

SJBP Magnet High School Program



Student Handbook 2018-2019

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School Map/Calendar -- To be included in final draft

INTRODUCTION

This handbook is designed to aid students in their stay at SJBP Magnet High School Program. It contains the philosophy, rules, and regulations. SJBP Magnet High School Program provides students with a quality education. SJBP Magnet High School Program also provides a full range of extracurricular activities to help students become well-rounded adults.

We are loyal to our school and have an overwhelming school spirit. Your participation in any of the various activities offered by SJBP Magnet High School Program will help you feel this spirit. If you have suggestions to make SJBP Magnet High School Program even better, talk to a Student Council representative, Student Council officer, Counselor, Master Teacher, or Principal.

The **Student-Parent Handbook**, the **SJBP Magnet High School Program Course Description Guide**, and the **St. John the Baptist Parish Handbook on Attendance, Discipline, and Student Records** will provide you with the answers to many questions you may have. If you cannot find the information you need in one of these publications, please feel free to ask any teacher or administrator for assistance.

SJBP MAGNET HIGH SCHOOL PROGRAM VISION STATEMENT

SJBP Magnet High School Program inspires creativity, promotes leadership, and cultivates well rounded, life-long learners while focusing on the development of global problem solvers in the areas of Science, Technology, Engineering, and Math.

MISSION STATEMENT

The mission of SJBP Magnet High School Program is to cultivate leadership, innovation, and academic achievement by connecting people, purpose, and

practice.

COLORS

Green and Gold.

SCHOOL SPIRIT

What is school spirit? It is enthusiastic loyalty to one's school. Loyalty indicates a feeling of sentiment rather than a sense of allegiance. It is belonging to a group rather than maintaining a selfish attitude. To display school spirit is to show others, and accept cheerfully, the responsibilities that are yours as a member of the student body. School spirit is a feeling of belonging to the school and of sharing that feeling. One way in which you can show your school spirit is by taking an active part in promoting the entire school program. By helping to keep your school running smoothly and by displaying a sense of pride in its individual teams, win or lose, you are displaying school spirit. When you accept the privileges of being a member of the school, you should accept the responsibility of doing your share to make it great and keep it strong. Do you have spirit?

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. The **Main Office** helps with these items and much more:
 - a. Student records, report cards
 - b. Registration
 - c. Withdrawal from school
 - d. Address and guardianship changes
 - e. All forms including free/reduced lunch forms
 - f. Check in and checkout students; attendance records
 - g. Dispensary for medications for students that have their prescriptions on file in the office
 - h. Assistance for students with minor injuries and illnesses
 - i. Emergency contact phone numbers

- j. Collection of assignments for students with lengthy illnesses. Picture packets
- l. Lost and found
- m. Debt list
- n. Textbook return
- o. Parent/teacher conferences
- p. Announcements

2. The **Discipline Office** helps with these items and much more:

- a. Parking permits
- b. DMV proof of attendance
- c. Discipline referrals
- d. Collection of confiscated items
- e. **Guest pass** - Required for attendance of non-SJBP Magnet High Program students to SJBP Magnet High Program dances; available in the Discipline office two weeks prior to the scheduled dance; completed form due back by Wednesday preceding the dance
- f. Bus information
- g. Locker combinations

3. The **Guidance Department** helps with these items:

- a. High school credits, college requirements, course selections, schedule changes, correspondence courses
- b. All standardized testing including EOC/LEAP 2025 as well as ACT/SAT/PSAT/PLAN/AP testing
- c. Scholarship questions and applications, financial aid applications, TOPS Scholarships
- d. 5 Year Plans/Individual Graduation Plans
- e. Official Transcripts
- f. Gifted Testing
- g. Parent/Teacher Conferences
- h. Tutoring Information
- i. Summer school

4. The Librarian is available during school and after school until 2:51 p.m.

5. Important procedures to know:

- a. **Announcements** – Must be signed by the

advisor for the club or team; turned in by 9:00 a.m. to the office for announcement the following day.

- b. **Illness** – Students that become ill during the school day **MUST** report to class. The teacher will contact the main office. The student will be informed when the main office has contacted the student's parent/guardian. The student will be subject to disciplinary action for leaving campus without permission or for remaining in the restroom for the class period.
- c. **Detentions** – Students are given a form indicating the date, time, and location of detention. Failure to attend will result in additional disciplinary action.
- d. **Guidance Counselors** – counselors are available before school, during lunch and after school. Students requesting to see a counselor need to check in first with the main office. Parents should call and make an appointment when a personal conference is requested with the counselor,
- e. **Parking stickers** – The following items are required for purchase of a parking sticker: completed SJBP Magnet High School Program registration card, fee clearance slip, driver's license, registration and proof of insurance. Refer to **page 13** of this publication for complete listing of parking rules and regulations.
- f. **PE class lockers** – **Students should not leave money and other valuable items in the locker room during class time.** Clothing and book bags may be stored in lockers in the locker rooms. Students must provide their own lock. At the end of the class period, the student should remove the lock and the personal items.
- g. **PE uniforms** – Students can purchase official SJBP Magnet High School Program PE uniforms or wear gym clothing in SJBP Magnet High School colors. Unofficial gym clothing must be solid green or gold and must meet dress code policy.
- h. **Harassing or bullying** – Bullying occurs when one or more individuals inflict physical, verbal, emotional, psychological, and/or sexual abuse on another or others.

Incidents should be reported to the discipline office. Information provided by witnesses will be held in strictest confidence.

