

EUNICE JUNIOR HIGH SCHOOL



STUDENT HANDBOOK 2018 – 2019

EJHS: The Place Where All Students Learn

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CHANGE IN ADDRESS OR TELEPHONE NUMBER

It is the student's/parent's responsibility to notify the office of any change in address (physical, mailing and email), telephone number, and guardianship. In the event that an administrator is unsuccessful in reaching a student's parent/legal guardian the police and/or other individuals on the student's information sheet may be called for assistance. Phone numbers will not be researched for students; they must know current and working phone numbers!

GENERAL SCHOOL-WIDE RULES:

1. Be safe
2. Be respectful
3. Be responsible

GRADING SYSTEM

Report cards are issued every nine weeks. Progress reports will be issued every 4th week of the grading period. Parents may review grades online by logging into the JCampus Parent Portal. Login information is/was provided at registration. Contact school secretary for assistance.

<u>Percentage Points</u>	<u>Letter Grade</u>
100 – 93	A
92 – 85	B
84 – 75	C
74 – 67	D
66 – 0	F

Students with incomplete coursework will receive a grade of 0/F until the work is completed and submitted for grading. Final grades are determined by averaging the grades for the nine weeks marking periods.

Letter grades (A, B, C, D, or F) will be earned after each reporting period (each nine-week period) in each graded course (English Language Arts, Mathematics, Science, Social Studies, and Physical Education). Students must have at least a 67% cumulative average to pass each major subject (English Language Arts, Mathematics, Science, and Social Studies) in order to be considered for promotion. Students must take state standardized assessments,

Students missing over ten days during the year (or five days for semester courses) will not receive credit for the year's work unless there is an extenuating circumstance or extended illness as verified with proper documentation.

ACCELERATED READER (AR)

Reading practice is an integral part of curriculum and instruction. AR is a mandatory part of the curriculum at EJHS. AR grades will be included as a 100-point grade in reading classes. Points cannot be carried from one grading period to another. A student's AR progress can be monitored from home by accessing the following website: <https://hosted218.renlearn.com/209599/HomeConnect/Login.aspx> with your child's login information. 7th graders must earn 15 points per grading period and 8th graders 20 points, unless the alternate rubric option is selected by the student at the beginning of the grading period.

INCENTIVES

All students are subject to adhere with 100% compliance to the guidelines stated for each incentive offered. No exceptions!

STUDENT ID CARDS

All students will be issued an ID card. Students are expected to wear their cards to school daily. It must be visible at ALL times. Students are not to deface (i.e. write, place stickers, draw on, etc.) cards. Students must have their ID card to go through the lunch line and check out books in the school's library, because of the current digital scanning system. Students who forget their ID card at home must

report to the office at 7:30 a.m. to purchase a temporary (\$1) or permanent (\$10) replacement.
Students who forget their ID card at home will NOT be called out of class to retrieve it from someone who brings it to school once the instructional day begins.

ACTIVITY FEES

Students are required to pay a registration/activity fee of \$60. Activity fees must be paid before students can participate in any extracurricular/co-curricular/incentives/ field trip activities/school-sponsored athletic. The following list is a breakdown of the registration fees.

Student ID \$10
Technology \$15
Admission/Athletic Events \$10
PBIS \$5
Enrichment/Remediation Materials \$10
AR Enterprise \$7
Envelope/Postage Expense \$3

ABSENCES AND EXCUSES

Absences are excused for the following reasons, per Louisiana Dept. of ED:

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner
- Extended hospital stay as verified by a physician or dentist
- Extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner
- Extended contagious disease within a family as verified by a physician or dentist
- Observance of special and recognized holidays of the student's own faith (as verified on church letterhead and signed by church official)
- School system-approved travel for education
- Death in the family (not to exceed one week)
- Natural catastrophe and/or disaster

The student shall submit an appropriate written excuse upon his return, or no later than five (5) days thereafter. This documentation is to be placed in the green mailbox in the office area in the morning before homeroom. If a student is absent and returns on the day of a test, the student should be prepared to take the test on the scheduled test day **if the test was announced prior to the student's absence and all notes/study guides were received prior to the student's absence.** Any work not made up will result in a grade of zero (0). **It is the student's – not the teacher's, responsibility to make sure**

that all missed work is completed. JCampus is a useful tool in tracking attendance.

Out of school suspensions are **unexcused absences.** Students are to make up any graded work upon return from suspension and will receive 100% credit if completed and presented at the provided due date.

THE SCHOOL DAY

The school day begins at 7:30 a.m. and ends at 2:40 p.m., unless informed otherwise.

STUDENTS ARE NOT TO ARRIVE BEFORE 7:00 a.m. (EXCEPTION: BUS RIDERS).

