

2011-2012
DERIDDER JUNIOR HIGH SCHOOL

DeRidder Junior High School
415 North Frusha Drive
DeRidder, Louisiana 70634
Telephone: (337) 463-9083

EDDIE JOSLIN
Principal

DAVID WENTZEL
Assistant Principal

PAT HARVEY
Assistant Principal

SHAMIKA SPIKES-HOOKER
Counselor

REGINA MAZYCK
Counselor

View our web calendar from our web site at:
www.beau.k12.la.us/djhs/index.htm
or call
337.463.9083

DRAGONS ...

R - Respect Others

O - Obey Rules

C - Carry On Responsibly

K - Keep Safe

From the Principal

One of the greatest things that can be said of any person is that they strive to excel in all areas of their life while respecting the rights of others to do the same. It is with this thought in mind that I challenge each student of DeRidder Junior High School to carefully read the DJHS handbook. It describes the many programs and opportunities available for all students. These programs and opportunities are designed to provide each of you with the means you need to excel as students and citizens.

You will also find the rules of the school within the handbook. These rules are designed to ensure that each student has the opportunity to strive for excellence each day in an orderly and safe environment. I expect each student to understand and follow the rules of the school each day and by doing so, you will show that you respect the rights of all others to reach their goals as well.

Let's have a great year !
Eddie Joslin

SIGNATURE PAGE

This handbook has been compiled with the hope that the students of DeRidder Junior High school and their parents, will use it as a source of information regarding school policies, curriculum, and organization. The reader will find that the handbook contains valuable information concerning the program of studies, general regulations, and other vital facts concerning our school.

During the year students may be asked to respond to surveys so needs can be assessed and programs maintained or altered based upon information gathered. Under the No Child Left Behind Act of 2001, parents have the right to refuse permission for their child to participate in specified surveys. Parents also have the right to view educational records and instructional material, seek to amend records, to designate directory information, and to request professional qualification information about their child's teacher. Please notify the principal if you would like to take any of these actions. Also, note that Beauregard Parish releases educational records to other schools that have requested records and in which the student seeks or intends to enroll as required by law.

In the event that additional information is needed, the student is encouraged to consult with his/her home room/1st period teacher, the guidance counselors, or the administration. This page is to be signed by both the student and his/her parent/guardian in the area provided below. All signatures indicate that he/she has read and understands the school policies, and thereby grants permission for his/her child to participate. This page is to be returned to the **homeroom/1st period teacher** during the **first full week of school**. It will be filed in the office of the assistant principal of administration for future reference.

Parent's Signature

Student's Signature

Date

Reminder: Home room/1st period teachers are requested to turn in all forms to the Assistant Principal in a folder with a student roster attached to the inside of the folder.

**BEAUREGARD PARISH STUDENT
STATEMENT OF COMPLIANCE
(Grades 4-12)**

**BEAUREGARD PARISH PARENT OR
GUARDIAN STATEMENT OF COMPLIANCE
(Grades 4-12)**

I _____
Print Student's Name

I _____
Print Name of Parent or Guardian

do hereby agree to the following:

1. I will attend school daily, except when absent for reasons due to illness or other excused absences.
2. I will arrive at school on time each day.
3. I will demonstrate significant effort toward completing all required homework assignments.
4. I will follow school and classroom rules.

of _____
Print Student's Name

do hereby agree to the following:

1. Ensure that my child attends school daily, except for reasons due to illness or other excused absences.
2. Ensure that my child arrives at school on time daily.
3. Ensure that my child completes all required homework assignments.
4. Attend all required parent/teacher or parent/principal conferences.

Signed: _____
Student's Signature

Signed: _____
Signature of Parent or Guardian

Date: _____

Date: _____

School: DeRidder Junior High School

School: DeRidder Junior High School

Students should read and sign this agreement, then remove this total page and return to the home room/1st period teacher.

Parents/guardians should read and sign this agreement and have the child remove this total page and return to their home room/1st period teacher.

BEAUREGARD PARISH SCHOOL BOARD
'Acceptable Use' Parent/Student Contract
For Telecommunication Services

RESPONSIBILITY CONTRACT

Acceptable Use of Telecommunication Services

The Board of Education recognized the educational value of using telecommunication services for communication and information access and encourages the use of such sources to enhance student learning.

RESPONSIBILITY CONTRACT

As a student, I understand and will abide by the District's rules and regulations as well as specific site guidelines for the use of the Beauregard Parish School System's electronic information services. I further understand that any violation of these rules, regulations, and guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and District or school disciplinary action and/or other appropriate legal action may be taken.

As a parent/guardian of this student, I have read the District's rules and regulations and any specific site guidelines for use of the Beauregard Parish School System's electronic information services. I understand that these services are designed for educational purposes and the Beauregard Parish School System has taken available precautions to eliminate controversial materials. However, I also recognize that it is impossible for the district to restrict access to all controversial materials, and I will not hold them responsible for materials acquired by my child with these services.

I hereby give permission for my child to access the electronic information services provided by the Beauregard Parish School System.

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date

Student's Name (Please Print)

Signature of Student

Date

RULES AND REGULATIONS

1. The student in whose name electronic information services account is issued is responsible for its proper use at all times. The student shall keep personal account numbers, home addresses, and telephone numbers private. The student shall use the electronic information services only under their own account number.

2. The District's electronic information services shall be used only for purposes related to education. Commercial, political, and/or personal use of the District's services is strictly prohibited.

3. The student shall not use the District's electronic information services to encourage the use of drugs, alcohol, or tobacco, nor for the promotion of unethical practices or any activity prohibited by law or District policy.

4. The student shall not transmit materials that are threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

5. Copyrighted materials may not be placed on the system without the author's permission. The student may download copyrighted material for their use only.

6. Vandalism will result in the cancellation of the student's privileges. Vandalism includes uploading, downloading, or creating computer viruses and/or malicious attempts to harm or destroy District equipment or material or the data of other users.

7. The student shall not read other student's mail or files. They shall not attempt to interfere with other user's ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other user's mail.

8. The student is expected to keep messages brief and use appropriate language.

9. Violation of these rules and regulations may result in loss of access or other disciplinary action deemed appropriate for the violation.

NOTE: PARENT/GUARDIAN: PLEASE SIGN THIS FORM AND LEAVE IT IN THE STUDENT PLANNER. THE STUDENT MUST HAVE THIS FORM SIGNED IN ORDER TO PARTICIPATE IN COMPUTER LAB AND INTERNET ACTIVITIES.

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Signature Page

(Parents...Please sign, remove from planner and return to homeroom teacher)

Beauregard Parish Compliance Statements

(Parents...Please sign, remove from the planner, and return to the homeroom teacher)

Acceptable Use Parent/Student Contract

(Parents...Please sign and LEAVE in the planner)

**DERIDDER JUNIOR HIGH SCHOOL
VISION STATEMENT**

**Our shared vision is to promote lifelong learning for all students,
keeping excellence as our minimum standard.**

We Believe Our Mission is to...

Provide opportunities for students to reach their maximum potential in all academic areas so that they will become problem-solvers, critical thinkers, collaborative workers, pursuers of excellence, and lifelong learners.

Foster a responsible citizen within our community as well as the international community, who will appreciate and maintain the democratic ideals of our American standard.

Foster in students the development of sound intellectual, creative, social, emotional, and physical attributes.

Create a collaborative spirit between the home and the school so that students will learn.

Create a positive atmosphere of learning in which students of all levels, needs, and cultural backgrounds feel physically and emotionally safe.

Encourage student participation in organizations beyond the classroom that stress responsibility and leadership.

Encourage students to be persons with good moral conduct by incorporating the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship into all aspects of campus life.

HISTORY OF DERIDDER JUNIOR HIGH SCHOOL

Since its beginning in 1962, DeRidder Junior High School has been an educational institution which has constantly progressed through the years. Each change or innovation has been designed to upgrade, improve, or modernize our instructional program to more effectively meet the educational needs of the students that we serve.

DeRidder Junior High School was named an *Exemplary Academic Growth School* by the Louisiana State Department of Education in 2001. DJHS serves students in grades 6, 7, and 8.

DJHS 'FIGHT SONG'

We all have a message to send,
DJHS fights to the end.
Our team is tough, there's nothing to fear,
So get up fans and join in our school's cheer!
Clap your hands now. Let's have some fun.
No doubt about it, We're Number One!!!!
Our school has 'spirit', need we say more,
So help those DRAGONS "ROAR".

Tiffany P. Gill, author 1994

SCHOOL CALENDAR

See the back cover of this Student Planner for the 2011-12 School Calendar.

Beauregard Parish School Board
Student Uniform Dress Code
DeRidder Junior High School
Grades 6 - 8
Revised for 2011-2012
(Includes riding the bus to and from school)
Uniforms may be purchased at any store but must follow this
Beauregard Parish Student Uniform Dress Code

Only clear or mesh book bags are allowed for Pre-K through 12th grade. Athletic bags are allowed if they are not carried from class to class and will be dropped off at a designated location before school starts and picked up at the end of the school day.

Solid Navy, Solid Royal Blue, Solid Black or Solid White

PLAIN SHIRTS AND BLOUSES

Acceptable

Plain Polo Style
Collared, two or three button knit
Plain Oxford Cloth or Plain Dress Shirt
Style, Collared, button-up
Plain Turtlenecks(traditional/mock)

Not Acceptable

Baseball Jersey Style
Sleeveless Shirts or Blouses
Henley Shirts
V-Neck Pullover Shirts
Crew Necks
Hunting Style Shirts
Shirts and Blouses too short to
remain tucked in
Any other style

- **Shirts and blouses shall be buttoned and long enough to remain tucked in at the waist.**
- **Solid plain white or school uniform colored short sleeved undershirt can be worn under acceptable uniform shirts.**
- **Undershirt sleeves must not extend longer than outer shirt.**

SWEATERS, VESTS (Without Hoods, Logos, Emblems or Brand Names)

Acceptable

All worn with acceptable Collared Shirt
All no longer than hip length nor shorter than
waist length
Solid Navy, Solid White, or Solid Khaki

Not Acceptable

Fleece Vests
Hunting Style Vests
Any other style

COATS AND JACKETS

Acceptable

All worn with acceptable shirt/blouse
Color not mandated - unless pullovers
Waist length to three-quarter length
Must be long sleeved
Button, snap or zip from top to bottom
Bottom must be banded or straight

Not Acceptable

Trench Coats, Dusters, etc.
Any other style

PULLOVERS (With or Without Hoods)

Acceptable

All worn with acceptable collared shirt
Must be in school colors or uniform dress code colors, with or without a school logo.

Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.

OTHER GARMENTS: Solid Khaki or Solid Navy Blue

No Jean (Khaki or any other color), Parachute, Nylon or Stretch Materials such as Knit, Spandex, etc.

PANTS/TROUSERS

Acceptable

Traditional Style
Plain or pleated front
Hemmed
Regular ankle length
Capri Pants
Cropped Pants

Not Acceptable

Jeans (Any color)
Overalls or Carpenter
Cargo or Wide Leg
Hip Huggers
Bell bottoms/Flare Leg
Any other style

WALKING SHORTS & SKORTS

Acceptable

Knee length or longer
Hemmed

Not Acceptable

Overalls or Carpenter
Cargo or Wide leg
Any other style

SKIRTS & JUMPERS

Acceptable

Knee length or longer
Slits knee length or below

Not Acceptable

Slits above the knee
Cargo style pockets
Any other style

Loops Require Belts (Traditional Style) at All Times

BELT COLORS: Black, Navy, Brown, Khaki or White

SOCKS/STOCKINGS/HOSE ARE OPTIONAL

SOCKS - IF WORN

Solid Navy Blue, Black, White, Black, Khaki

STOCKINGS or HOSE - IF WORN

Solid Navy Blue, Black, White or Sheer Skin Tone

SHOES

Appropriate footwear with backs or straps (no skate shoes)
Must be worn at all times during the school day
Shoes with laces shall be kept tied at all times.

Clothing that has been altered by cutting, ripping or fraying from the original state is not allowed.

All clothing appropriately sized. All clothing plain, without brand names, brand emblems, or logos showing outwardly (except for coats and jackets). Example: The brand name Duckhead is not to appear on the front or back of the clothing except for coats and jackets.