- i. **Visitors** – All visitors must report to the main office. The individual with whom the visit is intended will be called to the office. When appropriate, a Visitor's Pass will be issued. **Students not attending SJB Magnet High School Program are not allowed to visit with SJB Magnet High School students.**
- j. **Parking lot** – **Students are not allowed to remain in parked cars before school or to return to vehicle during the school day.** A student may return to vehicle only if he/she has permission to leave the campus. All vehicles parked on campus must have a properly attached, current SJB Magnet High School Program parking sticker.
- k. **ID cards** – **Students are required to wear the SJB Magnet High School Program identification card at all times during the school day. Failure to visibly display ID will result in a detention.** Students are required to present the ID to check-in and check-out, to buy a lunch, to check-out a library book, for admission to dances, and to vote in school elections. **Students may not write on, draw on, or deface the ID card in any fashion. Misuse of the ID including loaning or borrowing an ID is subject to disciplinary action.** Before 7:20 a.m., students may purchase temporary ID or order replacement ID in the library. In the event that the student is unable to purchase a temporary or replacement ID at this time, they should report to the Discipline Office to obtain a temporary ID. After the first bell, students must report to the Discipline Office for an ID. Students failing to obtain a temporary ID before the 7:20 a.m. bell will be assigned detention.
- l. **Dress Code** – Students must be in compliance with SJB Magnet School Board dress code at all times. Failure to do so will result in appropriate disciplinary action. Refer to **page 9** of this publication for complete listing of the dress code policy.

PARENTAL INVOLVEMENT POLICY

We, at SJB Magnet High School Program, believe that in order for our students to reach their full potential a partnership must exist between the school, students and their parents. We feel that a student is most productive and successful when all three parties work together. We will always continue to look for more ways to help parents become involved in meaningful aspects of their child's education.

As members of the SJB Magnet High School Program community, parents are offered the opportunity to attend Open House in the fall semester, PTSA meetings, and New Student Orientation. Open house offers valuable information concerning their child's education and gives the parents the chance to meet their child's teachers and hopefully open the lines of communication between the two. The PTSA meetings are a way for parents to be involved in helping improve SJB Magnet High Program as a school which would affect their child as well as others.

The following list provides a few helpful reminders of the opportunities existing for parents to assist the school and more importantly to assist each student.

- Sending the student to school on time each day, encouraging regular attendance and cooperating with all school regulations.
- Checking student progress and attendance through JPAMS at:
<https://stjohn.edgear.net/progress/>
- Instilling politeness as well as respect for principals, teachers, and school employees.
- Making sure that all financial responsibilities to the school are resolved.
- Cooperating with the Principal and teachers in solving disciplinary problems.
- Conferencing with teachers on the academic progress of the student.
- Making doctor, dentist, and other appointments for the student outside school hours whenever possible.
- Participating in the activities of the school including PTSA and the Booster Clubs.

- Setting aside time for home study.
- Helping in the development of the student's special talents in music, art, and sports.
- Helping the child in the careful selection of companions.
- Sending the student to school each day in compliance with the SJPB Magnet High School Program dress code.
- Encouraging good reading and the frequent use of library facilities.
- Attending activities in which your student is participating.

As a school, we will continue to look for additional ways to strengthen the relationship that exists between our parents and SJPB Magnet High School Program. Ultimately, our students, your children, will benefit from our strong commitment to helping them achieve and reaching all of their goals.

ELASTIC CLAUSE

The administration reserves the right to take any steps, at any time, which in their judgment, are necessary for the well-being of the students and for maintaining the standards of the school. Any procedure, rule, or regulation preceding this clause is also subject to this clause.

ATTENDANCE

Students shall be expected to be in attendance every day scheduled by the St. John the Baptist Parish School Board as outlined in the SJPB Code of Conduct and Attendance Handbook. Students shall be excused from school for personal illness; serious illness in the family; death in the family or for recognized religious holidays of the student's own faith; and shall be given the opportunity for makeup work. The Louisiana Board of Elementary and Secondary Education (BESE) recently revised several attendance policies.

The guidelines will not allow students to be excused for vacations or other family trips. As a result, parents should schedule vacations and necessary appointments during school breaks.

Extenuating circumstances will be considered but must be approved by the Director of Child Welfare and Attendance. The circumstances must be verified by a physician, nurse practitioner, or dentist in order to be considered as an official excuse from the attendance regulation. State law also allows exceptions based on the observance of special and recognized holidays of a student's faith.

The only other exception to the law will be absences that are verified by the principal for the purposes of school system-approved travel for education, a death in the family, or a natural catastrophe or disaster. Students who are participating in school-approved field trips and other instructional activities such as College Spring Testing (two days), school field trips, and approved college visits will be considered present at school.

1. Students shall not be excused for any absence other than those listed and shall not receive credit for assignments issued on those days missed.
2. Students shall not be excused from school to work on any job, including agriculture and domestic service, even in their own homes or for their parents or tutors.
3. Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given the opportunity for makeup work.
4. Students who have extenuating circumstances and who are, therefore, eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

ATTENDANCE PROCEDURES

1. Excuses for absences must be written on a full sheet of paper and given to the main office **within five days** of the absences. The note shall include: a) student's full name; b) the day(s) the student was absent; c) the reason for the absence; d) parent or guardian's name (and signature); e) date the excuse was written. Except for written excuses that are

extenuating circumstances exempted from the compulsory attendance law, all other written excuses turned in after **five (5)** school days of the student's return shall continue to be unexcused with no makeup work allowed. Failure to send the note will result in the student not being able to make up work.

2. Upon returning to school, it is the student's responsibility to work out a schedule with the teachers for making up work missed during the authorized absence.

3. Upon the recommendation of the school principal, any student above the compulsory attendance age who has excessive absences that are unexcused may be dropped from the rolls for the remainder of the school term.

4. Any student who is a juvenile and who is habitually absent or is habitually tardy shall be reported to the Director of Child Welfare and Attendance, and subsequently will be reported to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Louisiana Children's Code relative to families in need of services. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month or if a pattern of five absences a month is established. (Ref: LA, R.S. 17:233).

CHECK OUT PROCEDURE

SJBP Magnet High School Program has a closed campus policy. Once students have arrived on school property, they cannot leave unless they check out through the main office. Students are considered "on school property" once they arrive at a bus stop until they arrive home (if they ride the bus). If the student is driving, school property begins at entrance of SJBP Magnet High School Program main building.