Students are to enter the building and be seated in the appropriate hallway (i.e. 7th grade hall or 8th grade hall). Students are to remain seated the 7th or 8th grade hall until the breakfast bell rings (7:10 for 7th & 7:17 for 8th), at which time students are allowed to go to breakfast.

Please Note: Parents are not to pick up or drop off students in the bus loading area. The child will walk from/to the parent's car on Oak Street.

TARDINESS IN REPORTING TO SCHOOL/EARLY CHECKOUTS

Reporting to school on time and remaining for the entire day is important to a child's success in school. The school day begins promptly at 7:30 a.m. and ends at 2:40 p.m. Excessive (3 or more per semester) tardiness/early checkouts will result in disciplinary action as well as a referral to the D.A.'s office for action.

Per state law, students who report to school after 7:35 a.m. MUST be signed in by a parent/legal guardian or designee listed on the student's checkout card. In the event that a student comes in without a parent, the student will not report to class until he is signed into school. If a parent/legal guardian cannot be reached the police may be contacted to assist in making parental contact.

PERMISSION TO BE OUT OF CLASS

Students must have permission from the teacher whose class they are scheduled to be in. All students must sign in and/or out when leaving or re-entering a class. Students will not be allowed to leave a teacher's class to go to another teacher's class during periods of instruction without administrative approval.

CHECK-OUT POLICY

All students are expected to remain at school until the end of the school day, unless an emergency arises. In the event that this occurs, the student is to be picked up and signed out by the parents or designee listed on the student's checkout card. In the event of an emergency at school and the parents cannot be contacted, the student will be driven home by school personnel, or the police may be called. Any other arrangements must be authorized in person by the parent/legal guardian. **STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL WITH ANYONE NOT LISTED ON THE CHECKOUT CARD. NO EXCEPTIONS.**

NOTE: Students will not be allowed to check out after 2:10 p.m.

DISMISSAL

• Bus Riders are dismissed at Bell #1 - 2:40 p.m.

At the final dismissal of classes at the end of the day, bus riders are to walk to the bus loading area in an orderly fashion. If the bus is not at school at bell time, students are to be seated and read an AR book while waiting for the bus. This is for safety reasons, to eliminate disorder and to help develop the habit of reading. Noncompliant students will be required to call home and be picked up. Duty teachers will direct bus loading, and students MUST heed their instructions for safety reasons. Riding a school bus is a privilege extended to students. Students can be removed at any time for disruptive or unsatisfactory conduct. All pupils being transported are under the authority of the bus driver and must obey his/her requests

• Car Riders/Bike Riders/Walkers are dismissed at 2:42 p.m

All car riders are to be picked up no later than 3:05 p.m. and are to exit the building through the north entrance/exit doors. **They are NOT to report to the bus loading area or enter hallways or classrooms.** Failure to comply will result in disciplinary action.

Walkers and bike riders are to leave campus immediately upon dismissal. No loitering will be allowed. Students not picked up by 3:05 p.m. will have to wait in the front office with an administrator. Students who are continuously not picked up by 3:05 p.m. will be subject to detention.

BUS RULES & REGULATIONS

1. Students must be on time at the designated stop and behave according to school rules.
2. Students must obey the driver promptly and cheerfully, showing no hesitation.
3. Help to keep the bus clean and sanitary. Anyone who purposely damages any part of a bus will be required to pay for said damages.
4. Avoid causing trouble by teasing, pulling hair, scuffling, or using profane or obscene/abusive language
5. Arms and hands must be kept inside the bus at all times. If assigned to a seat by a driver, remain in that seat until told otherwise by the driver.
6. Loud talking will not be tolerated. No eating or drinking on the bus.
7. Permission must be received from the driver before opening/closing the windows.

8. No student is to ride another bus or be dropped off at a different stop unless a note granting permission is written and signed by a parent/legal guardian and verified, approved and signed by an administrator. A request must be made to an administrator prior to reporting to homeroom.

Note: Any violation of any of the above rules and regulations may result in disciplinary action including but not limited to loss of riding privileges, suspension, or expulsion.

STUDENT DELIVERIES

Student deliveries are not permitted. Students should not bring balloons or other objects/gifts to school that may be considered a distraction to other students. Items such as P.E. suits, ID cards, homework, school supplies, etc. will NOT be delivered after homeroom. **THIS DELIVERY POLICY INCLUDES PHONE MESSAGES.** Messages will not be delivered to students, unless deemed an emergency in nature by the Principal.

FUNDRAISING

Students are allowed to sell only the materials approved for school sales during the designated times. Selling for out-of-school groups such as churches, clubs, or personal sales are prohibited, unless explicit permission granted by Principal. Items accepted by students to sell become the student/guardian's financial responsibility. Failure to sell or return items will result in a financial obligation to the school. If you do not want your child to sell items please inform him not to accept said items.