GENERAL SCHOOL INFORMATION AND PROCEDURES

Regular Bell Schedule	
7:43 –	First Bell
7:46 –	Tardy Bell
1 st Period	7:46 – 8:34
2 nd Period	8:38 – 9:26
3 rd Period	9:30 – 10:18
4 th Period	10:22 – 11:10

After 4th Period Students Report to 1st Lunch or 5th Period Class

1 st Lunch	11:10 – 11:34
5 th period	11:38 – 12:26
Tardy bell for 1 st lunch rings at 11:14	

5 th Period	11:14 – 12:02
2 nd Lunch	12:02 – 12:26
Tardy bell for 2 nd lunch rings at 12:06	

6 th Period	12:30 – 1:18
7 th Period	1:22 – 2:10
8 th Period	2:14 – 3:02

GUIDANCE SERVICES

The guidance offices are located in the administrative office building. The counselors are responsible for maintaining student records, supervising standardized testing, enrolling new students, and withdrawing students who are moving from DeRidder. The most important duty of the counselor is to listen and attempt to be helpful whenever problems arise. Parents and students are invited to meet with the counselors whenever necessary. The counselors may be contacted through the school office by calling **463-9083** in order to schedule an appointment as needed.

STUDENT GENERAL FEE

Either before the school year begins or during the first week of school, each student is required to pay a student fee of **\$15.00**. This 'General Fee' will be used to defray costs of student expendable instructional/management materials, external communications and mailings, use of school locks/lockers, and the student planner. This general fee may be paid to the financial secretary of the school before the school year begins or to the home room teacher during the first week of the school year.

LOCKERS

Each student will be assigned a hall locker upon paying his/her student general fee. **Students are not to share lockers with friends/classmates.** Combination locks are provided with each locker, therefore, **no student will be permitted to bring a personal lock from home to be used on the school locker.** Any lock other than that provided by the school will be removed by school personnel. Student lockers **ARE NOT PRIVATE** in that they are the property of the school; therefore periodic searches will be made for health and safety reasons when deemed necessary. Any student who loses a lock must pay for a replacement before another lock is issued. **The replacement fee will be \$7.00. Payment must be made to the financial secretary's office.** Cost of the lock is based on the current value /cost of replacement as determined by the school board office.

PARENTAL INVOLVEMENT PLAN

A copy of the DJHS Parental Involvement Plan will be stapled in students' planners during the first week of school. This plan can also be viewed on our web site at www.beau.k12.la.us.

HOMEROOM

First period of the school day according to the student's schedule is considered as the student's homeroom. Report cards, student fee information, student handbooks, and student planners are issued by the home room/first period teacher.

ATTENDANCE REGULATIONS 2011-2012

Students shall be expected to be in attendance every student-activity day scheduled.

Elementary students shall be in attendance a minimum of 167 six hour days or 60,120 minutes a school year. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 30,060 minutes (equivalent

to 83.5 six hour school days), per semester or 60,120 minutes (equivalent to 167 six hour school days) a school year for schools not operating on a semester basis.

To receive Carnegie credit for a course, the minimum amount of time students must be present shall be as follows:

- a. 10,020 minutes for a six-period schedule;
- b. 8,589 minutes for a seven-period schedule; and
- c. 7,515 minutes for an eight-period or 4x4 block schedule;
- d. for other schedule configurations, students must attend a minimum of 7,515 minutes.

PARENTAL CONTACT PROCEDURES

3rd Unexcused Absence and/or Tardy

A letter will be mailed to the parent/guardian. Parents are required to return the signature portion of the letter to the school, and schedule a conference with the school's principal/designee to discuss attendance.

5th Absence (Combination of Excused/ Unexcused)

The **School Reach** automated calling system will call the parent/guardian.

Additional letters or phone calls will be sent by schools as absences accumulate. The Supervisor of Child Welfare and Attendance, along with the District Attorney's Office, will monitor the attendance records of students throughout the school year and will take appropriate action as needed.

TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include **non-exempted, excused; exempted, excused; unexcused absences and suspensions.**

Non-exempted, Excused Absences – absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

Exempted, Excused Absences—absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

Unexcused Absence—any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program.

Suspension—a non-exempted absence in which the absence is not considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit:

1. extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;
2. extended hospital stay in which a student is absent as verified by a physician or dentist;
3. extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state; or
5. observance of special and recognized holidays of the student's own faith;
6. visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year;
7. absences verified and approved by the school principal or designee as stated below:
 - a. prior school system-approved travel for education;
 - b. death in the immediate family (not to exceed one week); or
 - c. natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the LEA.

EXCUSES / EXCUSED ABSENCES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school is also acceptable. All excuses for a student's absence,

including medical verification of extended personal illness, must be presented within **five (5) school days of the student's return to school**, or the student's absence shall be considered unexcused and guidelines for unexcused absences shall apply.

UNEXCUSED ABSENCES and SUSPENSIONS

For unexcused absences and suspensions, students may complete make-up work and shall receive credit not to exceed 50% maximum, upon the recommendation of the student's teacher, if the work is completed satisfactorily and timely as determined by the principal or his designee. It shall be the responsibility of the student to request work missed during the time of unexcused absences or suspensions.

TARDINESS

A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Tardiness on the part of students shall not be tolerated.

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed, including excused and unexcused absences, the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

TRUANCY

Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

In those districts participating in an interagency agreement to operate a truancy and assessment service center and to the extent specified in said agreement, school boards and their systems in general will assist child welfare and attendance officers in creating student background data, including attendance records, unexcused absences, conduct violations, discipline records, report cards, and transcripts as permitted by law and families in need of services personnel will work in partnership with the child welfare and attendance officers to monitor client progress, file all petitions in the cases of noncompliance of the plan for court appearance, and coordinate other services.

REFERRALS TO THE DISTRICT ATTORNEY'S TRUANCY PROGRAMS

When students of compulsory attendance age are deemed 'habitually absent or habitually tardy,' their cases will be submitted to one of the District Attorney's truancy programs. TASC (Truancy Assessment and Service Center) serves students in grades K-5, and FINS (Families in Need of Services) serves students in grades 6-12.

- Schools will refer students in grades K – 5 to TASC upon the 5th unexcused absence and/or tardy.
- Students in grades 6-12 will be referred to FINS (Families in Need of Services) by the Supervisor of Child Welfare and Attendance when students are considered 'truant' and other methods of correcting attendance problems have not been successful.

ATTENDANCE AWARDS

Students will be awarded PERFECT ATTENDANCE when they have been absent less than 165 accumulated minutes of time during the school year. Students will be awarded OUTSTANDING ATTENDANCE when they have been absent three days or less of accumulated minutes during the school year. Schools use Positive Behavior Interventions and Support (PBIS) strategies to promote acceptable school attendance habits throughout the school year.

To view all attendance regulations, please refer to the Bulletin 741 - [Louisiana Handbook for School Administrators](#), which can be located on the Louisiana Department of Education's Web site: <http://www.doe.state.la.us/bese/policies.html>. AUTHORITY NOTE: Promulgated in accordance with R.S. 17:221; R.S. 17:226; R.S. 17:233; R.S. 17:235.2; R.S. 17:416 [Louisiana Handbook for School Administrators](#), Bulletin 741, Louisiana Department of Education April, 2011 Edition

CHECK OUT PROCEDURES & EMERGENCY INFORMATION/GREEN CARDS

Only those persons listed on the student's '**EMERGENCY INFORMATION (GREEN) CARD**' or approved by an administrator, may report to the main office and request that their child be called from class to check out. Parents **will be** required to sign the CHECK OUT BOOK in order to check their child out of school.

Students will not be released from class until the parent arrives at the main office. No student is to simply report to the office in order to check out. If a student needs to be checked out, the classroom teacher is to call the office and request that the parent/guardian be notified. The student will not be sent to the office in order to wait. Students who check out during the school day will need an excuse from home in order to be admitted to class the next school day. Persons checking students out may be required to show a valid driver's license for identification purposes.

We would like to take this opportunity to stress the importance of the student's **EMERGENCY INFORMATION AND AUTHORIZATION FOR MEDICAL TREATMENT CARD (GREEN CARD)**. This card will be sent home to be completed by the parent/guardian. We request that this be completed as soon as possible and returned to the student's home room teacher no later than the last Friday of the first full week of the school year. In case of accident or illness or other reasons for leaving during the school day, students will be allowed to leave **ONLY** with people named on the EMERGENCY CARD. Parents may list as many names as deemed necessary, but **no one other than those listed on the EMERGENCY CARD will be permitted to check any student out during the school day. Parents must keep the Emergency Card updated any time there is a change in address, phone, guardianship, etc.**

STUDENT SURVEYS

Periodically students are asked to respond **ANONYMOUSLY** to surveys which enable the school system to assess needs and provide programs to meet those needs. In many cases, funding requested for projects must be documented by needs ascertained in these surveys. Under the provisions of the *Protection of Pupil Rights* amendment to the *Educate America Act*, parents have the right to refuse permission for their child to participate in these surveys. Please notify the principal in writing if you do not wish your child to participate in surveys designed to gather information about students' attitudes, behaviors, relationships, and needs.

WITHDRAWALS FROM DJHS

If for some reason students must withdraw from this school, parents **MUST** come to the school and complete all necessary paperwork with the attendance clerk. Books **MUST** be turned in, and all fees paid upon withdrawing from the school. **Students must be in uniform in order to visit classes or clean out lockers upon withdrawal.**

STUDENT DIRECTORY INFORMATION

According to Beauregard Parish Policy File: JR:

"...directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph."

Information classified as directory information may, according to law, be disclosed from a student's record without written consent of the parent/guardian or eligible student. This information is released in a variety of ways. It could be in the local news in the form of a photograph of a classroom activity or in a Banner Roll/Honor Roll list. It could be the student's photographs, heights and weights in the athletic program distributed at a football game. It could even be in the student's yearbook or annual, where all students' pictures and names are listed with their classmates. The parent/guardian or eligible student (one who is 18 years of age or older) has the right to refuse the release of this information.

SCHOOL EMPLOYEE/STUDENT CONTACT

The need may arise for teachers, coaches, band directors and other sponsors to contact your child (for school business only) from their personal telecommunication devices. If, for any reason, you would like to disallow all such contact, you must inform the school office in writing.

NOTE: Electronic communication, regardless of content made through a social network (My Space, Facebook etc.), is not allowed.

If you DO NOT want directory information to be released for your child, please notify the school principal in writing within two (2) weeks after the start of the school year begins or, for students who enter after the beginning of the school year, within two (2) weeks of enrolling at the school.

SUPERVISION BEFORE SCHOOL

Teachers are on duty beginning at **7:10am** each morning, and the school is responsible for students beginning at that time. Upon arrival at school in the morning, students are to **remain outside of all buildings** in a designated area under the supervision of the duty teachers until the 7:45 a.m. bell rings. In the event of inclement weather, the buildings will be opened so that students may be permitted to enter, be seated, and remain quiet and orderly. In these instances students will not be permitted to engage in any form of inappropriate or disruptive behavior.

POLICIES CONCERNING CONDUCT FOR CO-CURRICULAR, EXTRACURRICULAR ACTIVITIES, AND FIELD TRIPS

We encourage all students to participate in as many activities as possible. Should a conflict arise between two school-sponsored events that occur at the same time, the student **will not** be penalized for their choices. However, the student and parent/guardian must realize that participation is on a strictly voluntary basis and that decisions by supervisors of these activities are in the best interest of the participants of the activity with regard to participation in the activity.

Co-curricular activities (other than field trips) that conflict with school discipline assignments of ISS or Saturday Detention - the discipline assignment may be rescheduled to the next available day if a scheduling conflict arises so that the student can attend the co-curricular event. Co-curricular activities include band activities, choir activities, and academic classroom activities (other than field trips) which affect a student's grade in the class. All O.S.S. assignments must be served. No exceptions will be made in the event of O.S.S. assignments.

Extra-curricular activities and Co-curricular FIELD TRIPS that conflict with school discipline assignments of ISS, OSS, or Saturday Detention - the student will be expected to serve the assigned discipline as scheduled. Extra-curricular activities include sporting events, cheerleading events, club events, etc. Co-curricular field trips are voluntary in nature (a privilege to attend) and are not related to the student's grade in the course. Lunch Detention assignments which conflict may be reassigned to the next day at the discretion of the principal or designee.

Discipline and Field Trips

1. Students who have been identified as being in danger of failing **may not** be allowed to attend a field trip that occurs during a school day.
2. Students who have accumulated more than five (5) days of ISS and/or OSS or who have two or more OSS assignments **will not** be allowed to attend field trips **unless accompanied by the parent or guardian.**
3. Students who have been recommended for Expulsion by the administration will lose their privilege of attending field trips for the remainder of the school year.