Students that have a need to check out must follow the procedure listed below:

1. A parent must call or write a note requesting that the student be allowed to check out. The note must contain the following:

- a. time of appointment; (SJBP Magnet High School Program may call to verify appointment)
- b. name of person appointment is with
- c. a phone number where parent can be reached to confirm the note
- d. the phone number of the person with whom the appointment is made
- e. student's means of transportation; or

2. A parent must come to the main office to check out the student. No makeup work will be given if reason for check out is not illness, doctor's appointment, or death in the family. If a student becomes ill while at school, the checkout procedure is as follows:

- a. The student must notify the teacher that the student is not feeling well.
- b. The teacher will call the main office and request that a parent be contacted for permission to leave. The student does not call the parent. The main office must initiate the call.
- c. When the parent has been contacted, the main office will call the classroom and instruct the student as to the parent's directions.
- d. The student does as directed by the main office.

The office will not interrupt a class during exams to check out students. Students that leave campus or class without permission during exams, lunch, or at any other time will be disciplined accordingly.

LATE ARRIVAL TO SCHOOL

Students reporting to school after 7:10 a.m. are to check in through the main office. Students are issued an admit slip. The note will indicate if the

tardy is excused or unexcused. St. John Parish School Board, in an attempt to reduce the number of tardies to school, will implement a tardy policy.

The tardy policy is listed below:

1. On the third tardy, parent conference (phone)
2. On the fourth tardy, parent conference (counselor)
3. On the fifth tardy, parent conference (principal)

Thereafter: referral to Truant Officer
referral to Truancy Panel
referral to Truancy Court

LATE ARRIVAL TO CLASS

Students are given five minutes passing time between classes. If the student is not present in class, as directed by the teacher, when the tardy bell rings the student will be marked tardy. If the student has been detained by a teacher, he or she will need a note from that teacher to give to the next teacher.

After three disciplinary actions by the teacher (includes any or all of these teacher held detention, calls to parents, parent-student-teacher conference), student will be referred to the office for an administrative detention from 2:15 p.m. to 3:15 p.m. Continued violations will also be referred to the office and increasing discipline consequences will be issued.

ACCIDENTS AND SICKNESS

SJBP Magnet High School Program does not have a full time nurse on duty. Students who feel ill should have the teacher contact the main office. The secretary will contact the parents. If no one answers, the secretary will call the number that has been listed on the child's emergency card. In the event of a serious illness or accident, if SJBP Magnet High School Program cannot reach the parent, the administration will call an ambulance to transport the child to the hospital. The cost of the hospital and ambulance will be responsibility of the parents.

STUDENT MEDICATION POLICY

In accordance with Act 87 (LA RS 17:436.1) relative to the administration of medication, the SJBP School Board has formulated the following guidelines to be used when a child has to receive medication during school hours. These regulations include:

1. No medication shall be administered to any student without an order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian. **Under no circumstances will over the counter medications (such as Tylenol or aspirin) be given to student without proper documentation.**

2. No medication shall be administered to any student unless it is provided to the school in a container that meets acceptable pharmacy standards.

3. A registered nurse employed by the SJBP School Board will review the physician's order and the parent's request. The registered nurse will then assess the specific child in the education setting to determine if administration of the medication by a trained, non-licensed, health professional is acceptable.

4. In order to ensure proper identification of students receiving medication, we are requesting the parent to submit a recent photo of the student to attach to the medication folder.

5. The first dose of the medication must be given at home so that the parent or guardian may be able to observe for unusual side effects. If your child requires medication for an acute illness, we encourage you to work with your physician to schedule doses that can be given at home. Medication for long term illness may require administration during school hours. If your child requires only short term medication, we recommend (if possible) that medication be scheduled around school hours.

STUDENT DRESS CODE POLICY

Policies regarding dress and grooming, stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the safe learning environment of every student. Final interpretation of the dress code rests solely with the administration. The Principal maintains the right to determine extremes in styles of dress and grooming. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. **Refer to SJPB Student Code of Conduct and Attendance Handbook for additional information regarding dress code.**

1. Students are not allowed to wear tank tops, muscle shirts, and sleeveless t-shirts as outer garments.
2. All hats, caps, bandannas, stocking caps, hoods and etc. are banned from school campus during regular school hours.
3. Male students must be clean shaven and are prohibited from wearing goatees, pork chop sideburns, or beards of any type. Sideburns may be worn to the base of the earlobes (no visible underwear).
4. Female students are not allowed to wear spaghetti straps or shoulder straps that allow under garments to show underneath (no visible underwear).
5. Sheer, see through, or low cut shirts and blouses are not allowed.
6. Blouses and shirts must be long enough so that no skin may be seen between the pants/skirt and shirt. This rule includes any position including sitting.
7. Any article of clothing with suggestive symbols, words or advertisements of products or substances prohibited by the SJPB School Board policy shall be prohibited.
8. Shorts and skirts should be fingertip length when student is standing erect with his or her arms extended down or not more than 5" above the knee. Skirts or shorts with leggings or jeggings underneath are still subject to the fingertip rule. Shirts worn with leggings only are not allowed to be worn.
9. Students are required to wear school ID's during regular school hours. The ID shall be

- worn above the waist and visible at all time.
10. The wearing of body piercing ornaments is limited to the ear. Ear piercings may need to be removed for some school activities (activities for which these ornaments are deemed dangerous, i.e. physical education activities).
11. Pants with holes in any location or excessively worn, tattered, and/or frayed at the knee, pocket, thigh, or hip areas are considered extreme in style. No gym shorts, sweat pants or jogging pants are allowed to be worn.
12. Pajamas, robes and slippers are not appropriate attire for school.
13. Hair must be clean and not unusually colored. Sculptured hair styles will not be permitted. For males, the length of the hair may not fall below the base of a collared shirt or past the eyebrows.
14. Backless thong sandals (flip flops, shower shows and soccer sandals) are not permitted.
15. On special occasions/ day(s) designated by administration, students will be required to wear Magnet uniform (white polo or button down shirt with magnet logo/ khaki bottoms)