TRANSPORTATION

A written request is required when a change in bus transportation is necessary. This request must be written and signed by a parent/legal guardian, verified, approved and signed by an administrator. A request must be made to an administrator prior to reporting to homeroom. **Phone requests for changes in a way a student goes home will be denied.**

CLOSED CAMPUS POLICY

Individuals, including students, are not to be on the school campus after dismissal without supervision of school officials. Students are not allowed to be in the building after 3:10 PM unless they are under the direct supervision of a teacher, coach, or administrator in a designated area. Students not picked up on time may lose the privilege of participating in the extracurricular activity.

All visitors must be cleared by administration before visiting the campus. Students from other schools are not allowed to visit the school while it is in session. **LOCAL LAW ENFORCEMENT OFFICERS ARE IMMEDIATELY CALLED WHEN PARENT/VISITORS DO NOT FOLLOW THIS PROCEDURE OR WHEN THEY BECOME UNRULY AND/OR DISTURB THE PEACEFUL OPERATION OF THE SCHOOL. THIS INCLUDES INAPPROPRIATE REMARKS, RAISED VOICES, AND THE USE OF PROFANITY. IN THE EVENT THAT THE POLICE ARE CALLED, FORMAL CHARGES WILL BE BROUGHT AGAINST THE PERPETRATOR.**

Students are not allowed to have visitors during the school day. Student visitors from other schools are not allowed at EJHS.

There is an area for visitor parking in front of the building's north entrance/exit. Parking in the bus area (horseshoe driveway) is strictly prohibited.

STUDENTS' PICTURES

We often take pictures/videos of our students in the class and during various school activities. We use such photographs in newspaper articles, on school-wide slideshows, and on our school's web-site. Should a parent or legal guardian prefer that his child's photograph/image not be published, he must write a statement to the attention of the EJHS administration and submit such to the principal. Otherwise, snapshots/videos will occasionally be taken and published without prior notice.

CONFERENCES

Parent-teacher-student conferences are strongly encouraged. Please contact the school's secretary or guidance counselor to schedule conferences during teachers' planning periods. Conferences will not be held during teachers' instructional periods.

While the administration maintains an open-door policy to teachers, students, and parents, previous arrangements for parent-teacher conferences will ensure efficient use of everyone's time. Calling to schedule a meeting is preferred.

STUDENT WITHDRAWALS

The school will not transfer records to any other school until all debts have been cleared. Students wishing to withdraw from this school during the school term for any reason must adhere to the following:

- Parent/legal guardian must report to the office to request student be withdrawn from EJHS and sign completed withdrawal form.
- Clear all debts.
- Return all textbooks, library books, etc.

CLASS PREPAREDNESS

Students are responsible daily to obtain and bring to all of their classes any necessary materials for participation in the activities for that day. Each student must be in his assigned seat and ready to begin class before the tardy bell rings.

RESOURCE MATERIALS

If a student loses a workbook, the student's parent/legal guardian must purchase another.

LIBRARY SERVICES

We encourage the use of the library at every opportunity. Students may check out books for a two-week period. If a student wishes to use the library for studying or for completing reference work, the library is open before homeroom (7:15 – 7:30 a.m.) and during 1st and 2nd lunch periods. **Students must have an I.D. card to check out books.** Students are expected to pay for damaged, lost, or stolen textbooks.

FINES

Fines may be charged for overdue library books, lost, damaged or destroyed textbooks, library books, workbooks, or other school property lost or damaged.

STUDENT INSURANCE

Student insurance is available for all students. Check the district's website for details (<http://www.slp.k12.la.us/>). **Any student trying out for after school sports must have insurance and provide proof.**

MONEY

Lending, borrowing or exchanging money (or other items of value) among students on the school campus is strictly prohibited. Should a student lend money to someone, the school will assume no responsibility in recovering the money. The office keeps no money at school; therefore, we have no money to lend.

TELEPHONE CALLS – Plan ahead!

Make your plans for after school events before coming to school. Students will not be allowed to call parents to bring homework, gym uniforms, etc. Students who become ill during the day must ask his teacher for a form to call home. The student must complete the form and return it to his teacher who will then forward the information to the office. Office personnel will make an attempt to contact the student's parent/guardian. Students will be notified once a parent has been contacted. **PHONE MESSAGES WILL NOT BE DELIVERED TO STUDENTS, unless deemed an emergency in nature by the Principal. Students will not be called to the office to speak with anyone via the phone or face-to-face, as this causes a disruption in instructional time.**

CELLULAR PHONES/ELECTRONIC DEVICES/NON-SCHOOL RELATED ITEMS

Students are not permitted to possess cell phones, other unauthorized electronic devices (i.e. CD players, MP3 players, cameras, laser pens/devices, etc.) or non-school related items (i.e. toys, playing cards, games, etc.) on campus during regular school hours. If brought onto campus by students the actions will be taken (**EXCEPTION: B.Y.O.T.**).

