



**STUDENT HANDBOOK 2022-2023  
JUBAN PARC JUNIOR HIGH  
HOME OF THE JAGUARS**

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

Administration:

Greg Hayden, Principal

Robin Howard, Assistant Principal  
Erica Navarre, Admin 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 essential to our success together at JPJH.

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.

Greg Hayden, Principal

## SCHOOL CALENDAR 2022/2023

**FIRST SEMESTER**      **Begins:** Tuesday, August 9, 2022      **Ends:** Tuesday, Dec. 20,2022  
**SECOND SEMESTER**      **Begins:** Friday, January 6, 2023      **Ends:** Friday, May 26, 2023

### SCHOOL HOLIDAYS (STUDENTS)

Labor Day: Monday, September 5, 2022 (1 Day)  
 LPPS Professional Development: Wednesday, September 21, 2022 (1 Day)  
 Livingston Parish Fair: Friday, October 7, 2022 (1 Day)  
 LPPS Professional Development: Wednesday, November 2, 2022 (Half Day)  
 Federal Election Day: Tuesday, November 8, 2022 (1 Day)  
 Thanksgiving: Monday - Friday, November 21-25, 2022 (5 Days)  
 Christmas and New Year's: Wednesday, December 21, 2022 – Thursday, January 5, 2023 (12 Days)  
 Martin Luther King Day: Monday, January 16, 2023 (1 Day)  
 Mardi Gras: Monday-Friday February 20-24 2023 (5 Days)  
 LPPS Professional Development: Wednesday, March 1, 2023 (1 Day)  
 LPPS Professional Development: Wednesday, March 29, 2021 (Half Day)  
 Good Friday/Easter: Friday, April 7, 2023- Friday April 14, 2023 (6 Days)

### \*\*LEAP TESTING DATES\*\*

Tuesday, April 25- Friday, May 26

### INTERIM AND REPORT CARDS

#### **INTERIM REPORTS TO BE ISSUED**

Thursday, Sept. 8, 2022  
 Friday, Nov. 11, 2022  
 Tuesday, Feb. 7, 2023  
 Tuesday, April 25, 2023

#### **REPORT CARD PERIOD ENDS**

Tuesday, October 11, 2022  
 Tuesday, December 20, 2022  
 Thursday, March 16, 2023  
 Friday, May 26, 2023

#### **REPORT CARD TO BE ISSUED**

Tuesday, October 18, 2022  
 Friday, January 13, 2023  
 Wednesday, March 22, 2023  
 Friday, June 2, 2023