SJPB MAGNET HIGH SCHOOL PROGRAM DISCIPLINE POLICY

The following SJPB Magnet High School Program discipline plan has been established to promote desirable student conduct and behavior. The administration reserves the right to consider the academic placement, attitude, age, pattern of misconduct, degree of cooperation and any other aggravating or mitigating circumstances before taking disciplinary action. Acts of misconduct listed here are those classified as inappropriate student behaviors in the classroom or on the school grounds and those behaviors that disrupt the orderly educational process in the school or on the school grounds. Refer to **SJPB Student Code of Conduct and Attendance Handbook** for behaviors that seriously disrupt the educational process in the

classroom, in the school, or on the school grounds.

CONSEQUENCES

*****Habitual Violations of Magnet Program Expectations or Severely Disruptive Behavior(s) Can Result in Dismissal from Program*****

Classroom Misbehavior – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior.

Willful Disobedience – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior.

Dress Code Violation

- Failure to abide by the school policy will be a referral for disciplinary actions according to the **“STUDENT CODE OF CONDUCT ST. JOHN THE BAPTIST PARISH SCHOOL SYSTEM”**.

Leaving Class, Campus or Other Location w/o Permission - ranges from detention to suspension. **(Principal Discretion)**

Disrespect to Teacher/Staff – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior. **(Principal Discretion)**

Lying to school personnel; forgery;

- Ranges from detention to suspension. **(Principal Discretion)**

Cheating

All instances of students caught cheating will result in a zero and parental contact will be made.

Violation of test protocol, including the use of cell phones, I-pods & similar electronic devices, by a student who is taking a test is a serious violation

and will result in the same academic consequences as cheating. This type of violation can disrupt the testing environment and may place the integrity of the test in jeopardy. Testing protocol remains in place as long as any student in the classroom is still testing. Consequences for this type of misbehavior will result in receiving a **ZERO** for the project, test or quiz.

Possession/USE of cell phone, I-pod/MP3 Player, Laser Light/Pointer, camera, etc. (WILL BE DISCUSSED)

Defacing or Destroying

Property/Vandalism/Pranks – Any student involved in pranks (senior or otherwise), where vandalism to or theft of school or private property occurs, shall be disciplined in accordance with the Student Code of Conduct and Attendance Regulations Handbook (Vandalism Infraction Code). Immediate consequences may restrict and/or prohibit participation in any and/or all school related activities, including commencement exercise. *Vandalism – intentional cutting, defacing or otherwise damaging property owned by or contracted to the school board and/or others.

Misbehavior in In School Support - Suspension

Unauthorized Use of Computer or Web Site / Violation of Technology Agreement – ranges from ISS to suspension and loss of technology usage privileges for the remainder of the year. **Using or Publishing Profane, Obscene, Indecent or Immoral, Libelous or Offensive Language, Including Racial Slurs, and/or Gestures** – ranges from Detention to Suspension depending upon how severe or chronic the misbehavior. **The use of the “F” word WILL result in an out of school suspension.**

Bullying – Bullying involves conduct that is hurtful to others. It happens when a person is subjected to intentional, unwanted, and unprovoked hurtful actions. It can be physical, verbal, emotional, or sexual in nature. Allegations of bullying will be promptly investigated. Bullying is not acceptable

behavior at SJPB Magnet High School and when reports are found to be accurate consequences will be issued depending on the severity of the bullying. Consequences could be at any level on the discipline ladder ranging from a reprimand to a recommendation for expulsion. Victims of bullying should clearly tell the bully to stop. If bullying persists then the victim should report the problem immediately to a teacher or an administrator. The victim should also tell their parents. It is helpful for the victim to make a written record of the incident(s) including date(s), time(s), place(s), witness, and the name of the bully or bullies. Bullying is covered in greater detail in the St. John the Baptist School District Handbook for Students and Parents. Please refer to the **SJPB Student Code of Conduct and Attendance Handbook** for additional information.

Fighting – According to School Board policy, principals/designees have the discretion on a case-by-case basis to contact the St. John Sheriff’s office and press charges for disturbing the peace by fighting in public whenever students are involved in a fight causing battery or attempting to cause a battery with a dangerous instrument as a weapon. In all cases, students twelve and older who fight and cause bodily injury, participate in a group/gang fight, or refuse to stop and all students 18 years and older may be arrested. Moreover, all students 12 years and older who fight a second time shall be arrested. Please refer to the **SJPB Student Code of Conduct and Attendance Handbook** for additional information.

Proper steps to help avoid fights include notifying the administration of potential problems and avoidance of verbal altercations. If a student feels that another student is about to start a fight the threatened student should clearly communicate to the aggressor that they do not want to fight. Walking away from the situation is an important step in avoiding a possible fight. Verbal altercations of a threatening or profane nature or instigation of a fight may also result in suspension.

Failure to Wear ID – Student is required to

purchase a current temporary ID from the Main Office. Detention is assigned for failure to wear ID or failure to purchase a current temporary ID before school. **Failure to visibly wear ID will result in automatic detention.**

Suspension – out of school; unexcused absences; student receives a maximum of 67 % credit for work missed; parent-student- administrator conference required prior to student’s return to classes; student is not allowed on school campus or to participate in extracurricular activities during suspension.

In-school Support (ISS) – usually one to three days; Students will only be assigned one ISS day for tardiness/skipping and one ISS for any other misbehavior. Student will be excluded from regular classes and will report to the discipline office. Student must bring all textbooks and assignments. Misbehavior in ISS results in out of school suspension.

Afterschool Detention – (2:45–3:15p.m. or 2:45–3:45p.m. depending on seriousness/frequency) Issued for misbehavior that is not serious or chronic enough to merit Suspension.