- 1st Offense: Confiscate device. Parent must come in and sign contract. Device released to legal guardian ONLY.
- 2nd Offense: Confiscate device. Device is held until student successfully attends and fulfills detention requirements. Device is held for a minimum of ten (10) school days. Device will be released to parent/legal guardian ONLY.
- 3rd and Each Subsequent Offense within the Same School Year: Confiscate device. Device is held for the remainder of the school year. Device will be released to legal guardian ONLY.

**** The principal may impose additional disciplinary measures she deems appropriate in the case of extenuating circumstances. (For example - Use or possession of phone during state testing, recording a member of the faculty, staff, or administration without prior approval from administration, used for bullying or instigating a fight while on campus, used for cheating on any graded assignment.)**

EJHS will not be responsible for loss or damage to items that are confiscated, lost, stolen, or brought onto campus disregarding the school's rules. Students and/or classes of students may be sporadically searched by administration for possession of non- school related items. Sim cards, batteries, and other parts confiscated with item will not be released prematurely. Please Note: Your service provider will be notified of the confiscation to alleviate any allegations of loss or theft. **UNAUTHORIZED USE WILL RESULT IN OUT OF SCHOOL SUSPENSION!**

STUDENT'S PERSONAL PROPERTY

Students are responsible for the care and security of personal property. EJHS takes no personal responsibility for booksacks, purses, etc. and their contents. **DO NOT BRING ANYTHING OF VALUE TO SCHOOL.** EJHS is not responsible for any items that are stolen. This includes textbooks, notebooks, gym suits, purses, wallets, etc. Students should label all possessions clearly and legibly. Expensive jewelry and large sums of money should be left at home.

LOST & FOUND

Anything found on school grounds (not student's personal property) must be turned into the office right away as to nullify any allegations of theft.

MEDICATION POLICY

All medications (prescription and non-prescription) must be brought to school by a parent/guardian and given to students. Parents are to accompany students when administering medications and confirm that the student has swallowed the medication. **Under NO circumstance is a student to bring medication to school. This is grounds for a recommendation for expulsion.** A medication form must be completed for all medications to be dispensed at school. If this action is necessary, please see the school's secretary for more information.

IMMUNIZATION POLICY

All students must have all the immunizations required by the health unit. At the beginning of each school session or upon entry of a new student, the immunization record of each student will be checked. **IF A STUDENT IS FOUND DEFICIENT, HE WILL BE ALLOWED TEN (10) DAYS FROM THE DATE OF DEFICIENCY DISCOVERY TO GET HIS IMMUNIZATIONS UP-TO-DATE OR HE WILL BE SENT HOME UNTIL THE IMMUNIZATION RECORD IS BROUGHT UP-TO-DATE. THIS IS FOR THE PROTECTION OF ALL STUDENTS.**

EMERGENCY PROCEDURES FOR EARLY DISMISSAL

School buses will assume their regular routes if conditions permit. Parents of students who do not ride the bus will be contacted via telephone. Therefore, it is imperative that you memorize contact information and have on file a current, working telephone number at ALL times. FMI regarding school closures during the school year tune in to KLFY TV 10 or call 942-0200. Notifications will be made using JCampus, Remind 101, and EJHS' Facebook page.

CRISIS DRILLS

Safety instructions and procedures will be discussed and posted in each classroom. Drills are practiced periodically.

ST. LANDRY PARISH STUDENT DRESS CODE – FILE: JCDB

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

The Board desires to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

Dress & Personal Grooming

Extremes in style 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.

Grooming

The principal of each school shall make the final decision about proper or improper dress according to the guidelines provided. School Spirit Day and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

1. THE UNIFORM SHIRT - The shirt shall consist of a white or navy polo knit shirt with no logo and with either short or long sleeves. Each school will have the option of another colored shirt. The optional top may have the school logo imprinted on the left chest over the heart. All shirts must be tucked in at the student's waist. All shirts must be long enough to remain tucked when seated. An undershirt may be worn under the uniform top. The undershirt must be white and the sleeve cannot be longer than the sleeve length of the uniform top. Turtlenecks or mock turtlenecks are not allowed under/over the uniform shirt. NOTE: Maternity wear will consist of a white or navy button down blouse or school optional color shirt. The white or navy maternity blouse need not be tucked. However, standard uniform shirts must still be tucked.