## SCHEDULES

### DAILY SCHEDULE

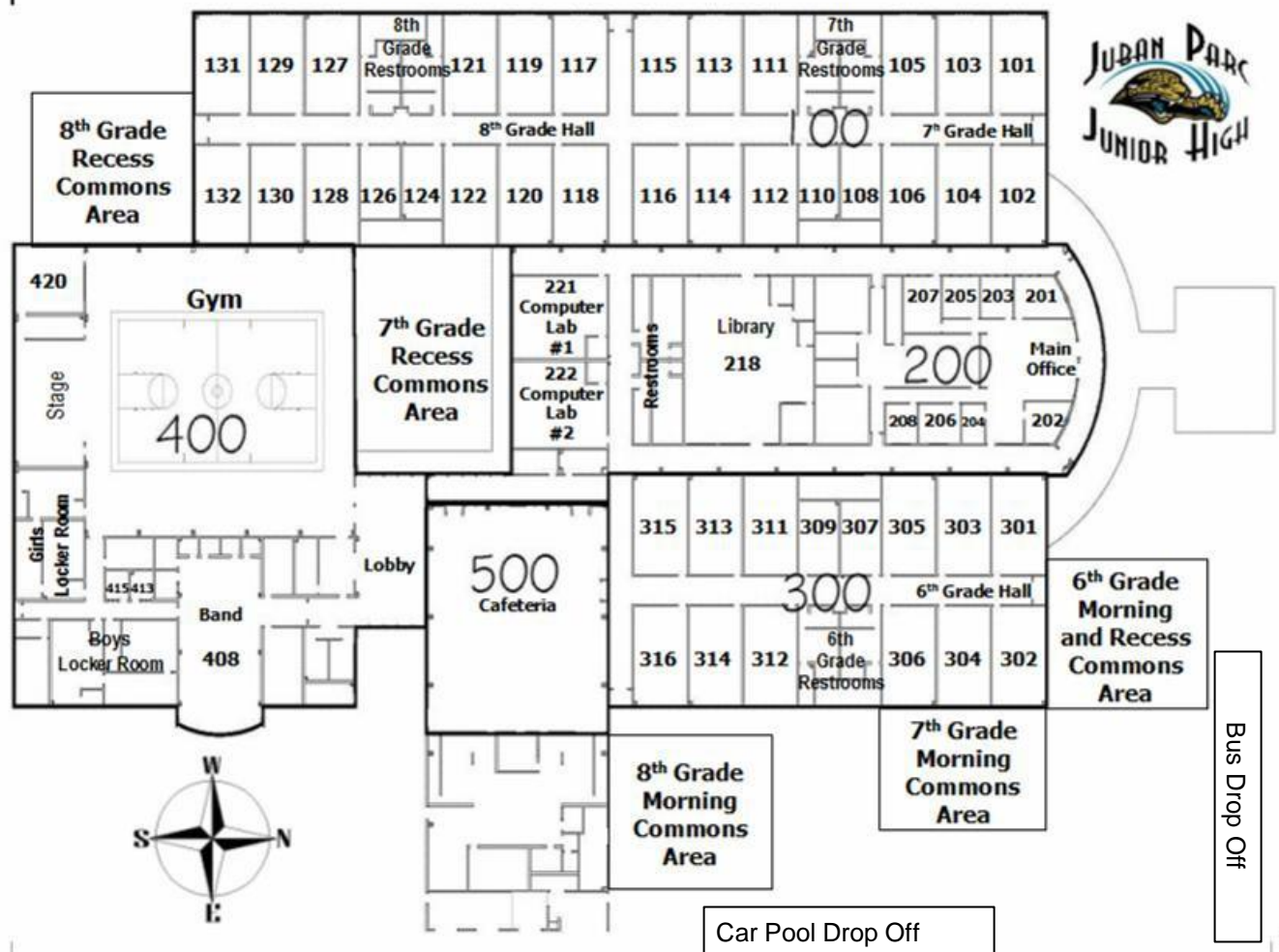
### ACTIVITY SCHEDULE

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 <sup>st</sup> load buses/ Car/walkers	2:15	Activity/Club	1:09 - 2:15
2 <sup>nd</sup> load buses	2:18	Dismissal 1 <sup>st</sup> load Buses/car/walkers	2:15
		2 <sup>nd</sup> 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>

**Please go to the app store and download our free Juban Parc Jr. High APP to stay up to date on news and events.**



**NOTE:**

**\*\* NO CHECK-OUTS 30 minutes prior to last bell**

**\*\* CHANGE OF TRANSPORTATION IN THE AFTERNOON:** Any changes to student transportation from school should be made no later than **1:15 P.M.** so that the student can be notified in a timely manner.

**SCHOOL HOURS**

Students may begin arriving on campus as early as 6:40 A.M. Upon arriving to school, students should report immediately to their designated areas and remain there. A bell will ring for each grade level to attend breakfast. Students should arrive to school no later than 7:10 A.M. **CLASSES BEGIN PROMPTLY AT 7:13 A.M.** Dismissal time is 2:15 P.M.

**TARDY POLICY**

Tardy slips for arriving late to school will be given after 7:13 A.M. in the office. All students must have a parent or guardian sign them in through the office and pick up an admit slip. **Students must be inside the classroom when the tardy bell rings. Failure to do so will result in being tardy.** Teachers will issue tardy slips in their respective classrooms for students who are tardy after homeroom/1<sup>st</sup> hour. All teachers will enforce this policy. Multiple tardy infractions will result in disciplinary action as listed below. This can be any combination of tardiness – being tardy in the morning or tardy for class during the school day. At the end of the semester, tardies will begin again. However, a student’s disciplinary record accumulates the entire year.

DISCIPLINARY ACTION TAKEN FOR TARDINESS			
1-2 Offenses	3-4 Offenses	5-6 Offenses	All Additional Offenses
Student will not be penalized. Warning 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 2022-2023:**

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

**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 area (items will be removed periodically and donated to charity or disposed of) |
| C. <u>Sale of pencils</u> —located in the school store |  |

**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 and over the counter medications.

**TELEPHONE** – The school phone should be used for official business. **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 on Fridays or 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 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, library books and school laptops must be returned before a student can get a release or any school records forwarded to another school. Fees for lost or damaged books, laptop damage, 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 do 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 after 1:45 P.M.**

**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. 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.

### **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 Expectations:**

- 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. **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, Apple watches, air pods, 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, or carpool will be dismissed. When the second bell rings, students who ride 2<sup>nd</sup> 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 2<sup>nd</sup> 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**

The policy of the Livingston Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision based on this policy as to what is considered proper or improper dress according to the guidelines provided.

The Livingston Parish School Board is responsible for achieving a systemwide 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.

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

### **GENERAL DRESS CODE**

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

1. Styles of dress and grooming never should be such that they represent a collective or individual protest.
2. Appropriate footwear must be worn to school (no shower shoes, flip-flops).
3. Caps, hats, or head covering of any kind, and unprescribed glasses are not permitted.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)
5. Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
6. Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
7. Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction on campus.
8. Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme unnatural colors are not allowed. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
9. Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
10. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
11. Foundation garments must be worn.
12. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

### **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.

### **JPJH alternate dress day guidelines:**

- 1) Only traditional blue jeans with no rips, holes or tears. Jean shorts are not permitted.
- 2) No pajama pants, sweat pants, leggings, shorts, dresses, etc.
- 3) No clothing that contains obscene language, alcohol, tobacco, or drugs.
- 4) No flip flops, slippers, or house shoes
- 5) No sleeveless shirts or tops.
- 6) Anything else deemed inappropriate by the JPJH administration

**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)

-Oxford/dress shirt style (short or long sleeves)

-Under-shirts and t-shirts, if worn must be white, gray or black and can only be worn underneath the standard uniform.