SEXUAL HARASSMENT

The St. John Parish School Board prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school sponsored activities. Sexual harassment is inappropriate and offensive. Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, as a term or condition of any student’s academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a

negative impact on the student's academic or work performance or of creating an intimidating, hostile or offensive educational or work environment for a student or school district employee.

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits, services, honors, programs or activities available at or through the school.

It is recognized that instances occur within the school system involving students and personalities and these matters are handled informally. However, if a student believes such instance requires a remedy or that there is a basis for a complaint, the student shall immediately report this information to the principal or file a report with the assistant principal in charge of school discipline. Procedures would then be followed and appropriate action taken (JCEA, Student Sexual Harassment), if necessary.

CARE OF SCHOOL PROPERTY

The walls in the buildings, the furniture in the classrooms, gymnasium, library, cafeteria, etc., in fact, the building and whatever fixtures and equipment it contains are provided at great expense by your parents, the taxpayers. Every pupil should refrain from defacing or destroying school property. In order for our school grounds to remain clean, everyone may help by placing all paper and waste in proper containers. Any student damaging any school property, intentionally or through negligence, will be liable for such damages and subject to disciplinary action.

Groups that need to hang signs in the building must first receive administrative approval. Hot glue guns, staple guns, strapping tape, electrical tape, nails or tacks should not be used. Signs should not be placed on painted wall surfaces, on windows or on the murals. **Only masking tape should be used.**

PARKING PRIVILEGE AND RESPONSIBILITIES

The privilege of parking on campus is given to Seniors. If room is available, the privilege is extended to Juniors. A fee of \$11.00 per year is charged for vehicle registration. SJBP Magnet High School Program assumes no responsibility for damage to vehicle while it is parked at SJBP Magnet High Program or for thefts that occur while vehicle is parked on school grounds. Drivers park at their own risk, park in appropriate areas, take care to properly lock the vehicle, and are careful to leave valuables at home. Items that must be left in the vehicle should be properly stored. Possession of a parking sticker indicates that student has permission to drive to school. The sticker does not guarantee a parking spot. Students may not sit in parked vehicles or return to vehicles during the school day, except when they have permission to leave campus.

General Regulations:

1. Eligible students who have provided a) proof of vehicle registration; b) proof of insurance; c) proof of grade classification; and, d) clearance slip (from school's accountant); may purchase a parking sticker for the current school year. Dates, times, and location for sticker purchase will be announced.
2. Sticker must be securely attached on lower, right back window, passenger side of the appropriately registered vehicle. The parking sticker is not transferable. If a student sells the vehicle or has the windshield replaced, he/she must return the old sticker to receive a free replacement sticker. If a car is sold and the sticker is not available for return, an act of sale will be required. Stickers are not transferable.
3. A student's driving privilege may be suspended:
 - a. if student's vehicle is used for the purpose of skipping or leaving the campus without

- permission;
- b. for continued excessive tardiness;
- c. 3 or more tickets that remain unpaid for more than one week;
- d. reckless operation of vehicle in parking lot;
- e. parking in teacher only areas or in restricted areas

4. Student will be fined for infractions as listed below:

- a. unregistered vehicle parked on campus;
- b. parking in non-designated areas;
- c. no parking decal visible (in wrong location; not
- d. properly secured;)
- e. decal on vehicle that has not been registered;
- f. e. parking in handicapped areas or sidewalks

5. Drivers who are picking up or dropping off students should enter the parking lot from the main entrance, stop at the gym area only, and exit through appropriately labeled exit.

6. Student drivers are encouraged to use main entrance and observe all one-way traffic directional arrows and should follow the directional arrows which are displayed in the parking lot. Refer to the parking lot map for: entrance and exit areas; pick up and drop off area; faculty parking areas; temporary parking areas; and no-parking areas.

7. Students are not allowed to park on entrances or on islands at the ends of each row. Drivers should not block entrances or exits.

FAILURE TO COMPLY WITH PARKING REGULATIONS

- 1. First offense results in driver being ticketed and fined \$5.00. Driver has two weeks to pay the fine.
- 2. Second offense results in driver being ticketed and fined \$10.00. Driver has two weeks to pay the fine.
- 3. Third offense results in driver being ticketed \$15.00 and in losing driving privilege for six

weeks. At the end of the six-week period, driver must purchase a new sticker.

- 4. Fourth offense results in driver being ticketed \$20.00 and in losing driving privilege for one semester. A driver who drives while under driving suspension may be subject to school discipline.

SCHOOL BUS REGULATIONS

A. SCHOOL SPONSORED BUS TRIPS

Students attending field trips, athletic events, and other school-related events are required to ride the school-sponsored bus. An estimated time of return will be indicated on the permission slips. Parents must provide transportation to their own homes when buses return. No adult supervision will be provided beyond 15 minutes after the bus returns. Students must be picked up or drive home in their own vehicles prior to adult supervision ending.

Students traveling to school-sponsored events are required to observe all rules governing punctuality, conduct, and dress code as identified in St. John the Baptist Parish Code of Student Discipline Handbook and SJPB Magnet High Student Parent Handbook. Students are required to return on the same bus and are not allowed to leave the event in cars. Parents who wish to pick up their student must personally contact the sponsor of the activity. The school reserves the right to have these requests in writing at the beginning of the group's season, or by the beginning of the week in which the event is being held.

B. SCHOOL TRAVEL

St. John the Baptist Parish School Board provides bus transportation for students to and from the home and the school. A pupil may be excluded from the bus for disciplinary reasons. Parents will be required to provide transportation during the time in which the child is excluded. Rules and regulations

pertaining to bus conduct are distributed to students by bus drivers at beginning of the school year. It is the responsibility of the student to become acquainted with rules and regulations governing behavior on buses and at events scheduled on other campuses or at locations other than the school. These rules and regulations include use of tobacco, alcohol, drugs and weapons, disrespect for authority figures, and fighting.

