worksheets on many skills taught in the classroom, special needs information, workshops/training, ACT prep materials/workshops and much more.

Child Find

In accordance with the State of Louisiana Child Search Program, annual and ongoing activities are conducted to identify and locate children (ages 3 through 21) suspected of being exceptional and in need of special education and/or related services. If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact the Livingston Parish Public Schools Child Search Coordinator at (225) 686-7600. If your child is school-aged, contact your home-based school district regarding these concerns

STUDENT COMPUTER ACCESS AND USE
INTERNET SAFETY

LPPS Acceptable Use Summary

In our continued efforts to comply with the Children's Internet Protection Act, Livingston Parish Public Schools has adopted and will enforce policies and procedures to protect our students. The policies: IFBGA Computer Access and Use and JCDAF - Bullying, Cyber bullying, Intimidation along with other district policies are available to the public at the school or district administrative office.

Acceptable use of the internet and other network resources include but not limited to:

- A. No access by minors of inappropriate matter
- B. No access of social networking, or gaming sites
- C. No use of outside electronic mail, chat rooms, and any other forms of direct communication by students
- D. No inappropriate network behavior including cyber-bullying
- E. Any knowledge of prohibited behavior or access of prohibited sites must be reported immediately
- F. Students are not allowed to install any software on LPPS computers or networks
- G. No revealing personal information.
- H. No illegal activities such as:
 - a. Hacking, Vandalism and unauthorized access.
 - b. Password abuse
 - c. Inappropriate Language
 - d. Trespassing in others' folders
 - e. Damaging computers or networks
 - f. Disabling or modifying LPPS security settings in order to bypass filtering/monitoring to gain unauthorized access to sites or files
 - g. Violating Copyright laws
 - h. Spreading viruses
 - i. Using the network for commercial, illegal or violent purposes

Penalties:

Any user violating these provisions, applicable state and federal laws, and district rules shall be subject to loss of network privileges and any other system disciplinary options, including criminal prosecution.

Procedures that have been adopted to enforce the policies include:

- A. Principals will discuss CIPA and Acceptable Use with the staff to explain their responsibilities. Teachers sign a form with the items discussed and their responsibilities listed.
- B. Teachers will disseminate the information to students. As documentation of discussion, students in grades 3 and above must sign a statement that they have been informed of and understand their responsibilities as network users. This form also contains a list of items discussed.
- C. LPPS also maintains a robust software platform that filters inappropriate material and blocks its access for all users. This software scans emails and internet sites for key words and identifiers. The district reviews filtering reports and internet use regularly to insure protection for students and appropriate use by staff.**
- D. All photos of students on school websites will be unidentified unless a permission form has been completed.
- E. It is the responsibility of the parent go to the school in person and sign a form if you want to:
 - a. Deny your student access to the internet.
 - b. Deny permission for your student's work to be published on classroom web sites.
 - c. Deny permission for your student's unidentified photos to be published on classroom web site.