If in the opinion of the principal and sponsor, the conduct of a student at any time does not meet the standards of DJHS, that student will be subject to expulsion from the extra-curricular activities program in which he/she participates for the remainder of the school year. **Suspended students will not be permitted to attend extra-curricular activities, including practices, during suspension.** This begins the day of the suspension. It is the student's responsibility to notify the coach or other supervising teacher of his/her suspension.

USE OF THE SCHOOL TELEPHONE

Some school telephones are to be used for official school business only. Students will be called to the office to answer emergency calls only. To use a school telephone, students must have permission from an administrator or other office personnel. Telephones located in the library, gymnasium, and band room are for the specific use of students engaged in approved activities in these areas. Should a student feel ill during the school day, he/she is to tell the classroom teacher who will complete a "Student Illness" form and send the student to the main office. The student will be evaluated to determine if the student needs to see the school nurse or if parents need to be contacted.

DERIDDER JUNIOR HIGH SCHOOL ATHLETIC INFORMATION AND TRY-OUT GUIDELINES

DJHS offers the following sports for students:

Boys Sports

Football (7th & 8th Graders)
Basketball (6th – 8th Graders)
Track (6th – 8th Graders)
Spring Football (6th & 7th Graders)

Girls Sports

Basketball (6th – 8th Graders)
Track (6th – 8th Graders)
Softball (6th – 8th Graders)

Concerning Discipline:

DeRidder Junior High School students who wish to participate in athletic **try-outs** **MUST** have discipline records that fall within the acceptable limits as outlined below:

SPRING FOOTBALL - Spring training will begin the last week of April or the first week of May (depending on the yearly Track and Field schedule) each spring. Students will be allowed to participate in spring training/try-outs if they have had less than **nine (9) ISS/OSS discipline assignment days**, or have not been scheduled for an **Expulsion Hearing** with the Beauregard Parish School Board.

BASKETBALL - Students will be allowed to participate in basketball try-outs if they have less than **six (6) ISS/OSS discipline assignment days**, or have not been scheduled for an **Expulsion Hearing** with the Beauregard Parish School Board.

TRACK AND FIELD - Students will be allowed to participate in track try-outs if they have had less than **eight (8) ISS/OSS discipline assignment days**, or have not been scheduled for an **Expulsion Hearing** with the Beauregard Parish School Board.

CHEERLEADING/DANCELIN - Students will be allowed to try out if they have had less than **five (5) ISS/OSS discipline assignment days for the current year**, or have not been scheduled for an **Expulsion Hearing**. A student must also have attended DJHS nine (9) consecutive weeks prior to try out date to be eligible to tryout.

Once a student is a participant in an athletic sport, he/she will be **REMOVED FROM THE SPORT** as follows:

FALL FOOTBALL - on the **fifth (5) ISS/OSS discipline assignment day or recommended for expulsion.**

BASKETBALL - on the **seventh (7) discipline assignment day or recommended for expulsion.**

TRACK AND FIELD - on the **ninth (9) discipline assignment day or recommended for expulsion.**

CHEERLEADING/DANCELIN - see the teams' constitutions concerning rules for dismissal. A copy of the constitution is given to each participant and parent during the first parent meeting prior to try-outs.

PHYSICAL EDUCATION CLASSES

Physical Education Uniforms

- Physical Education uniforms will consist of the following items:
 - Solid white** socks
 - Gym-floor type shoes
 - Official gym uniform: T-shirt and shorts, as purchased from the P.E. Department of the school. **Students are responsible to write their names in the designated boxes on the P.E. shirts and shorts. If a student writes on any other area of the uniform, they will not be allowed to wear it and will be required to purchase a new one.**
- Gym uniforms **do not** include spandex shorts nor tights, T-shirts (other than the official uniform shirt) nor turtleneck or mock turtleneck shirts.
- Gym uniforms **are not** to be worn 'under' or 'over' street clothing or sweats nor are they to be worn away from school unless necessary for a school-sponsored activity.
- Students **are not** permitted to wear another student's gym uniform at any time.
- All students are responsible for the upkeep and cleanliness of his /her own uniform, and should keep it securely locked in the gym locker when not being worn. The gym uniform is to be taken home on the last day of the school week, usually Fridays, for laundering.
- Any student who must replace a misplaced, lost, or stolen gym uniform will be allowed one (1) week in order to do so.
- Any student who cannot dress out in the required gym uniform due to religious convictions, as verified by written documentation from the clergy of the church on church stationary-or-who has physical limitations, may be permitted to alter the gym uniform as specified by the Physical Education Department Head.

Dressing Out for Daily Class Activity

- Students are responsible for having their complete gym uniform **available daily** for dressing out for class activity, it will not be necessary to ask daily whether or not the class will be dressing out for activity in that daily grades are earned for dressing out in the required uniform.
- Students will be given **five (5) minutes** from the sounding of the tardy bell in order to 'dress out' for class activity and **ten (10) minutes** prior to leaving class in order to 'dress in' in preparation for their next scheduled class.
- Any student who is unable to participate in daily physical class activities, as verified by a **Physician's Statement WILL NOT** be required to 'dress out' for the class activity if the physician indicates that dressing out is a problem for the student. Written subject-related class work **will be** assigned for completion during the P.E. class period so that the student may earn participation grades.
- Students who have been absent due to illness **may be** excused from participation in daily physical class activities for a maximum of **two (2) days** upon presenting a written request from the parent/guardian, including telephone number, to the assigned teacher. The student(s) **will be required to 'dress out'** in the complete gym uniform, and **will be** assigned subject-related written work for completion during the class period.
- For safety and security purposes, all students are to securely lock all jewelry and other valuables in their gym locker during class time. Book bags, coats/jackets, and boots **must be** placed on top of the gym lockers during class time. **Dressing room WILL BE locked during class time.**
- No personal belongings are to be left on the dressing room floor at any time.

Gym Lockers

- It will be the **responsibility of the student** to properly maintain his/her assigned gym locker/lock., and to keep up with the assigned combination lock at all times during the school year. Repair for damage to either the lock or the gym locker will be the responsibility of the student. ****No personal locks from home may be placed on any school locker: hall or gym locker!**
- Any student who misplaces, loses, or destroys his/her combination lock or the lock of another student, **MUST pay for a replacement lock at a cost of \$7.00.** Only after the replacement cost has been paid will a replacement lock be issued.

P.E. Grading Basis

All students will begin each week with **100 points**. Any student who **does not 'dress out' completely and does not participate** in ALL class exercises and activities **WILL BE** penalized with a deduction as follows: **Deduction of 20 points per day.**

The overall Physical Education grade will be based on the following point system:
900 points per 9 week period for Dressing Out and Participation

Grading Point Scale:	A	810 - 900 points
	B	720 - 809 points
	C	630 - 719 points
	D	540 - 629 points
	F	0 - 539 points

LOUISIANA IMMUNIZATION REQUIREMENTS FOR STUDENTS IN ACCORDANCE TO R.S. 17:170 STUDENT IMMUNIZATIONS – SCOPE OF REQUIREMENTS

Middle School Requirement

Beginning with the 2009-2010 school year and continuing thereafter, a student shall provide satisfactory evidence of current immunizations against meningococcal disease, and any other age appropriate vaccines, as a condition of entry into the sixth grade. Further, any student who has attained the age of eleven years or who is entering grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccines as a condition of entry into that grade.

At the time of registration, students must show proof of immunization of the following vaccines: Tetanus Diphtheria Acellular Pertussis vaccine (TdaP); two (2) doses of Varicella vaccine; two (2) Measles, Mumps, Rubella (MMR) vaccines; three (3) Hepatitis B (HBV) vaccines; and one (1) Meningococcal Vaccine (MCV4).

HEALTH AND MEDICATION

All students are required to have a “Health Information” and “Green Card” completed and on file in the school. The “Health Information” Form is required by the State of Louisiana to be on file in the school nurse’s office. The “green card” is to be on file in the school’s main office. Accurate information, including current telephone numbers and contacts, are vital to the safety and well being of the student in the event of an emergency.

All students are required by state law to have up-to-date immunization (shot) records on file. Students who are not in compliance may be excluded from school.

Students are not allowed to carry any medications/drugs (including over the counter medications) on their person. If the student needs to have medication at school the following forms must be completed 1) Physician’s Medication Order, 2) Parent Request for Medication Administration. Additional forms may be required if the student has significant health issues including diabetes, food allergies, seizures, and/or requires medical procedures, etc. The parent/guardian is required to bring the forms and medication to the school nurse. Students may not deliver the medication(s) to the school. The forms may be obtained from the school office or the School Nurse. Any accommodations in the school setting must have a physician’s order.

Students who have a contagious illness, a fever greater than 100.0, diarrhea, vomiting, or flu-like symptoms should remain at home. The student should be symptom-free for 24 hours before returning to school.

Parent(s)/Guardian(s) must contact the school nurse if their child has any health issues.

SCHOOL INSURANCE

The Beauregard Parish School Board provides a limited medical insurance plan covering students for accidental bodily injury incurred while:

1. Attending regular school sessions
2. Participating in or attending school-sponsored and supervised extracurricular activities
3. Participating in school-sponsored and supervised interscholastic sports
4. Traveling directly to and from school for regular school session; and while traveling to and from school-sponsored and supervised extracurricular activities in school-provided transportation.

Parents/guardians/students have the option of extending this coverage to 24-hour coverage and/or adding dental coverage. Insurance enrollment forms, detailing coverage benefits and extended plan premiums, are available in the school office.

Students shall provide parental waivers if they are enrolled in the following classes:

1. Any athletic event/class
2. Band
3. Advanced Art
4. JROTC
5. Any class using lab teaching components where an electric or otherwise powered machine, device, or appliance may be used.
6. Any class utilizing any chemical which could prove hazardous.

A ‘Waiver Form’ is available from the sponsor/coach/teacher of the activity; and MUST be notarized with signature and stamp of the notary public.

HOMEWORK POLICY

Homework should be assigned daily at the discretion of the classroom teacher on Mondays through Thursdays as follows: Language Arts....25 minutes Math....25 minutes Science or Social Studies....10 minutes

Time limits are to be based on the amount of time an average student would take to complete the assignment. **No homework** is to be **due on Mondays**, and **no tests** will be **administered on Mondays**. This DOES NOT apply to make-up assignments or tests. Special assignments such as Social Studies or Science Fair projects, chapter reviews, and book reports may be assigned by teachers at least two (2) week before the due date. Homework should be used as a means of reinforcing what the teacher has presented in the classroom. This homework will be evaluated and reviewed each day by the classroom teacher.

MAKE UP WORK

If it is anticipated that a student will be absent for 3 or more days for an excused absence, the parents/guardians may request that assignments be prepared for the student. These assignments may be picked up in the school office after lunch. It is the student's responsibility to check with his/her teachers to be sure that he/she has completed all work missed while absent for an 'excused' absence. Students will have no more than five (5) days from the return date to school following the absence to complete any and all make up work. Incomplete make up work will receive a grade of zero (0) if turned in after the five (5) day period. Students who are absent on a test day and know about the test will take the test at the teacher's discretion. Parents should contact teachers in advance if there any concerns about make-up assignments or make-up tests.

STUDENT PLANNERS

1. Student Planners will be issued to all students during the first week of school, and have proven to be a valuable aid to both teachers and parents/guardians when used correctly to assist in communication between the two parties.
2. Planners have a place provided for students to record daily assignments, test schedules, and special project dates.
3. Parents are asked to sign the Student Planner once per week, usually on Thursday nights. However, parents/guardians may choose to sign the planner daily in order to document that the student's progress in the classroom is being monitored from home.
4. Students are required to have their Student Planner with them daily in all classes.
5. Students will be given **2 weeks** in order to make a habit of bringing the planner to class each day.
6. Students are to place their planner on their desk each day immediately upon entering the classroom, open to the correct date/page.
7. Students **will not be permitted outside of the classroom** during normal school hours without the Student Planner which will also serve as their Hall Passport.
8. Because the faculty and administration feel that the Student Planner is a valuable tool which should be as important as textbooks, incentives and rewards throughout the school year will be planned for students who consistently have their planners. Planners will be checked on random days and random class periods in order to document students who should be rewarded.
9. It is the responsibility of the student to show any notes from parents/guardians written in the planner to the appropriate teacher, as well as to show any notes from teachers to the parent/guardian. However, parents/guardians are reminded that written notes in the planner should not replace the value of a parent/teacher conference when necessary.

BASIC SCHOOL SUPPLY LIST

Listed below is a list of 'basis' school supplies which each student is to bring to school on the first day of school.

1 box of 8 or 12 color pencils 1 yellow high lighter 1 package of 12 pencils
2 black pens 1 red pen 1- 200 count package of loose leaf paper

ADDITIONAL SUPPLIES REQUIRED BY INDIVIDUAL TEACHERS WILL BE REQUESTED ON THE FIRST DAYS OF SCHOOL. LIQUID PAPER AND SUPER GLUE ARE NOT ALLOWED!