C. FIELD TRIPS

When field trips are scheduled to enhance the classroom work, students will be notified in advance of the date and time of the event; the return time of the bus; the cost of the event; and the need to contact the student's teachers to learn of work that will be missed. The student will be excused from class, but will be required to complete all assignments, tests, and projects that are done during his or her absence. If buses are scheduled to return after the regular ending of the school day, adult supervision will not be provided beyond 15 minutes of the return to the school building. Parents must provide transportation for the student once buses have returned.

Students are required to obey all St. John the Baptist Parish School Board and SJBP Magnet High School Program rules and regulations regarding dress code; appropriate conduct; use of alcoholic beverages, drugs, weapons; fighting and other forms of misconduct. Refer to the St. John the Baptist Parish Code of Student Discipline Handbook for more specific information.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Exit maps are posted in each classroom.

TORNADO DRILLS

Tornado drills are also required as an important precaution. Instructions are posted in each classroom. It is necessary that students follow these instructions and their teachers' instructions precisely.

MAIN OFFICE TELEPHONES

The telephone in the office is a business phone and is not for student use. Students will not be called out of class to receive phone calls, to have messages delivered, or to use the office phone except in an emergency.

TECHNOLOGY (TO BE DETERMINED)

LOST AND FOUND

Students are cautioned not to bring large amounts of money or expensive items to school. Students should avoid leaving book bags and other personal possessions unattended. The student, not the school, is responsible for his or her personal property. Students who find lost articles are asked to take these items to the main office where these can be claimed by the owner.

LUNCH PROGRAM

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your consideration in:

1. Depositing all lunch litter in a wastebasket
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others. Failure to comply may result in disciplinary action by the administration.

All students are eligible to eat breakfast and lunch

FREE OF CHARGE. No application is required.

DANCES

Students will be required to present a student ID before being admitted into school dances. Guest passes for non-SJBP Magnet High School Program students may be required for dances. Passes are available two weeks prior to the scheduled dance and must be returned to the discipline office no later than the Wednesday preceding the dance. Guests to SJBP Magnet High Program dances must meet the following criteria:

- a. must be between the ages 14 and 21;
- b. must receive signature from their own school principal
- c. has not been expelled from SJBP Magnet High School Program or any other school;
- d. has appropriate information on the guest pass form;
- e. remains at the dance until dismissal of all students.
- f. **Must be cleared from all debts on “Owe List”**

The SJBP Magnet High School Program student and the guest are required to follow all SJBP Magnet High School Program rules during the dance. Appropriate disciplinary action will be taken for those that behave inappropriately. Dances usually are scheduled from 8:00 p.m. to 11:00 p.m. Students may arrive up to 1/2 hour after the beginning of the dance and are allowed to leave after 10:30 p.m. All dances are “lock-in” dances. Once the student or guest arrives at a dance they will not be allowed to leave until the “lock-in” is over. Students may not be under the influence of alcohol (or other illegal substances) or have possession of alcohol on their person or in their vehicle or other mode of transportation. Students drinking any form of alcohol before a school dance will be deemed “under the influence.” The administration maintains the right to use local law enforcement and breath analyzers to determine if

students are under the influence. Additionally, vehicles may be searched.

Note: When a principal/designee has probable cause to suspect a student of having a drug and/or alcohol-related problem, the principal shall contact the Supervisor of Child Welfare and Attendance, the Director of Safe and Drug Free Schools/Hearing Officer, and parents or guardian. **(Refer to the SJBP Student Code of Conduct and Attendance Handbook on DRUG AND/OR ALCOHOL RELATED PROBLEMS)**

CLASS FEES

The following fees are currently collected by the school:

1. \$15.00 SUPPLY FEE: Used to purchase handbook, IDs and lanyards, and other student needs.
2. COST OF MATERIALS: Departments such as Home Economics, Art, Industrial Technology, Science Labs, etc., may require students to purchase their own materials for individual projects.

TEXTBOOKS

All textbooks at SJBP Magnet High School Program are the property of the SJBP Magnet High School Program. Any loss or damage will result in a monetary fine. If a student loses a textbook, he or she will have to pay for it before another book will be issued. Writing in a textbook constitutes damage. Textbooks that have become wet for any reason will mildew and thus are a total loss. Students will be required to pay the full cost of water damaged books.

Students should see the school bookkeeper/secretary to pay for lost or damaged books. At the end of each semester, students must return the textbooks issued to him or her.

STUDENT ORGANIZATIONS

Since the classroom work deals primarily with the mental or intellectual values associated with various subjects, the establishment of clubs has evolved to give students the opportunity to work with a group of like-minded young people in areas of interest outside the classroom.

The purpose of clubs and organized efforts in our school are:

1. to increase fellowship among groups of students with similar interest;
2. to broaden the interests of students in different endeavors;
3. to motivate and enrich classroom work;
4. to develop worthy social ideals, attitudes and habits;
5. to develop leadership qualities;
6. to work together towards a common goal;

Students seeking office or leadership positions must meet the following criteria:

1. 1. meet all eligibility requirements as stipulated in the group's constitution or charter;
 2. 2. be "in good standing status;" See Regulations Concerning Clubs and Organizations section of this handbook.
 3. 3. Have clearance slip from school's bookkeeper/secretary indicating that all fees and fines have been paid
- =

REGULATIONS CONCERNING CLUBS AND ORGANIZATIONS

To hold an elected office, a student must: 1) have maintained, and continue to maintain during term of office, a minimum 1.5 overall academic average (exception - Honor Society groups whose national charter stipulates a higher grade point average); 2) have maintained "in good standing status" during current school year. "In good standing" means, during current school year, student a) has not been recommended for expulsion; b) has not been disciplined (suspension, in school suspension, or

work detail) for the following offenses; leaving class or location without permission; skipping school; cutting class; disrespect to faculty or staff; theft; possession/use of alcoholic beverages; fighting. **Students participating in short day program may not hold office in any clubs.** Officers are subject to removal from office for failure to maintain "in good standing" status. A student may hold one major office and one minor office or two minor offices. Listed below are the elected offices and their classification:

Student Council will rule on all additions or changes in these regulations as the need arises.