2. UNIFORM BOTTOMS - Bottoms shall consist of classic, traditional, straight leg dark khaki/navy cotton twill uniform pants or walking shorts with a finished hem (side slits on hems are not allowed). Uniform bottoms must fit at the waist and crotch and be within one (1) size of student's actual waist/inseam measurement. No cargo pockets or flaps on back pockets are allowed on uniform bottoms. Bell-bottoms, joggers, carpenter/cargo style pants, hip huggers or jeans of any color and/or type are not allowed. Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. All uniform bottoms must have a waistband with belt loops. Walking shorts shall not be more than four inches (4") above the back crease of the knee. Sagging of the uniform bottoms will not be allowed. NOTE: Maternity wear will consist of uniform colored maternity pants. Should uniform bottoms be worn, they must remain zipped and buttoned.

3. UNIFORM BOTTOMS FOR GIRLS - In addition to the above uniform bottoms, traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than four (4) inches above the back crease of the knee. All items of clothing must be worn as intended by design. Allowable colors are dark khaki and navy. Overalls are not permitted. Stone, white or dark brown uniform bottoms are not allowed. Dark khaki/navy skorts are allowed for Pre-K-2nd grade. NOTE: No tight or revealing clothing worn by any student will be tolerated.

4. BELTS - A black, brown, khaki, white, navy or optional school color belt must be worn or a plain belt with a buckle no larger than 2" x 3". No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed. However, Pre-K through 2nd grade students may wear uniform bottoms with an elastic waistband without having to wear a belt. Belt loops should not be removed; if present, a belt must be worn for Pre-K-2nd grade.

5. SOCKS - Socks must be worn at all times. They must be 15 solid navy, white, black, brown or the school optional color with no inappropriate emblem or logo.

6. SHOES - Students must wear a closed shoe (front and back). Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. Shoes must be laced and tied; Velcro straps must be secured.

7. OUTERWEAR - In cold weather, students will be allowed to wear the following over their school uniform: SWEATSHIRT - A sweatshirt must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored in black, white, heather gray, or navy with no emblem, logo, or marking. Students can wear a sweatshirt in the optional school color with school logo. SWEATER - Crew neck, v-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid-colored in black, white, heather gray or navy with no emblem, logo, or marking. Optional school color with school logo and school-issued sweaters are permitted. LIGHTWEIGHT JACKET/WINDBREAKER/COAT - All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid thigh. Outerwear must be plain, solid-colored in black, white, khaki, heather gray or navy with no emblem, logo, or marking, however, jackets in the optional school color with school logo and school-issued jackets are permitted. The principal, not uniform vendors should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of the St. Landry Parish School District will be unacceptable.

DRESS CODE GROOMING COMPONENT The only body piercing jewelry girls will be allowed to wear is earrings. Body piercing jewelry and make-up is not allowed for males. Excessive jewelry worn by both males or females or excessively worn make-up that distracts from the learning environment or poses a safety problem will not be allowed. Pre K- 6 school males may not have a mustache or facial hair; 7 – 12 school males may have a well-groomed, neatly trimmed mustache; other facial hair is not allowed. Hairstyles for both males and female that are distracting in length, style, or color are prohibited. It is to be restrained as to be pulled back for health, safety, and identification of the student. The principal or his/her designee will determine this. Spiked hair including mohawks for both males and females is not allowed. Hair on males, no matter what style, that is longer than the bottom of the earlobes on the side, below the eyebrows in the front, and longer than the top of the collar in the back is not allowed. Ornamentation such as ribbons, bows, beads, etc. are not allowed for males.

APPEALS PROCESS:

Deviation from the above dress code for medical, religious, and/or any other extenuating circumstances can only be granted by the *School Dress Code Review Committee*. This committee shall be comprised of the Superintendent or his/her designee, the Policy Supervisor, the Child Welfare and Attendance Supervisor, the Drug/Violence-Free School Supervisor, and the Special Education Director/designee.

Request for an appeal/hearing must be made in writing to the Superintendent, stating the reason for the deviation. A hearing date must be set within ten (10) working days of receipt of the request, and an answer to the appeal must be rendered in writing within ten (10) working days following the hearing. A copy of the decision shall also be sent to the principal of the school. The determination of this committee shall be final.

Persons making the appeal must be prepared to present written documentation supporting the medical, religious, and/or extenuating circumstances for the appeal.

Other

- ✓ Trackers are NEVER to be visible in any way.
- ✓ Male and female students may not wear straws in lieu of jewelry.
- ✓ Removable teeth/tooth grills are prohibited.
- ✓ Hats, doo rags, wrap caps, etc. are prohibited.
- ✓ Combs and brushes are not to be visible. Rat tail combs/hair picks of any sort are NOT to be brought to school. These items will be confiscated and NOT returned.
- ✓ Students are prohibited from wearing anything which display violence, profane or obscene language, gestures or inferences to profanity or advertisement of tobacco, alcohol, drugs, or illegal

substances.