CAFETERIA

BREAKFAST PRICES

Regular.....\$1.00
Reduced.....\$.30

LUNCH PRICES

Regular.....\$1.50
Reduced..... \$.40

EXTRAS

Milk or Juice.....\$.35
Bread or Veg.....\$.40

Students eating in the cafeteria will pay for their meals by going to the cafeteria in the morning before 7:49 am to take their money to the cafeteria manager/designee. A computer account number will be assigned to each student.

Students MUST learn their 'lunch number' as money will be credited and debited from each student's account on the basis of this number. Students may charge up to \$6.00. Charges over this amount will not be allowed.

In that our cafeteria serves very good meals, and that the variety of meals prepared depends on the number of students eating in the cafeteria, we are eager for all students to be participants in our school lunch program. Sample cafeteria regulations are as follows:

1. Walk to the cafeteria in an orderly and quiet manner with your classroom teacher. DO NOT run or push at any time, and DO NOT cut in the cafeteria line.
2. Finish eating before leaving the cafeteria. DO NOT take food or drink out of the cafeteria.
3. Stay seated quietly and orderly until you are ready to leave the cafeteria.
4. Before leaving your table, pick up any and all trash or food items and clean your area; remember to correctly place your chair under the cafeteria table.
5. Place empty milk cartons, straws, paper, and uneaten food left on trays in the garbage cans provided. **DO NOT THROW AWAY FORKS OR SPOONS.**
6. After lunch, students MUST go directly to the playground area or follow the Rainy Day Procedures.

GUIDELINES FOR CHARGING MEALS AT DERIDDER JUNIOR HIGH SCHOOL.

1. No more than \$6.00 in charges shall be allowed for any student in Grades 6-12.
2. Students and parents shall be notified that all charging of meals shall cease as of May 1st of each school year. Thereafter, meals must be paid for on a daily basis.

**ACADEMIC INFORMATION
PROGRAM OF STUDIES**

6TH GRADE	7TH GRADE	8TH GRADE
REQUIRED	REQUIRED	REQUIRED
Science	Life Science	Earth Science
Mathematics	Mathematics	Pre-Algebra
World History	American History	Louisiana History
Language Arts-Literature	Language Arts-Literature	Language Arts-Literature
Language Arts-English	Language Arts-English	Language Arts-English
Physical Education	Physical Education	Physical Education

ELECTIVES (for each grade level)

Art, Computer Literacy, Instrumental Music (Band), Vocal Music (Choir)

Note: Special Education classes are available for students when warranted. See the school guidance counselors for further information.

Human Reproduction, HIV/AIDS, and Sex Education Program for Middle Grades Syllabus

Part 1 of the curriculum guide for middle grades addresses the area of human reproduction, birth control, and sexually transmitted diseases. Abstinence is advocated as the only safe and sure method to avoid unwanted pregnancy and sexually transmitted diseases. Part II addresses the issue of HIV/AIDS. The entire curriculum is offered on a voluntary basis and parental permission is required for enrollment.

GRADING PROCEDURES BEAUREGARD PARISH SCHOOLS

GRADES 6-12- Grading Procedures

1. Nine Week Grading Procedure
 - a. A minimum of one grade per week shall be given per nine-week period for full year courses. A minimum of two grades shall be given per week for block courses. These may include chapter tests, pop quizzes, homework, class participation, etc.
 - b. A weekly test schedule will be printed in parish/school handbooks and utilized parish-wide unless extenuating circumstances are approved by the principal.
 - c. Number grades will be used to record grades in grade books during the nine-week grading period. No number grade lower than "50" will be recorded in the grade book, except with concrete evidence verifying a lower grade. (Revised 2008-09)
 - d. A school may elect to give nine-week exams each nine-week grading period. Grades on exams will be reflected in the nine-week grade.
 - e. The nine-week grade will be recorded as a letter grade in the grade book and on the report card, i.e., A,B,C,D, or F. A letter grade will be recorded on the cumulative report card. *"+" and "-" symbols shall not be affixed to any letter.*
 - f. Grade scale to use in determining nine-week grades is as follows:

TABLE 1: (Grades 6 – 12)

100 - 93- A	Number values (TABLES 1) will be assigned throughout the nine week grading period. These will be averaged to determine the <u>letter</u> grade which will be recorded as the nine week grade on both the report card and in the grade book.
92 - 85- B	
84 - 75- C	
74 - 67- D	
66 - 0 - F	

- g. Progress reports will be sent to parents by the students, following the fourth week of each grading period or any time student performance changes significantly.
 - h. A student will be named to **Banner Roll** if no grade for the nine week grading period is less than "A", and to the **Honor Roll** if no grade is less than "B". Students receiving an "I" at the end of the nine week grading period **will not be considered for Banner Roll or Honor Roll unless the "I" is made up within one (1) week after the end of the grading period.**
2. Final Course Grade Procedure
- a. A final test will be given for all courses. The grade will appear on the report card and will count as one-seventh, in determining the course grade for the subject. Final tests will be submitted to the principal for approval prior to being administered.
 - b. A final test schedule will be developed by each school and submitted to the Superintendent for approval. Final tests shall be administered during the regular school day.
 - c. Final course grades will be determined as follows:

TABLE 2:

A = 4 Nine week grades and Final Test grades will be assigned a point value
B = 3 (Table 2).
C = 2
D = 1
F = 0

For a one unit course being taught all year long, 4 nine week grades will be earned and each will count as 1.5 parts of the total of six parts with the final exam counting one part (one seventh).

Example:

9wk	9WK	9WK	9WK	FINAL EXAM	COURSE GRADE
B	C	A	B	B	B
3	2	4	3	3	
(1.5x3)	(1.5x2)	(1.5x4)	(1.5x3)		
4.5	+ 3.0	+ 6.0	+ 4.5	+ 3	= 21 divided by 7 = 3 = B

Use Table 3 to convert from the numerical average to the final letter grade for course average.

TABLE 3:

A = 4.0 - 3.5
B = 3.4 - 2.5
C = 2.4 - 1.5
D = 1.4 - 0.6
F = less than .6

- 3. A student MUST PASS according to the following:
 - a. In a course having one 9 week grade and a final, the GPA shall be **at least (.6)**.
 - b. In a course having two 9 week grades and a final, two of the three shall be passing grades and the GPA shall be **at least (.6)**.
 - c. In a course having four 9 week grades and a final, three of the five grades shall be passing, one of which shall be the final nine weeks grade or the final exam and the GPA shall be **at least (.6)**.

WEEKLY TEST SCHEDULE
Language Arts, Social Studies, P.E. ---Tuesdays and Thursdays
Math, Elective, Science -----Wednesdays and Fridays

NOTE: Any evaluation that takes over five (5) minutes is considered as a test!

TRANSFER GRADES

Transfer grades are to be recorded on cumulative records when received from the sending schools as follows: **A, B, C, D, or F.** **"-" and "+" are not honored.**

RECOGNITION OF STUDENT ACHIEVEMENT AT DJHS

AWARDS DAY PROGRAM

- A. **Academic Excellence Awards** - recognizing only those students who earn a grade of "A" in each quarter as shown on the report card in all subjects through the end of the third (3rd) quarter of school.
- B. **Academic Honor Awards** - recognizing only those students who maintain either "A" or "B" in each quarter as

shown on the report card in all subjects through the end of the third (3rd) quarter of school.

- C. **Principal's Awards** - recognizing students who were listed on the Banner Roll each grading period in the 6th and 7th grade, and who were listed on Banner Roll through the third (3rd) quarter of the 8th grade year. At the end of each grading period Banner Roll and Honor Roll will be published in the local newspaper(s). The eligibility of a student for Banner Roll and Honor Roll is determined as follows:

Banner Roll: Students who have earned all "A's" in all subjects.

Honor Roll: Students who have earned all "A's and B's" in all subjects.

- D. **Perfect Attendance Awards-** awarded to students who have been absent less than 165 accumulated minutes of time during the school year.
- E. **Outstanding Attendance Award-** awarded to students who have been absent three days or less of accumulated minutes of time during the school year.

STATE TEXTBOOKS AND MATERIALS

The Louisiana State Department of Education furnishes free textbooks for students. In addition, each department of the school may require students to purchase additional supplementary materials to be used in order to enrich their education. It is the student's responsibility to take care of the state-owned textbooks. Fee for damages or loss will be charged.

TEXTBOOK POLICY

1. Teachers **will check** assigned textbooks every 9 week grading period in order to determine those students who do not have their assigned textbook. On the 'textbook check day', students **will be allowed** to return to their locker if necessary to obtain their textbook for class. Books assigned to other students will be taken up and routed back to the correct student or teacher; also disciplinary consequences will be assigned according to the Beauregard Parish School Board Discipline Policy.
2. Students must bring textbooks to class each day in order to properly participate in class activities. Teachers will document in the Student Planner when students report to class without the textbook. If the textbook has been lost, payment or 'payment agreement' should be made with the school's Financial Secretary/Bookkeeper.
3. As soon as a commitment is made to send an initial payment, a new textbook will be issued.
4. Students who show a pattern of leaving their textbooks in unauthorized areas may be assigned detention.

LIBRARY POLICY

1. Students may check out up to two (2) library books with the books being due four (4) weeks from the date of check out. Fines of **\$.10 a day** with a \$1.00 fee limit per book will be charged on all overdue books.
2. Students **may not** check out library books if an overdue fee is owed by the student.
3. Lost or damaged library books must be paid for by the student/parent. The money will be refunded should the lost book be found and returned to the library.
4. Library books may be returned before school with permission of the duty teacher, between classes, and during library visits. Students are not to come to the library during class time or from the lunch playground in order to return books.
5. The student should return or renew library books each time he/she visits the library.
6. Students may not check out library books without their planner present in the library as the librarian documents checked out library books in the planner.

CLUBS AND ORGANIZATIONS

BAND...Students are offered a complete instrumental music program which performs at all home football games. In addition, the band plays at various assemblies, presents concerts, marches in parades, and competes in the music festival at McNeese State University.

BETA CLUB...Students are invited to join this academic eligibility club when in the 7th and 8th grade. See the Beta Club Constitution for complete rules. Copies of the Constitution can be obtained from the club sponsor.

CHEERLEADERS/DANCELINE...Students are selected by a team of high school and college cheerleader judges, with selections made during the spring of the school year. 6th and 7th grade students may try out provided their general character and ability is recognized as above average by the sponsors and/or the administration. The sponsor(s) and the principal set the squad standards and make decision whether or not a member may remain as a cheerleader or danceline member. See the Cheerleader or Danceline Constitutions for complete rules. Copies of the Constitutions may be obtained from the respective sponsors.

MATH COUNTS...Advanced math students may join this club. Activities include scheduled meetings, parish and state competitions.

PEERLEADERS...A service organization open to 7th and 8th grade students who apply for membership with the club sponsor.

STUDENT COUNCIL...Representatives and officers of the student council are elected by the student body.

4-H CLUB...Open to all students who express an interest in 4-H, and who pay club dues and write a three page report expressing their interest in the club's activities which include parish and state fairs, field trips, and 4-H Achievement Day.

YOUTH ART COUNCIL OF AMERICA (YACA)...Advanced art students may join this club. Club activities include ceramics, print making, kite making, watercolor, drawing and silkscreen.

PROCEEDS FROM THE CONCESSION STAND

Proceeds generated from the concession stand and the vending machines will be used for incentives and morale builders for students, faculty, and staff members.

TEACHERS' LOUNGE

The teacher's lounge and other faculty rooms are off limits to visitors and students at all times unless permission is given by the principal. The office should be requested to call teachers in the teacher's lounge should students or visitors need to confer with them. Teachers are reminded that the teacher's lounge is not a public forum.

FUND RAISING ACTIVITIES

No items may be sold by students or clubs without the permission of the principal.

SCHOOL DANCES

DeRidder Junior High School has approximately four school dances per year. Each dance has a theme. The cost is \$3.00 and only DeRidder Junior High School students may attend. Unauthorized students who attend and are asked to leave WILL NOT receive a refund. Students do not have to wear school uniforms to the dances but they are expected to comply with the **Student Grooming and Dress policy** found in this handbook. It should be clear that students must dress AND dance decently and appropriately in order for the administration to continue hosting the dances. All shorts, skirts, dresses must be knee-length or longer. Shirts may not be sleeveless or spaghetti strap. No mesh, see-through, midriff garments will be allowed. Students who violate school rules while at dances will not be allowed to attend future school dances.