To participate in extra-curricular activities, including sports, clubs, dances and parking privileges students must be cleared of all obligations on the "Owe List".

CLUBS AND ORGANIZATIONS

SJBP Magnet High School Program has many clubs and organizations that are either extra-curricular or co-curricular. Students may obtain a listing of clubs and organizations in the main office. Times and locations for each meeting will be announced. Sponsors for each activity will communicate to the students the times, dates, and location for after-school meetings, rehearsals, and performances. Adult supervision will not be provided beyond 15 minutes of the stated ending time for practices, meetings, and the like. Parents must provide transportation of their student to the practice, performance or meeting.

If a student is interested in playing sports, he/she will need to tryout his/her SIS school. Transportation to after school practices will be the responsibility of parents/guardians.

HOMEROOM

The homeroom is the basic organizational unit of SJBP Magnet High School Program. Each student is assigned to a homeroom and a homeroom advisor.

The advisor in this homeroom will remain with the homeroom for the student's four years of high school. It is the homeroom advisor that the student should go to first for advice on educational problems. Attendance in homeroom is required in the same manner as attendance in academic classes. Important functions of homeroom include information related to School to Work Opportunities Act of 1994, the Career Options Law Act (Act 1124), scheduling, and student government.

The Career Options Law requires students to complete a five-year plan of their course study. This includes four years of high school and one year of post-secondary work. In order to facilitate compliance with this law, the students will meet on a regular basis with their homeroom. Students will choose a career path and with the help of the homeroom teacher, called Teacher as Educational Advisor and Mentor (TEAM), each student will be able to choose a pathway and develop a plan to successfully complete the requirements prior to graduation.

Each homeroom will also elect one Student Council representative, two class Senators, and three Homecoming nominees. The Student Council representative has the responsibility of representing the homeroom in Student Council. The Senators will represent their homeroom in class Senate meetings. For more information regarding Student Council, class Senate, and Homecoming, see section related to Clubs and Activities.

SCHOOL BUILDING LEVEL COMMITTEE (SBLC)

The School Building Level Committee (SBLC) is a committee of school level staff members that includes an administrator, counselor, speech therapist, special education coordinator, 504 coordinators, Pupil Appraisal representative, faculty representative, and other staff members where applicable. This committee is a problem solving,

decision making group that meets on a scheduled basis to receive referrals from teachers, parents, or other professionals on individual students who are experiencing difficulty in school due to academic and/or behavior problems. The committee also receives referrals on students who may qualify for the gifted/talented program. Once a referral is received, the committee will review the student's performance and make a screening or placement recommendation that will be in the best interest of the student. All decisions shall be in accordance with state and local policies. Parents will be notified and invited to participate when the SBLC meets. Concerned parents who would like to make a referral to SBLC are urged to contact the child's teacher or an administrator. The school official will then complete the appropriate referral paperwork that officially begins the SBLC process.

STUDENT PROGRESS

- 1. Interim reports:** Issued at 4.5 weeks of each grading period to all 8th grade students in all subjects and issued every 12th day of each grading period for 9th – 12th grades. The interim is given to the student. Refer to the school calendar for dates.
- 2. Report cards:** Issued at the end of each nine-week grading period for 8th graders and every marking period on a block schedule for 9th – 12th graders. Report cards are given to the student. End-of-year report cards are mailed to parents. Please be sure to maintain an updated mailing address. Refer to school calendar for dates.
- 3. Progress reports:** Parents wishing to more closely monitor their child's progress are encouraged to use the internet site provided by the SJBP School System. If you have not received or have lost the logon passwords, please call the office. Other options for monitoring student progress are listed below.
 - a. E-mail or telephone specific teachers,
 - b. Contact the student's guidance counselor, or
 - c. E-mail the principal.

4. **Final exams:** Given at the end of each course.
Refer to school calendar for dates.

74-67 D = 1 quality point
66-0 F = no quality point

Student progress can be checked at any time through JPAMS at:
<https://stjohn.edgear.net/progress/>

HONOR ROLL

SJBP Magnet High School Program shall have an Honor Roll for each semester. The Honor Roll shall be determined in the following manner:

1. A minimum of 3.5 GPA is required for Honor Roll status.
2. Letter grades ONLY shall be used in all subjects.
3. A student who has received F or D in any subject is not eligible for the Honor Roll.
4. A student must be attempting 5 credits to be eligible for Honor Roll status.
5. Students who have earned a 3.5 or higher grade point average for the semester will be invited to an honor roll breakfast
- 6.

EXAMS

Exams will be given at the end of each course. The final exam will count as 20% of the student’s final grade.

PARENT CONFERENCES

Parent request: Parents may request conferences with faculty by emailing Monique Levron at mlevron@stjohn.k12.la.us Parents are encouraged to call for a conference with the teachers or administrators if they have questions that cannot be answered through email or a phone conversation.

GRADING SCALE

The grading scale used by the entire school in all classes is the following:

- 100-93 A = 4 quality points
- 92-85 B = 3 quality points
- 84-75 C = 2 quality points

HONORS GRADING SCALE

- 100-90 A = 4.1 quality points
- 89-80 B = 3.1 quality points
- 79-70 C = 2.1 quality points
- 69 D = 1 quality point
- 68-0 F = no quality point

STUDENT GRADE CLASSIFICATION

- 9th grade 0 – 4.5 credits
- 10th grade 5 – 10.5 credits
- 11th grade 11 – 16.5 credits
- 12th grade 17 credits or more

CLASS RANK

Class rank will be based on the students’ Student Information System (SIS) School. See the Parish’s Pupil Progression Plan for more information.