- ✓ Sweatbands, sunglasses, and slippers of any sort are **strictly** prohibited.
- ✓ Boys may not wear nail color.
- ✓ Any fashion/style deemed a distraction by the school's administration is strictly prohibited.

CASUAL DRESS DAY GUIDELINES

- ✓ Shorts/skirts MUST measure no more than 4 inches above the crease of leg behind knee (even if tights/leggings are worn)
- ✓ No halters, tank tops or exposed midriff; shirts MUST have sleeves
- ✓ No inappropriate writing on T-shirts
- ✓ You MUST be neatly groomed – no sagging
- ✓ No hairstyle violations
- ✓ No pajamas
- ✓ Clothes (i.e. pants, shorts, etc.) cannot have holes in them, even if skin not visible
- ✓ No writing on buttocks area
- ✓ No tights, yoga pants, exercise/compression shorts, pants, capris, other bottoms, etc.
- ✓ No tightly fitted bottoms such as jogging pants, skinny jeans, spandex or knit ponte bottoms
- ✓ Undergarments are not to be visible
- ✓ Must cover EVERYTHING school uniform would cover
- ✓ **If in doubt, the answer is NO!**

VIOLATIONS:

Violations of the dress code shall be addressed as follows:

First offense: The parent shall be contacted to bring the proper uniform to school for the child to change. A letter will be given to the parents or mailed to the parents stating the violation and reminding them that further disciplinary action will result from future violations.

The principal – not uniform vendors – will address any questions about the dress code. Although it is impossible to anticipate all problems, distracting “fads,” which disrupt the spirit, education, philosophy, or dignity of St. Landry Parish School System, **The principal or her designee shall be the final judge to the compliance with the dress code. Administration and teachers will enforce the dress code policy.** Students who chose to wear inappropriate clothing may be given clothing to replace the inappropriate clothing (if available), sent home, and/or face disciplinary action by the school's administration.

ASSEMBLIES / PEP RALLIES:

Assemblies will be held at various times during the school year. The following rules govern school assemblies:

1. Students will proceed to the assembly in an orderly manner under the supervision of a teacher.
2. Students will sit with their class in the area designated by the teacher.
3. All assemblies will be characterized by order and good manners.

PHYSICAL EDUCATION

All students at EJHS participate in physical education and are expected to dress out every day in complete gym uniform and participate in the activities. **STUDENTS WHO DO NOT DRESS OUT WILL BE REQUIRED TO DO TEACHER-ASSIGNED WORK AND WILL LOSE DRESS AND PARTICIPATION POINTS.** Failure to dress out for P.E. will result in a drop in letter grade. Failure to participate, even if dressed out, will result in drop in letter grade. Students who insist on not participating will be seen as willfully disobedient and may be referred to the office for further disciplinary action.

FIELD TRIPS

Students participating in school-sponsored field trips during the school day or during vacation or holiday periods are under the immediate jurisdiction of the school. In order to ensure behavior that will bring positive credit to the school and the community all school and district rules and regulations will be enforced. Any student who fails to comply will not be allowed to participate in future field trips. Students with disciplinary infractions or who are financially obligated may be denied field trip attendance. Students will be notified by their sponsor(s) as to what items they can bring on field trips. Students are

solely responsible for any items brought on field trips. EJHS and/or St. Landry Parish School Board are not responsible for lost, stolen or damaged items. Disciplinary action will be administered at the discretion of the principal.

EXTRACURRICULAR ACTIVITIES:

All students are required to get a physical from a doctor prior to participating. This physical allows students to try out for any sport during that school year. The athletic coach in charge of each sport will provide all of the necessary information as the season for the sport arrives. **Participating students are required to have school insurance AND be free of any financial obligations to the school.** Students must have and maintain a minimum grade point average of 2.00 and adhere to the requirements of each program as well as the constitution governing the organization.

STUDENT ATTENDANCE AT EXTRACURRICULAR FUNCTIONS

Students who owe money to the school may be denied attendance or be required to pay the admission fees assessed to the general public.

School rules and regulations will be enforced at all school-sponsored events.

Discipline assignments take precedence over all school activities (i.e. athletic events, band practice, field trips, etc.) Students suspended and/or recommended for expulsion or expelled MUST NOT attend, participate or represent the school in any school activity during the term of the suspension or expulsion.