FREE DRESS DAYS

Free dress days are used from time to time in order to reward students. These days are announced in advance. Students do not have to wear school uniforms on Free Dress days; however, they are expected to comply with the **Student Grooming and Dress policy** found in this handbook. It should be clear that students must dress decently and appropriately in order for the administration to continue allowing this incentive. All shorts, skirts, dresses must be knee-length or longer. Shirts may not be sleeveless or spaghetti strap. No mesh, see-through, midriff garments will be allowed. **Warm-up styled garments will not be allowed. Garments resembling pajamas and house shoes are not allowed.**

DeRidder Junior High teachers have been given the authority to use Lunch Detention assignments as a part of their classroom discipline plans. Lunch Detention is comparable to keeping an elementary student in at recess. A DeRidder Junior High teacher may assign a student to Lunch Detention for minor classroom issues up to three times in a school year. These detention assignments are not recorded in the discipline office, but are maintained by the teacher. If parental contacts, Positive Behavior Support activities, Lunch Detention assignments, and other classroom rewards/consequences do not resolve classroom discipline issues, the teacher will send the student, along with written documentation of the problem, to the principal/designee. At this time, the student will be disciplined according to the procedures outlined under Classroom Disturbances.

BEAUREGARD PARISH DISCIPLINE POLICY

VISITORS TO THE SCHOOL

1. Parents of school children, school officials and other Beauregard Parish officials are always welcome.
2. Parents are requested to make an appointment to see a member of the faculty, staff or an administrator.
3. **All parents and other visitors must report to the main office to receive a visitor's pass.**
4. The school policy is to accept only those visitors who have legitimate business at the school. **Parents and other visitors must first verify who they are and their purpose for being in the school before going into any part of the school facility.**
5. Students may not bring students from other schools on the school campus during instructional time for the purpose of visiting.
6. Visitor passes will not be issued during school-wide examinations. **An administrator may refuse to issue a visitor's pass any time he/she feels it is in the best interest of the school to do so.**
7. Anyone appearing on the school campus who does not meet the criteria indicated above will be required to get written permission from the Superintendent's office in order to visit the school.
8. **Any person found on the school grounds without permission is trespassing and subject to arrest by police authorities.**

ATHLETICS

An invitation is extended to all students to become candidates for teams. Certain qualifications must be met concerning age, subjects passed, etc. Also a physical examination must be obtained from a doctor before trying out for any team.

Listed below are the sports offered in the program. Announcements will be made as to the time and place of meetings for those interested in specific sports.

Boys Sports

Fall - football
Winter – basketball
Spring - track

Girls Sports

Winter - basketball
Spring – track, softball

ATHLETIC POLICY

It is the belief of DeRidder Junior High School faculty, students, and administration in concurrence with the Beauregard Parish School Board, that an extra curricular/athletic program is an important part of the total educational program of our school. The school district adheres to the eligibility requirements established by that group's governing body. Participation in extra curricular activities is a voluntary privilege where the student is representative of his/her family, school, and community. Thus, a high standard of behavior is expected of those choosing participation in extra curricular activities. **All Beauregard Parish athletes must adhere to the Student Athlete Substance Abuse-Misuse Policy, File:IDFAA.**

1. Academics

All extra curricular participants must meet requisite academic eligibility requirements established by that group's governing body.

2. Use/Possession of tobacco and/or fighting during the season including spring training. Regulations listed below are considered to be minimum.

1st Offense - The student will be disciplined as outlined in the school handbook for students and parents. In addition, he/she will receive a one (1) game suspension for the next regularly scheduled activity. If he/she has been readmitted to school, the participant may be allowed to sit on the bench with the team, but not in uniform. A letter will be sent to the parents with an explanation of the above.

2nd Offense - The student will be prohibited from participation in games/events for four consecutive weeks in which activities are officially scheduled. The suspension is officially served with the athlete's completion of that sports season. If the athlete quits or is dismissed from the squad, the suspension begins in the entirety with the athlete's next sport.

3rd Offense - The student will not be allowed to participate in athletic contests for the remainder of the school year.

3. Use/Possession of alcohol and/or drugs during the designated season, including spring training. Regulations listed below are considered to be minimum.

1st Offense - The student will be disciplined as outlined in the student handbook for students and parents. In addition, he/she will receive a two (2) game suspension from the next regularly scheduled activities. If he/she has been readmitted to school, the participant may be allowed to sit on the bench with the team, but not in uniform. A letter will be sent to the parents with an explanation of the above.

2nd Offense - The student will not be allowed to participate in athletic contests for the remainder of the school year.

4. Ejection from game by an official

Any athlete ejected by an official must sit out the next ball game unless overturned by a review by the coach and school administrators.

5. Offenses shall be reported by teachers, administrators, or law enforcement agencies. Conviction or breaking a major criminal or civil law is included in this behavior code.

6. Suspensions

A student receiving three (3) out-of-school suspensions for three (3) separate occurrences during the season shall be removed from the team/group for the remainder of the year.

7. Absences

On the day of a game/activity, the student shall attend ½ of his/her regular school day classes to be eligible to participate. Exceptions will be made for verified doctor, dental excuses, or for a funeral, if arrangements are made in advance. Parental excuses will not be accepted.

8. Due Process

The written appeal must be made within three (3) days after disciplinary action has been taken, if the athlete/participant wishes to appeal the decision. The appeal process will follow the criteria established by the Beauregard Parish School Board.

9. Any fan ejected from a sporting event may be barred from future sporting events.

10. No person (parent or otherwise) shall confront a coach before, during or after an athletic contest or practice concerning a player or a coaching decision. The person must make an appointment with the coach to discuss any concerns by contacting the school office for a conference. If this rule is violated, the person and/or player in question may be suspended from the next game or games depending on the severity of the confrontation. Coaches are to report all violations to the principal. Copies of the rule will be sent home with each athlete and signed by the parent/guardian verifying agreement and returned to the coach before the athlete participates in an athletic contest.

Beauregard Parish Instrumental Music Handbook

Band Mission Statement

Band is a graded performance based elective. Course credit also is given toward graduation at the high school level. Choosing membership in this activity requires a commitment and responsibility to participate at a level which will allow the individual band program to meet performance requirements and basic minimum standards.

Code of Conduct

Discipline is an important part of any group which must work together for a common goal. Self-discipline, accepting responsibility for his or her actions and their affect on the group, may well be one of the most important things a student learns in band. When a student's conduct is not acceptable, disciplinary action, in accordance with the Beauregard Parish Discipline Policy, will be administered. A student who is guilty of serious and/or repeated instances of misconduct may be removed from the band.

Exemplary conduct and self-discipline are a vital part of any organization. The directors will establish expectations and procedures in order to insure that each band member has a clear understanding of what is expected of him or her. While keeping these procedures at a minimum, absolute observance is expected, in order to maintain the highest standards, as well as to insure that each individual benefits fully from all that the organization has to offer.

Rehearsal/Performances

A schedule of performances and rehearsals will be given to each student so that he or she may know exactly what he or she is accountable for during that grading period. As mandated in the Beauregard Parish Pupil Progression Plan, a minimum of nine grades will be given per nine weeks' grading period.

Uniforms/Equipment

Each student who is assigned an individual piece of equipment and/or uniform will be held responsible for said items as stated in Beauregard Parish Policy Manual. Damage to school owned instruments, uniforms and equipment, other than normal wear and tear, will be the responsibility of the individual. School owned equipment is checked out to students in good working condition and is to be returned at the end of the school year in the same condition.

CHEERLEADERS

The cheerleaders are organized to promote school spirit and a sense of pride among the student body as well as to encourage good sportsmanship. The primary purpose of cheerleading is not competition. Some of their main duties include leading cheers at pep rallies and games, organizing pep rallies, and making decorations and signs for sports activities. Cheerleaders can participate in athletics, band, etc. if desired. Cheerleaders are selected from students in grades 7-8. Students will be allowed to try out if they have had less than **five (5) ISS/OSS discipline assignment days for the current year**, or have not been scheduled for an **Expulsion Hearing**. A student must also have attended DJHS nine (9) consecutive weeks prior to try out date to be eligible to tryout.

Costs

A payment plan for students with a deadline for final payment shall be available to each cheerleader prior to tryouts.

Selection Process

1. All applicants for cheerleader must turn in completed applications by the date announced by school officials.
2. All applicants should attend the practice sessions for tryouts unless a conflict exists with a school sponsored activity. (Advanced notice should be given.)
3. Cheerleaders will be selected by a qualified panel of judges from outside the parish.
(Ex: College/university cheerleaders, professional cheerleading associations, etc.)
4. Scores shall be determined by the following:
 - A. Teacher evaluations - 30% of Total
 - B. Cheering ability - 70% of Total
 1. Appearance
 2. Group Cheer
 3. Spirit and Enthusiasm
 4. Motion Technique
 5. Voice and Projection
 6. Jumps and Stunts
 7. Dance Ability
5. A minimum and maximum number of cheerleaders will be determined prior to tryouts.

OPERATION OF MOTOR VEHICLES ON CAMPUS

Students who drive motor vehicles on Beauregard Parish school property must obey the following:

- In order to obtain a parking decal for any parking lot, students must present proof of current insurance, registration, and a driver's license.
- Speed Limit on campus is Five (5) MPH.
- The motor vehicle must be parked in the designated parking lot and remain until dismissal.
- Students are to leave their motor vehicles immediately upon arriving at school. No one will be allowed in the parking lot during the school day without permission granted by the office.
- A student may lose his/her driving privileges if he/she leaves campus without permission or parks in an undesignated student parking area or operates a vehicle recklessly.

Students are to drive slowly and cautiously while on campus. Reckless driving, speeding, “squealing” tires or “burning rubber” and gunning engines will not be tolerated under any circumstances.

- Drivers will not allow another person to cling to or ride on the outside of a moving vehicle.

Both the driver and the other person may be liable for such action.

NOTE: Pedestrians have the right-of-way on the parking lots. Beauregard Parish schools are not responsible for loss of property or damages to autos due to theft, vandalism or accidents. Violations of any of the above guidelines and/or reckless driving may result in suspension of driving privileges. All vehicles are subject to random searches.

NOTE: (1) As authorized in R.S. 17:416, a principal or headmaster at a public or private school shall notify the

Department of Public Safety and Corrections, office of motor vehicles, of any student between the ages of fourteen and eighteen who has been subjected to a disciplinary action as provided in Paragraph (2) of this Subsection.

(2) As used in this Subsection, “disciplinary action” means an expulsion or suspension from school for ten or more consecutive school days or an assignment to an alternative educational setting for ten or more consecutive school days in accordance with any policy of the school or of the local public school board, limited to expulsions, suspensions, suspensions, and assignments to alternative educational settings for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

(3) Any such student who has been subjected to a disciplinary action as provided in Paragraph (2) of this Subsection shall have his driver’s license for the operation of a motor vehicle suspended for a period of one year, in accordance with the provisions of R.S. 32:431. The terms “license” or “driver’s license” shall include a Class “E” learner’s license and intermediate license as provided for in R.S. 32:407.

POLICY CONCERNING STUDENT DRIVERS

DeRidder Junior High School students will NOT be allowed to drive to school. The policy found in this handbook concerning the OPERATION OF MOTOR VEHICLES ON CAMPUS applies to high school students who may drive on our campus.

DISCIPLINE

The administration and faculties of Beauregard schools are proud to be associated with all the students in our schools.

The ultimate responsibility for student behavior rests with the student and his/her parents; however, we who are charged with the responsibility of educating the youth of our communities recognize that discipline is a part of our daily responsibility. Although we are concerned with students as individuals, we must also be concerned with the entire student body and insure that the proper atmosphere for teaching and learning is preserved.

Our broad objectives, in the area of discipline, are to have fair and impartial discipline in order to maintain the total learning environment for all students concerned and to help the students develop self-discipline which is necessary if learning is to occur. Self-discipline always mandates that a person will at all times keep in mind that his/her conduct should not interfere with the rights of others, but rather it should be an example to others. Inasmuch as negative behavior may result in disciplinary action, appropriate behavior will be rewarded in a variety of positive ways.

In those cases where corrective action becomes necessary, disciplinary measures taken will be positive, constructive, and directed toward correcting future behavior and to teaching the student that education is a right qualified by compliance with certain reasonable rules and regulations. Administrators, teachers, guidance and attendance personnel will strive to identify problems, secure parental understanding and cooperation, and help students modify or correct any marked deviation from acceptable behavior. When these efforts fail, the student will be subject to the disciplinary action. Privacy laws on confidentiality of student discipline referrals shall be maintained in accordance with state and federal laws.