REQUIREMENTS FOR GRADUATION

In order to receive a diploma from SJBP Magnet High School Program, a student must pass the required sections of the LEAP 2025 and/or End of Course (EOC) tests (requirements based on entry year) and earn the following credits:

Beginning with incoming freshmen in 2018-2019 and beyond, all 9th graders will be enrolled in the **TOPS University Diploma Curriculum**. The **minimum** course requirements shall be the following:

English	4 units
Shall be English I, II, III, and English IV or English IV DE	
Mathematics	4 units
Algebra I Geometry Algebra II The remaining unit shall from the following: Pre-Calculus, Algebra III, Calculus, or Statistics	
Science	4 units
Shall be the following:	

1 unit of Biology 1 unit of Chemistry 2 units from the following courses: Physics, Biology II, Chemistry II, Physics II, or Physical Science	
Social Studies	4 units
Shall be the following: 1 unit of Civics 1 unit of World Geography 1 unit of U.S. History 1 unit of World History, AP World History, or AP Psychology	
Health Education	½ unit
Physical Education	1 ½ units
Shall be Physical Education I and Physical Education II	
Foreign Language	2 units
Shall be 2 units in the same foreign language or 2 Speech courses	
Arts	1 unit
1 unit Fine Arts Survey or 1 unit of Art	
Electives	3 units
TOTAL	24 units

and after school. Students requesting to see the counselor should first check in with the main office. Parents should call and make an appointment when a personal conference is requested with the guidance counselor.

The guidance counselor visits all classes in the early part of the fall semester to acquaint students with services that are provided by the guidance center. Additionally, parents and students can find current counseling information on the SJBP Magnet High School Program website under the guidance page.

TESTING

One of the most important phases of education is the constant evaluation of student progress and aptitude. It is desired that students at SJBP Magnet High School Program have every opportunity to develop their true potential. The guidance counselor will provide additional information.

END-OF-COURSE/LEAP 2025 TESTING

The End-of-Course (EOC)/LEAP 2025 tests, measure the knowledge and skills a student should have mastered by the end of the course. The results of the EOC/LEAP 2025 tests help ensure that all Louisiana students have access to a rigorous curriculum that meets high academic standards. EOC/LEAP 2025 tests will assess student learning in the following high school courses:

1. Algebra I
2. English I
3. English II
4. Geometry
5. Biology
6. US History

Any student enrolled in and/or receiving credit for an EOC/LEAP 2025 course, regardless of grade, inclusive of middle school students taking high school courses for high school credit, is required to take the EOC/LEAP 2025 test upon completion of that course.

TUITION OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)

Louisiana’s Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state merit-based scholarships. Students are required to complete 19 units in core courses, earn a minimum of a 2.50 GPA in those courses, and score at least a 20 on the ACT (or equivalent on the SAT).

For more information about TOPS, visit: osfa.state.la.us or call 1-800-259-5626, extension 1012.

TOPS applications are completed through the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in guidance after January 1st or online at: fafsa.ed.gov.

GUIDANCE COUNSELORS AND RELATED SERVICES

The school has one Guidance Counselor. The counselor is available before school, during lunch

EOC/LEAP 2025 tests are offered at the end of the fall and spring semesters. Students completing the course at the end of the fall semester shall participate in the fall testing regardless of the grade earned during the fall semester. Students completing the course at the end of the spring semester shall participate in the spring test regardless of the grade earned during the spring semester.

College Entrance Tests

ACT Aspire/Pre-ACT: a comprehensive resource that helps **10th graders** measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years. All **10th graders** will take the PLAN during the school day. No registration needed.

PSAT: a practice test for the SAT that gives **11th grade** students a chance to enter National Merit Scholarship Corporation scholarship programs. The PSAT measures critical reading skills, math problem-solving skills, and writing skills.

9th and 10th grade students can take the ACT test for practice. The test is administered on a Saturday for a fee. Registration is held during the month of September in the guidance office.

ACT: The ACT test assesses high school students' general educational development and their ability to complete college-level work. The ACT test is administered to all 11th grade students in the Spring semester. For more information and online registration visit: actstudent.org.

SAT: The SAT tests students' knowledge of subjects that are necessary for college success: reading, writing, and mathematics. Open to all students, but recommended for **11th grade students or students who have completed Algebra II**. For more information and online registration visit: collegeboard.com.

College Credit Assessments

College Level Exam Program (CLEP)

assessments - students who earn course credit through CLEP perform as well as or better in sequent or subsequent courses than their non-CLEP classmates who took the introductory course at the institution. A passing score on a CLEP exam can earn students three or more college credits. With CLEP exams students can place out of introductory courses and move more quickly towards their major or other areas of study. **For more information refer to:** <https://clep.collegeboard.org/>.

Advanced Placement (AP) assessments –AP assessments can help put students on the fast track to a college degree, giving them the chance to earn college credit while still in high school-not to mention strengthening their college applications. See your guidance counselor for more information.

CURRICULUM

STEM PATHWAYS

Students will earn honors, AP, and dual enrollment credits. Dual enrollments credits will directly transfer to LSU and most other public universities in the state while following a curriculum developed for LSU STEM Pathway Courses in Pre-Engineering, Digital Design & Emergent Media and Biomedical Sciences.

The curriculum helps students understand the profession as a potential career along with learning key skills that will serve them well in college or in technical fields within industry. This program builds on a student's traditional academic core classes and gives them an avenue to see where the field of Engineering, Digital Design & Emergent Media, and Biomedical Sciences can take them.

LSU STEM Pathway Objectives - Common for all STEM Pathways

LSU Pathways will develop:

1. Computational thinking and computer science skills
2. Research, data management and analytical thinking

3. Innovation, creativity, critical thinking, and problem solving
4. Communication and collaboration
5. Appropriate use of technology
6. Professional ethics

Edgenuity (E20/20): Online courses are offered for credit recovery or new credit to St. John the Baptist Parish school students. Fees may apply. See the guidance counselor for more information.

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