LICE (PEDICULOSIS) INFESTATION POLICY

All students suspected of having lice, in any form, will be subject to an examination by school personnel. All students identified as having lice will be sent home for treatment. Students must be free of nits/eggs before returning to school. School personnel will determine this by examination of the student upon re-entry. ***After having been sent home with lice a parent must accompany students upon re-entry.*** Students who are sent home for head lice must report to the office immediately upon returning to school to receive clearance for re-admittance. Upon administrative approval the student will be readmitted into classes. **Students who are absent due to head lice will be excused for three (3) days per school year.** Absences for this reason are deemed unexcused after three (3) days of absence for this purpose have been accumulated.

STUDENT BEHAVIOR

PBIS is the school-wide system used to promote positive behavior by students. Positive rewards are given to students who maintain or improve behavior throughout the school year.

MINOR BEHAVIOR INFRACTIONS

Tickets are assigned for minor infractions such as class tardiness, uniform violations, gum/food/drink, ID, mild profanity. Students are informed when they receive a ticket. Students who earn fewer tickets than the school-wide targeted goal during any specified time line will be rewarded through PBIS.

RESTRICTED AREAS

Teacher parking areas are STRICTLY OFF-LIMITS as well as areas in the rear of the building. Students are not to access areas behind the gymnasium or between the gym and the computer lab without adult supervision. The cafeteria, library, teacher's lounge, all classrooms, gym areas, storerooms, labs, offices, and all other campus areas are strictly OFF-LIMITS to any student unless that student has received permission from the official who is in charge of that area. **Any student out of class MUST have a hall permit in his possession. NO EXCEPTIONS!**

SUSPENDABLE OFFENSES – Following is a listing of actions that may result in suspension and/or expulsion: disturbing the peaceful operation of a class and/or school; willful disobedience; disrespect for authority; makes an unfounded charge against authority; uses profane/obscene language; immoral/vicious practices; conduct or habit injurious to associates; uses/possesses controlled dangerous substance governed by Uniform Controlled Dangerous Substance Law; uses/possesses tobacco and/or lighter; uses possesses alcoholic beverages; disturbs school/habitually violates any rule; vandalism; writes/draws profane/obscene language/pictures; possesses weapon(s) prohibited under federal law; possesses firearm/knives/implements not prohibited under federal law, which can be used as weapons; throws missiles; instigates/participates in fights (fighting may result in a referral to EPD and a citation/fine **AND** after two (2) fights an expulsion may be recommended; depending on the severity/seriousness of the 1st fight, an expulsion may be recommended at that time; violates traffic/safety regulations; leaves school/classroom without permission; habitually tardy/absent; bullying; stealing; murder; assault/battery; rape/sexual battery; abduction; arson; criminal damage to property; burglary; misappropriation with violence to the person; Illegal carrying/discharge of weapons; possesses knife with a blade of 2" or longer; serious bodily injury; any other serious offense.

PLEASE NOTE: Louisiana law provides that a student may be recommended for expulsion at any time for any serious violation of school regulation and can be recommended for expulsion on the 4th suspension. When a student is suspended out of school he must be picked up from school. If the student is picked up after 11:00 a.m. the suspension will begin the next school day.

CORPORAL PUNISHMENT

The St. Landry Parish School Board authorizes the use of corporal punishment. Corporal punishment is used by the principal or her designee to maintain discipline and order in the school. Corporal punishment shall be administered in a reasonable, fair, and impartial manner. Any parent/legal guardian who prefers that corporal punishment not be administered must meet with the principal to submit a letter indicating his disapproval of this form of punishment. Students disturbing school and instruction and who are not to receive corporal punishment shall be picked up from school immediately and will be suspended.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are strictly prohibited on school campus. This involves acts such as kissing, hugging, holding hands, etc. between students. Failure to comply will result in disciplinary action. The principal or her designee will determine consequences depending on the severity of the students' actions.

CHEATING

Any student caught cheating on a test or graded assignment will receive a 0/F (number letter grade combination). If it is not a graded assignment, action will be taken per the school-wide discipline plan. Students guilty of cheating will be exempt from participating in any related incentives. Parents will be notified immediately and informed of the action taken.

DESTRUCTION OF SCHOOL PROPERTY

If a student destroys or damages school property, he will be expected to pay for such damages.

DETENTION

- ✓ Detention will be under the supervision of a qualified supervisor.
- ✓ All school policies and procedures are to be followed.
- ✓ Parents will be notified prior to students being assigned to detention.
- ✓ Failure to attend for any reason may result in an automatic suspension.
- ✓ Students who are put out of detention for any reason will be suspended.

RESTROOM POLICY

Although a student will never be denied to go to the restroom during instructional periods, students have 8 opportunities to go to the restroom during the school day and are expected to take care of their needs before school, between each class (5 minutes between each class), and after lunch, If a student has a medical condition, which warrants more frequent breaks, please see the principal with proper

documentation of the said condition from the student's medical doctor who diagnosed the condition.