School-Wide Positive Behavior Intervention and Support (PBIS) is a state mandated data driven system that addresses student behaviors. Expectations have been developed by placing an emphasis on a school-wide system of support including proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Expectations of positive behavior for all students within a school are introduced, modeled, and taught in areas including the classroom and nonclassroom settings (such as hallways, playgrounds, and the cafeteria). Students are rewarded for following these expectations. Interventions are enforced when these expectations are not followed. These include consequences and reteaching of the expectations.

SCHOOL DISCIPLINE POLICY AND REGULATIONS

Discipline Procedures - Before a teacher sends a student to the office for a minor offense, the following course of action will be taken:

1. The first time the student commits a minor disturbance in the classroom, the teacher will issue a verbal warning, hold a teacher/student conference with documentation of the conference placed in the student’s folder in the office. **The teacher has an option to contact parent and try a different classroom management technique.**
2. Before any disciplinary action is taken on a student for a minor offense, there must be written documentation

in the student's folder in the office showing that an authorized school employee has made parental contact. Also special education students will be disciplined in accordance with IDEA 97 and Bulletin 1706.

3. Following parental contact, with documentation, the student will be disciplined according to the procedures outlined under Classroom Disturbances.
4. Counseling services with the school counselor may be incorporated in the discipline plan any time it is deemed helpful or requested.

Definitions

After Hours/Before Hours - Students must not be on school property outside designated school hours unless with permission or under teacher supervision. Only students actively supervised by teachers can be in any area of the building at any time beyond times specified by the principal. Students are never allowed in the gymnasium, stadium, or auditorium without a faculty member present to supervise their activities.

Banned Items - Weapons or items which can be used as weapons are banned. The following banned items are exemplary and are not exclusive: metal afro rakes, knives, chains, head coverings (hats, caps), matches, cigarette lighters, fireworks, drug paraphernalia, trading cards, skateboards, edibles except those obtained at school or food from home to be consumed in/at appropriate area/time, sunglasses, radios, CDs/tape players, cameras, tape recorders, TV remote controls, laser pointer lights, tape cassettes, video games and devices, Personal Data Assistant (PDAs), and other personal electronic devices, etc. **Beauregard Parish Schools will not be responsible for theft or loss of any of these items.** In general, only items approved for personal grooming and for school work and assignments may be brought to school. Beauregard Parish Schools will have planned picture day for students to bring cameras to school, if they choose to do so, and these days will be announced in advance. Confiscated banned items may be kept until the last day of school. If they are not picked up, they become the property of the school. Potentially dangerous items such as matches, cigarette lighters, fireworks, drug paraphernalia, etc., will not be returned. The banned items apply to buses at all times unless prior approval is received from the principal. Only clear or mesh book bags are allowed for Pre-K through the 12th grade. Athletic bags are allowed if they are not carried from class to class and will be dropped off at a designated location before school starts and picked up at the end of the school day.

Corporal Punishment - May be administered as a form of discipline for infractions of the rules in accordance with state law R.S. 17:416.1. Corporal punishment shall consist of two (2) licks with a paddle administered by the principal or designee. Parents may be notified. Corporal punishment may be substituted by the principal for one day of I.S.S. or one day bus suspension or two days detention.

Detention - Activities, assignments, or work held one hour before the normal school day, during lunch, one hour after the normal school day, or on weekends worked out as an option with parents, in accordance with R.S. 17:416. Schools with I.S.S. shall use I.S.S. in lieu of detention.

Expulsion - Being barred from attending any school in Beauregard Parish until official reinstatement. Expulsion may be recommended by the principal for any student committing an infraction when a combined total of 9 days of I.S.S. and O.S.S. have been accumulated.

I.S.S. - In-School Suspension means removing a pupil from his normal classroom setting but maintaining him under supervision within the school. Students will be supervised by a teacher/aide in isolation. Students will complete and receive credit for required assignments submitted by their regular classroom teachers, including tests. Students will be required to complete behavior modification assignments. Students may be required to do school service activities to include picking up paper and cleaning school grounds. Absences are excused in accordance with absence and attendance policies. Students are encouraged to apologize. Any pupil who fails to comply fully with the rules for in-school suspension shall be subject to further disciplinary action as assigned by principal/designee.

Note: Schools that have no I.S.S. shall have 2 days of detention or one Saturday detention for each day of I.S.S.

O.S.S. - Outside School Suspension - An unexcused absence from class. A student removed from the classroom and suspended out of school shall be assigned school work missed and shall receive credit not to exceed 50% maximum, upon the recommendation of the student's teacher, if it is completely satisfactory and timely as determined by the principal or his/her designee. It shall be the responsibility of the student to request missed work for the amount of time the student was removed from the classroom. **Reference: Beauregard Parish School Board Policies, File: JD, Discipline; and File JDD, suspensions.**

Students are not allowed to attend school functions at any location until official reinstatement. Suspension starting and stopping time shall be specified by the suspending administrator.

S.D. - Saturday Detention - Four (4) hours - Students will be required to do school service activities to include picking up paper and cleaning school grounds. Students will be required to complete written school work. Students are responsible for bringing all classroom materials necessary to complete this work. Any student who is absent, tardy, refuses to work, does not have materials needed or refuses to complete written work will be subject to further disciplinary action as assigned by the principal/ designee. Schools with no S.D. shall use the equivalent number of hours of detention.

School Based Hearing - Parents, student and principal or his/her designee meet after six days suspension to notify parents of the potential for expulsion or assignment to Alternative School.

Following are disciplinary infractions that may occur at DeRidder Junior High School, along with their possible courses of action. **Since all offenses cannot be listed, those not listed will be dealt with as they occur.**

Note: Results of investigations, age and grade level may be factors in determining the disciplinary actions for each student. Honesty and cooperation may also be a factor in determining disciplinary actions for students

INFRACTIONS:

Assault/Battery of School Personnel (Assault: Threat, wherein the person receiving the threat under ordinary reasonable standards may perceive the danger of bodily harm.

Battery: The unlawful and unwanted touching or striking of one person by another, with the intention of bringing about a harmful or offensive contact.)

1st Occurrence - Indefinite O.S.S. pending hearing with the superintendent/designee to consider expulsion. **Law enforcement officials shall be called in and the school will press charges.**

Bullying/Cyberbullying/Harassing Classmates - (Bullying/Cyberbullying: Repeated negative behaviors intended to frighten or cause discomfort, including though the use of technology devices, both on and off campus. Harassing: May be verbal, physical or suggested) Reference: BPSB Policy JCDAF

1st Occurrence - Two days I.S.S.

2nd Occurrence - Two days O.S.S.

3rd Occurrence - Indefinite suspension pending a hearing with the superintendent/designee to consider expulsion

Note: If a student believes he/she is a victim of bullying, harassing or hazing, a report should be made to any school personnel. School personnel shall report such behavior to the school's disciplinarian.

Bus Rules Violations - A school bus is considered the same as a school classroom for all purposes of conduct and behavior. The school bus driver has the same status as a classroom teacher in this regard.

****Violations occurring on a bus during a field trip will be dealt with according to the Field Trip policy listed below.**

Major disturbance on the bus at the discretion of the school bus driver and administrator could result in more serious consequences.

1st Occurrence - Bus driver conference with student and parent

2nd Occurrence - School Administrator may administer lunch detention, 1 day I.S.S., Saturday detention, or corporal punishment

3rd Occurrence - Two days suspension from the bus

4th Occurrence - Four days suspension from the bus

5th Occurrence - Six days suspension from the bus

6th Occurrence - Indefinite suspension from the bus pending hearing with superintendent or designee to consider expulsion from the bus.

Students fighting on a moving school bus will be placed on indefinite suspension from school pending a hearing with the superintendent/designee to consider expulsion from the bus.

NOTE: Once suspended from riding the route bus, the student cannot ride any route bus in Beauregard Parish during the suspension.

Cheating (cumulative)/Plagiarism - All cheating/plagiarism will result in zero on each offense.

1st Occurrence - Parental contact

2nd Occurrence - Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation.

3rd Occurrence - 2 days O.S.S.

4th Occurrence - 5 days O.S.S.

5th Occurrence - Indefinite suspension pending hearing with superintendent or designee to consider expulsion.

Computer/Technology Misuse - Defined as any use of the Internet/computer, including hardware and/or software that adversely affects its operation in pursuit of teaching and learning or results in illegal or inappropriate activities.

Reference:File:IFBGA; Beauregard Parish 'Acceptable Use' Parent/Student Contract for Telecommunication Services.

Any Occurrence - Consequences may vary from a warning to indefinite suspension pending hearing with superintendent/designee to consider expulsion. Results of investigations shall determine the disciplinary actions for each student.

Cutting Class or Leaving Class Without Permission

- 1st Occurrence - One day Saturday Detention
- 2nd Occurrence - Two days I.S.S.
- 3rd Occurrence - Two days O.S.S.
- 4th Occurrence - Four days O.S.S.
- 5th Occurrence - Indefinite suspension pending a hearing with superintendent/designee to consider expulsion

Deliberate Acts Which Cause a Puncture, Bleeding or Other Injury

- 1st Occurrence - Three days O.S.S.
- 2nd Occurrence - Six days O.S.S.
- 3rd Occurrence - Indefinite suspension pending a hearing with superintendent/designee to consider expulsion

Deliberate Destruction of School Property and/or Personal Property on School Grounds or During School Activities at Any Time - Instigates, initiates, escalates, or participates in acts which would result in destruction of school property (Law enforcement officials may be called in)

- 1st Occurrence - Two days O.S.S. to Indefinite suspension until satisfactory restitution or restitution agreement is made by the offending student(s).
- 2nd Occurrence - Indefinite suspension pending a hearing with the superintendent/ designee to consider expulsion with restitution made by the offending student(s).

NOTE: The accidental destruction of property requires payment of damages by the student(s) involved.

NOTE: Arson and attempted arson will be dealt with as 2nd Occurrence above.

Disrespect: Inappropriate Response - Talking back in a normal voice or under the breath, rolling the eyes, etc.

- 1st Occurrence - Teacher conference with student and contact parent. Send documentation to office. Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation.
- 2nd Occurrence - Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation.
- 3rd Occurrence - Two days S.D. or 1 day S.D. and 1 day I.S.S.
- 4th Occurrence - Two days O.S.S.
- 5th Occurrence - Four days O.S.S. with reinstatement pending a school-based hearing
- 6th Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion.

Disrespect: Major - Profanity toward a staff member, calling a teacher a name, direct refusal to obey, or verbal aggression toward a school staff member. Major disrespect directed toward the administrator or his/her designee will result in indefinite suspension pending hearing with the superintendent/designee to consider expulsion.

- 1st Occurrence - Two to four days O.S.S.
- 2nd Occurrence - Five days O.S.S.
- 3rd Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion.

Note: Student will be removed from school immediately for major disrespect.

Distribution/Possession/Use/Under the Influence of Drugs or Alcohol - including imitation or counterfeit controlled substance and prescription, non-prescription medication.

- 1st Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion. Law enforcement shall be called. Board Policy will be followed. File:JCDAC **Reference: State Law R.S. 17:416**

Disturbing Class - Any act that prevents a teacher from carrying out his/her planned lesson.

- 1st Occurrence - Teacher conference with student and contact parent (Send documentation to the office.)
- 2nd Occurrence - Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation.
- 3rd Occurrence - Two days I.S.S.
- 4th Occurrence - Two days I.S.S. and 1 day S.D.
- 5th Occurrence - Two days O.S.S.

- 6th Occurrence - Four days of O.S.S. with reinstatement pending a school-based hearing
7th Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion.

Dress Code for Students

DRESS AND GROOMING

It is the policy of the Beauregard Parish School Board to provide equal educational opportunities without regard to race, color, national origin, sex, age, mental and/or physical challenge or veteran status in its educational programs or activities. Inquiries concerning application of this policy may be referred to the appropriate personnel as outlined on the "Policy Notification" statement which is to be posted in all board owned facilities and shall be distributed and in-serviced to all employees, students and parents/guardians prior to and/or during the opening of school and shall be published in all handbooks (student, etc.) and other instances/documents requiring such notification. The principal or designee will make the final decision as to what is considered proper and improper dress.