-All shirts **must be tucked in and properly buttoned at all times.**

-Designs, emblems, insignias, monograms and logos are prohibited.

### **Pants/Skorts/Skirts/Shorts/Jumpers:**

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

-No jean, knit, jegging, stretch, cargo, capri, or cropped styles

-**Appropriate fit: not too loose, not too tight; no sagging.**

-Pants must have belt loops and a belt is mandatory.

-Must be worn at waistline,

-Skirts should be to top of kneecap.

-Jumpers should be to top of kneecap; not allowed for 9-12.

-Shorts/Skorts: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed,

-The only logos allowed should be the manufacturer's label.

-All bottoms must be hemmed.

### **Belts:**

Grades 6-12: Belt required with clothing designed with belt loops, any color, no inappropriate logos or slogans. Belts are to be worn correctly and buckles are not to be excessive size or offensive in design. Studs and spikes are prohibited

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

### **Socks:**

If worn...

-Socks may not have inappropriate or offensive wording or images. Socks above the knee are prohibited.

-Tights/Leggings solid color black, gray, navy blue or white (May only be worn under skirts/dresses/jumpers). Tights must be full length reaching the ankle.

### **Shoes:**

-Closed-toe and closed-heel shoes are mandatory (tennis shoes, dress shoes, casual shoes or slip-on shoes or boots).

-Footwear shall not extend above the knee.

-Shoes shall be properly tied or strapped, if applicable

### **Coats:**

-Coat/jacket/sweater may be worn as long as the uniform shirt collar is revealed under the coat/jacket/sweater (trenchcoats are prohibited)

-Vests/jackets/sweaters/coats that zip/button/snap from top to bottom may be any color and with hood.

### **Pullovers of Any Kind –**

-Solid Navy blue or White (¾ zip, crew, hoodies, sweaters) are allowed. A pullover cannot be worn in place of shirt nor be so large that it conceals a student's bottom garment. Designs, emblems, insignias, monograms and logos are prohibited

-Any spirit pullover purchased from the school or a vendor with the school name or logo is acceptable.

-JPJH team pullover ordered through the school by the coach and approved by administration is acceptable.

**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 shall 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. Dress-up day, athletes on game days, band, cheer, academic teams, clubs, picture day, band on regular meeting days, etc.)
- B. During the first ten (10) school days after transferring from out of the Parish to Livingston Parish Schools. During this 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.

<b>PROGRESSIVE DISCIPLINARY ACTION TAKEN FOR DRESS CODE VIOLATIONS (PER SEMESTER)</b>		
<b>1<sup>st</sup> – 3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup>-6<sup>th</sup> Offense</b>	<b>7<sup>th</sup> or more offenses</b>
Notification sent home via student or message to parent via phone, email or automated call	Detention Tuesday and/or Thursday 6:40 A.M.- 7:05 A.M. Or After School Clinic Thursday 2:15-5:00 P.M.	One (1) day out of school suspension for each offense due to willful disobedience

## **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**

1<sup>st</sup> Infraction – Teacher conference

2<sup>nd</sup> Infraction –Teacher assigns remedial work – must be signed by parent

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

4<sup>th</sup> 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. Students misbehaving during behavior clinic will receive a one day 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 4<sup>th</sup> 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	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/use of cell phones, Apple watches, air pods, 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 <sup>st</sup> possession) Parent must pick up		X			
Cell phone (2 <sup>nd</sup> possession and subsequent possession) Parent must pick up			X		
Shirt Untucked	1-2	3-4	5 or more		
Academic Dishonesty/Cheating (2 <sup>nd</sup> offense and beyond)	X	X	X	X	X
Other offenses and punishments may be added if needed					

### **CHECK WRITING POLICY**

LPPS uses **Envision Payment Solutions** for all returned items (NSF). All returned items are subject to electronic re-deposit without further notice. Louisiana State Law authorizes a \$25 (or 5% the face amount) collection fee on all returned items. Please include the following information on every check presented to your child's school including those written for fundraisers: **FULL NAME, CURRENT STREET ADDRESS, HOME PHONE NUMBER**. When filling out checks, please include your child's name in the memo section. Thank you for your cooperation. **Envision's** contact information is: 1-877-290-5460 or 770-709-3100. [customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com)

All checks for purchases through Juban Parc Junior High should be made out to Juban Parc Junior High.

Preferred method for all payments is online payments found on school website at [jubanparcjh.org](http://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.