ADDITIONAL ASSIGNMENTS

If a student chooses not complete the additional assignment (AKA punishwork), the following actions will be taken:

Day 2: The assignment will be doubled and due the very next school day.

Day 3: The student will be sent to in school detention until completed.

Refusal to Complete: Behavior Referral leading to in-school suspension

FINANCIAL OBLIGATIONS

Students who are financially obligated will receive a "free and appropriate public education." However, they will not be allowed to participate in any activities outside of classroom instruction. Students who owe fees will not participate in any extracurricular school activities until all financial obligations have been cleared.

REMIND 101

EJHS utilizes REMIND 101 as a means of sending important messages to you. This is a **free** service; however, standard messaging rates will apply. Personal phone numbers will not be visible. To begin receiving messages via text, simply text **81010** to **@73bh98**. You can opt-out of receiving messages at any time by texting **unsubscribe**

CAFETERIA RULES/PROCEDURES

1. Form a single, orderly line to enter the cafeteria. "Cuts" are not allowed.
2. Always practice good table manners. Students cannot talk with food in their mouth.
3. Loud or ill-mannered behavior will not be tolerated.
4. Leave tables in clean condition and place all litter in the trash can.
5. Place chairs beneath tables before leaving.
6. Return trays and utensils to the dishwashing area.
7. Do not leave cafeteria with anything (i.e. food, straws, etc.).

Students who are on special diets and must bring food from home are to present documentation of their condition (from a physician) to the principal. Any Items such as sunflower seeds and chewing gum are prohibited on campus and on school buses. **Please note: Breakfast begins at 7:10 a.m. daily. No student will be allowed to enter the cafeteria after 7:25 a.m.**

CHILD NUTRITION SERVICES INFORMATION

FMI go to <http://www.slp.k12.la.us/departments/childnutrition/ParentHandbook.html>

MEAL CHARGE POLICY

EJHS has adopted a **NO CHARGING POLICY**.

MEAL PAYMENT OPTIONS

Child Nutrition Services will accept payment for meals by cash, personal check, money order, or online (credit/debit card/check). Parents are encouraged to pay for students' meals and extra items in advance to help keep lunch lines moving as quickly as possible. Money can be placed in the student's account at any time online. Students may pay for their meals daily or by prepayment (depositing a lump sum of money into their cafeteria account). Students are to bring prepayments to the cafeteria manager before the start of the school day.

MEALS FROM HOME

Food may be brought from home; however, the following rules apply. The lunch from home must follow the school lunch meal pattern incorporating whole grains and other nutrient-based foods. **Fast food is not allowed to be brought into the cafeteria, as well as candy and/or chips.** To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until lunch service. **The cafeteria will not store student lunches brought from home.**

No soft drinks (soda) or sugar-based juice drinks are allowed in the cafeteria. Water, milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

Peanut Free and Seafood Free – In addition, any food brought from home may not contain peanuts or seafood.

There are several students with inhalation allergies to peanuts and seafood; therefore, all school campuses are peanut and seafood free.

Student Microwave Use

Students at the elementary level (K-8) are not allowed to use the microwave at school. Therefore, parents are encouraged to pack student meals with ice packs to ensure proper temperature control for the safety of the student.

This handbook folder has been compiled with the hope that the students of Eunice Jr. High School and their parents will use it as a source of information regarding school policies, both curricular and organizational. The information contained therein is subject to change based on federal, state, and parish directives and laws and administrative decisions deemed necessary and appropriate for the well-being of the students of Eunice Jr. High School.

For more information please access our school and district websites at www.eunicejr.slp.k12.la.us or the parish's website at www.slp.k12.la.us.

Attention Parents and Students--VERY IMPORTANT!

**You are directed to access the 2018-2019
St. Landry Parish District's Student Handbook
(Rights and Responsibilities) found at**

www.slp.k12.la.us

**At opening page of the website, click on POLICIES.
Then click on STUDENT RIGHTS AND RESPONSIBILITIES.
Please read it in its entirety so that you are well-informed.**

(A hard copy will be made available upon request.)

Thank you for your cooperation!

WE ARE LOOKING FORWARD TO A GREAT YEAR!

EJHS Faculty, Staff, and Administration

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(Please cut here & return the bottom portion to your child's homeroom teacher.)

My child and I have read and discussed the information presented in the 2018-2019 Eunice Junior High School's Student Handbook. We have been informed of how to access St. Landry Parish District's Student Handbook – Student Rights and Responsibilities. Please sign, detach and return to your child's homeroom teacher.

Student Signature

Date

Parent Signature

Date