DRESS CODE (includes riding the bus to and from school)

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school-related activities or detract from the learning environment of the school. Extremes in styles and fit in student dress and extremes in style of grooming will not be permitted. **Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.** No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang-related activities or exhibits profane or obscene language/gestures. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment. **Because students represent their respective schools during school-related activities and field trips, student dress and grooming may be adhered to during these events throughout the year at the discretion of the principal.**

1. **Hair** - must be neat, clean and out of the eyes. Designs, colors and/or styles which distract from the learning environment and/or student's performance are prohibited. No picks or combs (other than those designed for a hair style) are permitted.
2. **Facial Hair** - Male students are prohibited from wearing beards or goatees; sideburns may be worn to the base of the earlobe. Students may wear a neatly trimmed mustache. Students with a skin condition will be dealt with on an individual basis.
3. **Articles of Clothing**
 - a. (1) Pants/trousers/shorts/skirts shall be worn at the waist (not in a "sagging" manner).
(2) No pockets below the hips on pants, skirts, or shorts.
(3) No excessively tight or loose pants/trousers/shorts/skirts shall be permitted.
(4) Skirts and skorts shall be knee-length or longer.
(5) No outer garment shall be tied around the neck or waist.
(6) Clothing that has been altered by cutting, ripping or fraying from original garment is not allowed.
 - b. Warmups, jogging, and/or sweat suits are permissible only in physical education classes as long as they are sized appropriately and are not sheer and/or see-through.
 - c. Clothing that advertises alcoholic beverages, tobacco products, drugs or those with obscene or offensive printing on them shall not be permitted.
 - d. No student (male or female) will be permitted to bring or wear a cap(s), hat(s), skull cap(s), and/or bandanna(s) on school property, including school buses, during the regular school day, unless otherwise notified by the administration. This prohibition may extend to any school-related field trips taken by the students during the school year. (Knit caps are permissible outdoors during cold weather.)
 - e. **Jewelry** - Students are not allowed to wear body piercing jewelry or other such items. Female students only are permitted to wear earrings. No heavy chains or medallions allowed. Also see: Banned items in this handbook.
 - f. **Standard watches are permissible.** Watches that distract from the learning environment of the student(s) and serve additional functions other than to keep time are prohibited (i.e. game watches, calculator watches and/or electronic telecommunication devices/watch beepers, etc.) from school campuses during the regular school day.
 - g. **Sunglasses**, other than prescription are not permitted.
 - h. **Body Armor** - Students may not wear or possess body armor on any school board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone. Body armor shall mean bullet-resistant, metal or other material intended to provide protection from weapons or bodily injury.

Dress Code Compliance - Violations of the Student Dress and Grooming Policy shall be addressed as follows: A student in violation of the Student Dress and Grooming Policy shall immediately be referred to the administration. If the determination is made that the student is in violation of the Student Dress and Grooming Policy, the following steps shall be taken.

1. The student will have an opportunity to modify their appearance and subsequently be admitted to class.
2. If the student is unable to modify their appearance to conform to the Student Dress and Grooming Policy, the student's parent/guardian shall be immediately notified of the violation and requested to bring proper clothing to the campus.
3. If the parent/guardian cannot be contacted by phone or otherwise or if the proper clothing is not brought to the campus, the student shall be sent to a designated area determined by the administration for the remainder of the school day. Assignments will be requested and worked toward completion while isolated from the general student population. A letter shall be sent home with the student at the end of the regular day to their parent/guardian stating the violation, and future violations may result in further disciplinary actions as stated below.
 - 1st Offense - Warning from administration - contact parents-change of clothes
 - 2nd Offense - Saturday detention or One day I.S.S.
 - 3rd Offense - Two days I.S.S.
 - 4th Offense - One day O.S.S.
 - 5th Offense - Two days O.S.S. with reinstatement pending school based hearing
 - 6th Offense - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion

Electronic Telecommunication Devices Misuse at any time and/or Possession (Any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, personal data assistant (PDA), or electro-mechanical paging system)

Cell Phone Policy - No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited, to suspension from school.

Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight and not used during the instructional day or while riding a school bus. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning until the last bus leaves in the afternoon. On field trips, athletic events or other extracurricular activities, telecommunication devices may be possessed/used at the discretion of the principal or his/her designee.

NOTE: Cell phones are prohibited during state standardized testing week. Possession of cell phones during state testing could result in test scores being voided.

Use/Turned On

- 1st Occurrence - One Day I.S.S./S.D. and confiscation of the device
- 2nd occurrence - One Day O.S.S. and confiscation of the device
- 3rd Occurrence - Two days O.S.S. and confiscation of the device
- 4th Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion

Possession

- 1st Occurrence - Confiscation of the device
- 2nd Occurrence - One Day I.S.S./S.D. and confiscation of the device
- 3rd Occurrence - One Day O.S.S. and confiscation of the device
- 4th Occurrence - Two days O.S.S. and confiscation of the device
- 5th Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion

If a telecommunication device is used for immoral or vicious practices, whether voluntary or involuntary, the student shall be suspended pending a hearing.

Results of investigations shall determine the disciplinary actions for each student. All confiscated devices shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

Extortion - The deliberate act of one student threatening or forcing another student to give up personal possessions.

- 1st Occurrence - Four days O.S.S.
- 2nd Occurrence - Five days O.S.S. with reinstatement pending a school-based hearing
- 3rd Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion.

Field Trips - Co and Extra Curricular

Students may be banned from field trips for prior violations of school policy. Students are held to the same discipline

rules on a field trip as during the regular school day. Students will be banned from the next successive field trip (in addition to discipline according to parish policy) for committing the following infractions: use/possession/under the influence of alcohol, drugs, tobacco, fighting, stealing, deliberate destruction of property, major disrespect, possession of dangerous items/ weapons, indecent exposure, molesting students, indecent behavior, sexual harassment, obscenity, profanity, pornographic materials, racial slurs, gambling, littering the bus, tampering with fire alarms, assault on school personnel/ chaperones, and any other serious infraction. The principal shall determine the appropriate dress code for the field trip. **On field trips, athletic events or other extracurricular activities, telecommunication devices may be possessed/used at the discretion of the principal or his/her designee.**

Fighting/Assault/Battery (Assault: Threat, wherein the person receiving the threat under ordinary reasonable standards, may perceive the danger of bodily harm. Battery: The unlawful and unwanted touching or striking of one person by another, with the intention of bringing about a harmful or offensive contact.)

Students are prohibited from assault and/or battery on anyone on school property, under the jurisdiction of the school, or at school related events. If a fight occurs which, as a result, medical attention is sought with knowledge and/or recommendation of the school administration, law enforcement officials may be contacted to remove the students involved and take appropriate action. The school will continue to take any other appropriate action it deems necessary.

Furthermore, if as a result of a fight or intentional physical altercation between or among students, a bodily injury results which requires immediate medical attention with the knowledge and/or recommendation of the school administration, the student(s) causing the physical injury shall be responsible for the medical expenses incurred. Said expenses shall be reimbursed or arrangements made thereof before the student responsible for the injury can return to school.

Following the initial arrangement for reimbursement, all payments will be made by the responsible student and his/her parent(s) or guardian(s) directly to the injured student and his/her parent(s) or guardian(s). The school bears no responsibility in the collection of the debt. Any renegotiation of the original financial obligation is the responsibility of the injured student and his/her parent(s) or guardian(s).

Fighting: No Weapon - Instigates, initiates, escalates, or participates in a fight.

1st Occurrence - One to nine days O.S.S.

2nd Occurrence - Six to nine days O.S.S.

3rd Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion

Note: The police may be called and additional suspension days may be assigned pending a hearing when the severity of the fight and/or resulting danger to students is such that the principal deems it necessary.

Instigators who are not participants of fights will be penalized the same as participants of fights.

Results of investigations shall determine the disciplinary actions for each student in a situation involving fighting.

In the event of gang fighting where two or more students fight another student, the additional students involved will be placed on indefinite suspension pending a hearing with the superintendent/designee to consider expulsion.

Fighting: Moving School Bus

Any Occurrence - Students fighting on a moving school bus will be placed on indefinite suspension from school pending a hearing with the superintendent/designee to consider expulsion from the bus.

Fighting: With a Weapon - Knife, gun, pipe, chain, brass knuckles, or any object that could be used in fighting or as a weapon. These items are exemplary and are not exclusive.

1st Occurrence - Indefinite suspension pending hearing, law enforcement will be called.

Fire Alarm: Pulling any emergency alarm including bus

1st Occurrence - Three days O.S.S.

2nd Occurrence - Six days O.S.S.

3rd Occurrence - Indefinite suspension pending a hearing with superintendent/designee to consider expulsion

Gambling - The playing of games of chance for money or objects of value; wagering or betting

1st Occurrence - Two days I.S.S.

2nd Occurrence - Four days I.S.S.

3rd Occurrence - Two days O.S.S.

4th Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion

Gang-Related Activities - Display of gang colors, signs, graffiti, body armor, recruitment for gang membership or any other gang-related activity.

Any Occurrence - Consequences may vary from a warning to indefinite suspension pending with superintendent or designee. Results of investigations shall determine the disciplinary actions for each student.

Hazing - Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any Occurrence - Consequences may vary from a warning to indefinite suspension pending a hearing with superintendent/designee. Results of investigations shall determine the disciplinary actions for each student

Indecent Behavior/Indecent Exposure/Molesting Students/Sexual Harassment - By definition, Sexual Harassment includes exposing private body parts, making sexual or obscene gestures with body parts, verbal or written sexual remarks, comments, jokes, slurs, or gestures of a sexual nature, touching students in private areas, visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct of a sexual nature, including gender-based harassment that creates an intimidating, hostile or offensive educational environment. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Indecent behavior includes transfer of bodily fluids including spitting, etc.

Any Occurrence - Three days O.S.S. to indefinite suspension pending a hearing with the superintendent/designee to consider expulsion.

Leaving Campus Without Permission

1st Occurrence - Two days O.S.S. (May be served at school with parental permission)

2nd Occurrence - Four days O.S.S.

3rd Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion

Littering

1st Occurrence - Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation

2nd Occurrence - One day I.S.S. or one day S.D.

3rd Occurrence - Two days I.S.S.

4th Occurrence - One day O.S.S.

5th Occurrence - Three days O.S.S. with reinstatement at a school based hearing

6th Occurrence - Four days O.S.S. with reinstatement at a school board hearing

Lying/Forgery - Intentionally telling a falsehood or giving misleading information

Any Occurrence - Consequences may vary from a warning to indefinite suspension pending with superintendent/designee. Results of investigations shall determine the disciplinary actions for each student.

Miscellaneous Infractions - Miscellaneous infractions may ideally be handled by the supervising teacher.

Miscellaneous infractions include body contact, banned items deemed not dangerous, cafeteria rules violation, horseplaying, public displays of affection, running in the hall(s) or sidewalk(s), unauthorized chewing gum, unauthorized eating in class, unauthorized food/drink on campus, etc.

1st Occurrence - Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation.

2nd Occurrence - One day I.S.S. or one day S.D.

3rd Occurrence - Two days I.S.S.

4th Occurrence - One day O.S.S.

5th Occurrence - Three days O.S.S. with reinstatement at a school based hearing

6th Occurrence - Four days O.S.S. with reinstatement at a school board hearing

Obscenity, Profanity, Pornographic Materials

1st Occurrence - One to three days I.S.S.

2nd Occurrence - One day O.S.S.

3rd Occurrence - Three days O.S.S.

4th Occurrence - Indefinite suspension pending hearing with superintendent/designee to consider expulsion

Possession of Potentially Dangerous Items: Matches, cigarette lighters, fireworks, or drug paraphernalia, etc. and/or use of same. These items will be confiscated and not returned. The penalty for having drug paraphernalia or setting off fireworks drops to the penalty for the 4th occurrence.

- 1st Occurrence - Three days I.S.S.
- 2nd Occurrence - Two days O.S.S.
- 3rd Occurrence - Four days O.S.S.
- 4th Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion

Possession of a Weapon - A weapon may be defined as a knife*, club, gun, chain, or any other object deemed dangerous on the school grounds, on the school bus, and/or at any school sponsored event, during or after regular school hours. Possession of any firearm or firearm device on campus (including in a vehicle) is a violation of Board Policy. Other types of weapons will be determined by the principal.

Any Occurrence - Indefinite suspension. Law enforcement officials may be contacted. There will be a hearing with the superintendent/designee. **Reference: State Law R.S. 17:416 and IDEA 1997**

***Note: Result of investigation, age and grade level may be factors in determining the disciplinary actions for PreK-5 students.**

Racial Slurs/Racial Harassment (Unwelcome verbal, written or physical conduct directed towards others solely on the basis of his/her race or national origin)

- 1st Occurrence - Three days I.S.S.
- 2nd Occurrence - Two days O.S.S.
- 3rd Occurrence - Four days O.S.S.
- 4th Occurrence - Indefinite suspension pending hearing with the superintendent/designee to consider expulsion

Smoking, Chewing, and/or Possession of Tobacco Products

- 1st Occurrence - Three days I.S.S.
- 2nd Occurrence - Two days O.S.S.
- 3rd Occurrence - Four days O.S.S.
- 4th Occurrence - Indefinite suspension pending a hearing with the superintendent/designee to consider expulsion

Stealing (Includes Possession of Stolen Goods with Knowledge)

Any Occurrence - Two days I.S.S. to Indefinite suspension until satisfactory restitution or restitution agreement has been made by the offending student(s); law enforcement may be called.

Tardiness – A student shall be considered **to class** if the student is not in the classroom when the bell to begin class ceases. A student shall be considered **tardy to school** if the student is not in his/her homeroom/first period class when the bell to begin the homeroom/first period bell ceases. **Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal.** Tardiness on the part of the students shall not be tolerated.

Students who exhibit tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with a principal, and the student may be subject to suspension from the school and the parent/legal guardian subject to court fines or community service. Reference: JBD Student Absences and Excuses, also attendance policy in handbook.

Oversleeping, missing the bus, shopping, checking out to go to lunch, haircut appointments, etc., are not legitimate excuses. Locker problems will not be excused as students should report immediately to their teacher whenever they have a locker problem. Students are responsible for planning allotted time for getting to and from class.

The discipline administered for tardies is based on the accumulation of unexcused tardies. The number of tardy infractions will be accumulative throughout the school year. The punishment for tardy infractions is as follows:

- 1st tardy per class - Verbal warning by teacher and parents contacted by letter or phone by teacher
- 2nd tardy One day detention/Saturday detention
- 3rd tardy One day I.S.S. or detention/Saturday detention
- 4th tardy One day I.S.S. and one Saturday detention
- 5th tardy One day O.S.S.
- 6th tardy Two days O.S.S.
- 7th tardy Indefinite suspension pending a school based hearing
- 8th tardy Indefinite suspension pending a hearing with the superintendent/designee to consider expulsion

NOTE: Any student more than ten minutes late to a class will be deemed as cutting class, and the student will be sent to the office with a referral form. In order for a student to acquire an excused tardy, he/she must secure permission from that period's teacher **prior** to being tardy. Students late for first hour class will be referred to the office where it will be determined if they are tardy, absent or cutting class.

Threatening

Any Occurrence - Consequences may vary from a warning to indefinite suspension pending hearing with superintendent/designee to consider expulsion. Results of investigations shall determine the disciplinary actions for each student.

Truancy/Cutting School

- 1st Occurrence - Two days O.S.S. (May be served at school with parental permission)
- 2nd Occurrence - Four days O.S.S.
- 3rd Occurrence - Indefinite suspension pending a hearing with superintendent/designee to consider expulsion

Unauthorized Food or Drink on Campus

Students may bring their own lunches to school to be eaten in the cafeteria or assigned area at lunch time. Drinks brought from home for cafeteria consumption must be in a thermos. Canned, glass, bottled or fountain drinks cannot be consumed in the school cafeteria. Consequences will be the same as miscellaneous infractions.

Note: No student is allowed to bring lunches from fast food restaurants unless this is necessary due to a medical problem; this must be verified by a physician's note. Students may not order food to be delivered to school.

Unauthorized/Unsupervised Area On School Grounds at Any Time (Student found in)

- 1st Occurrence - Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify discipline recommended by the teacher or enforce the teacher's recommendation.
- 2nd Occurrence - One day Saturday Detention
- 3rd Occurrence - Two days Saturday Detention
- 4th Occurrence - One day O.S.S.
- 5th Occurrence - Indefinite suspension pending a school based conference
- 6th Occurrence - Indefinite suspension pending a hearing with superintendent/designee to consider expulsion

Violation of Federal or State Law not covered in the Student Handbook

Any Occurrence - Consequences may vary from a warning to indefinite suspension pending hearing with superintendent/designee to consider expulsion. Results of investigations shall determine the disciplinary actions for each student.

Willful Disobedience (Purposeful/defiant repeated behavior which has been specifically addressed)

- 1st Occurrence - Teacher contacts parent and One day I.S.S.
- 2nd Occurrence - Two days I.S.S.
- 3rd Occurrence - Two days I.S.S. and One Saturday detention
- 4th Occurrence - Two days O.S.S.
- 5th Occurrence - Four days O.S.S.
- 6th Occurrence - Indefinite suspension pending a hearing with the superintendent/designee to consider expulsion

SPECIAL NOTICE

Any student who has been expelled shall not be admitted to any public school within the same school system, or in any other parish or city school system in the state, except upon the review and approval of the school board of the school system to which that student seeks admittance.

Any student suspended or expelled **CANNOT** attend any school function or be on school property until his/her reinstatement.

Any student who is under suspension and is caught/seen at any school activity or on the school campus while under suspension will be suspended from all activities for the remainder of the school year, and police may be called to remove student.

BEAUREGARD PARISH POLICIES CONCERNING ALCOHOL AND DRUG ABUSE

Behavior Code (File:JCDA)

Prescribed/Non-Prescribed Controlled Substances/Alcoholic Beverages

The Board directs that each student shall be specifically prohibited from being under the influence of, bringing, or consuming, or having in his possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, nitrate base inhalants, imitation or counterfeit controlled substances, or other controlled substances as defined by state statutes, unless dispensed by a licensed physician as allowed by law.

A. On the school grounds during and immediately before or immediately after school hours.

- B. On the school grounds at any other time when the school is being used by a school group.
- C. Off the school grounds at a school activity, function, or event. Students under the treatment of a physician shall register with the office any and all authorization from said physician for the use of a prescribed controlled substance.

Note: Any violation of any provision of this code shall constitute sufficient grounds to cause the principal and/or superintendent to formulate charges against a student or students, and such charges, if proven correct, shall result in disciplinary action which is in accordance with parish policy and state law.

Student Smoking/Use of Tobacco (File:JCDA)

Students shall not be permitted to have tobacco in their possession or to smoke on the school grounds, or in school buildings during the school day, or at school activities held in school buildings after school hours, or when riding school buses to and from school. Parental permission to smoke or use tobacco does not exempt a student from this policy.

Student Alcohol and Drug Use (File:JCDAC)

The Beauregard Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful....The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substance. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any student who distributes, sells, possesses, or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

NOTE: Research indicates energy/stimulant products produce adverse reactions in students. At the discretion of the principal, they may be banned from the school campus and activities.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority.

EXPULSION (File:JDE)

A student arrested for intentional distribution or possession with intent to distribute any illegal drug or substance on school property shall be referred by the principal or designee, within five (5) days of arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, drugs or other dangerous substances. If treatment is needed, and the student agrees to cooperate in the recommended treatment, as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration the student's agreement for professional treatment in making any final decision on any disciplinary action.

REPORTS OF SEXUAL HARASSMENT

In accordance with parish policy, sexual harassment is a form of prohibited discrimination which contributes to an unacceptable educational environment. The Board will not tolerate sexual harassment. Such behavior should be reported to the principal or to the Supervisor of Child Welfare and Attendance who is located at the Beauregard Parish School Board Office. (Sexual harassment is further defined in the Discipline portion of the Student Handbook.)

DUE PROCESS PROCEDURE

Prior to any suspension, the school principal or his designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his or her version of the facts to the school principal or his designee.

An attempt to contact parents by telephone is always made although parents are not always available by this method. Discipline notices which involve assigning a student to In School Suspension, Out of School Suspension, or Saturday Detention may be mailed home to parents or sent with the student. The student shall be responsible for giving the discipline notification to his/her parent or guardian.

Notice in writing of the suspension and the reasons for the suspension shall be given to the student to forward to his/her parent or parents.

Any parent, tutor or legal guardian of a pupil suspended shall have the right to appeal to the parish superintendent of schools who shall conduct a hearing on the merits.

For reinstatement, a parent or guardian must accompany a student who is returning to school after a suspension and must complete a letter of reinstatement on the next day following the suspension. This reinstatement is completed with the Administrative Assistant Principal. When a student returns for reinstatement without parent or guardian, the student will be

placed in ISS until the parent arrives to reinstate. This time will be considered part of the suspension time with all penalties of suspension applying.

HEARING BEFORE SUPERINTENDENT

Following suspension from school for any infraction, the student may be required to report to the School Board Office for a hearing with the superintendent or his designee to consider probation/ expulsion/ educational placement.

**Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973**

The regulations implementing Title VI, Title IX, and section 504 prohibit discrimination on the basis of RACE, COLOR, NATIONAL ORIGIN, SEX, AND HANDICAP RESPECTIVELY.

The Regulations Implementing Title VI at 34 C.P.R. Sec. 100.6 (d) states:

Information of beneficiaries and participants. Each recipient shall make available to participants, beneficiaries, and other interested persons such information regarding the provisions of this regulation and its applicability of the program for which the recipient receives federal financial assistance and make such information available to them in such manner as the responsible department official finds necessary to apprise such persons of the protections against discrimination assured them by the act and this regulation.

The Regulation Implementing Title IX at 3 C.P.R. Sec. 106.9 (a) (1):

Sec. 106.9 dissemination of policy. (A) notification of policy. (1) each recipient shall implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipients, that it does not discriminate on the basis of sex and manner. Such notification shall contain such information, and be made in such a manner, as the assistant secretary finds necessary to apprise such persons of the protections against discrimination assured them by Title IX and the part, but shall state at least that the requirement not to discriminate in education programs and activities extends to employment therein, and to admission thereto unless subpart C does not apply to the recipient and that inquires concerning the application of Title IX and this part to such recipient may be referred to the employee designated pursuant to Sec. 106.8 or to the assistant secretary.

The Regulation Implementing Section 504 at 34 C.F.R. Sec. 104.8 (a) states:

Sec. 104.8 Notice. (A) A recipient that employs fifteen or more persons shall take appropriate initial and continuing steps to notify participants, beneficiaries, applicants, and employees. Including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient that it does not discriminate on the basis of handicap of section 504 and this part. The notification shall state where appropriate, that the recipient does not discriminate in admission or access to, or treatment or employment in its programs and activities. The notification shall also include an identification of the responsible employee designated pursuant to Sec. 104.7(a).00742

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all union or professional organizations holding collective bargaining or professional agreements with the Beauregard parish School District are hear by notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquires concerning the Beauregard Parish School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mrs. Rita Mann, Assistant Superintendent, 202 W. 3rd, DeRidder, 463-5551 who has been designated by the BPSB to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.0069S.

The Beauregard Parish School Board is an equal opportunity agent dedicated to a policy that no person in this district shall on the basis of race, color, creed, religion, sex, age, handicap or national origin be denied the benefits of or be subject to discrimination in any educational program or activity.

**Psychiatric Treatment
Counseling and Substance Abuse Services**

The following is a partial list of information, counseling and treatment services available for persons experiencing personal or family distress. This is by no means a complete list of all services available.

Alcoholics Anonymous	DeRidder, LA	337-463-2227
Beauregard Mental Health Clinic	DeRidder, LA	337-462-1641
Beauregard Parish Office of Community Services	DeRidder, LA	337-463-2069
Brisco Alcohol and Drug Abuse Center	Lake Charles, LA	337-491-2355
Christian Counseling Clinic	Lake Charles, LA	337-474-1218
Christus St. Patrick's Hospital Behavioral Health Center	Lake Charles, LA	1-888-812-2237
Crime Victims Assistance Counseling Boys/Girls Village	Lake Charles, LA	337-436-7553
DeRidder Addictive Disorders Clinic	DeRidder, LA	337-463-7310
Family and Youth Counseling	Lake Charles, LA	337-436-9533
Fort Polk Alcohol and Drug Prevention/Control	Fort Polk, LA	337-531-6187
Granberry Counseling Services Rich Lewis	Lake Charles, LA	337-526-3105 1-877-251-9989
Harbour House ETC	Lake Charles, LA	337-433-6739
Helping Hands Counseling	Westlake, LA	337-494-7374
Jeff Davis Chemical Health	Jennings, LA	337-824-4705
Kay Dore' Counseling Service McNeese State University	Lake Charles, LA	337-475-5981
Lake Charles Addictive Disorders Clinic	Lake Charles, LA	337-433-8281
Narcotics Anonymous	DeRidder, LA	337-463-9077
New Beginnings	Opelousas, LA	337-942-1171
Resource Management	DeRidder, LA	337-463-3555
Samaritan Counseling Center	Lake Charles, LA	1-866-433-0701
The Psychology Clinic	DeRidder, LA	337-462-2110
The Recovery Center - Lake Charles Memorial	Lake Charles, LA	337-494-3262