

ST. JAMES HIGH SCHOOL

Student Handbook 2023- 2024

22187 Highway 20
Vacherie, LA 70090
225-258-4900



Mr. Shane Kliebert
Principal

Ms. Chakira Gaines Brown
Associate Principal, Middle School Principal

*Mrs. Meeka Dennis, Ms. Shawn Oubre
Assistant Principals*

Principal Shane M. Kliebert

2023-2024 Welcome Message

Wildcat Nation,

Welcome back to St. James High School, where our Mighty Wildcats reign supreme. Our primary goal will continue to be to empower every student to achieve their highest academic potential. As Walt Disney once stated, "If you can dream it, you can do it!" We encourage students to dream big because hard work can make anything possible. Our dedicated faculty and staff firmly believe in the ability of every student to succeed.

Over the past decade, the Mighty Wildcat family has experienced remarkable growth in the overall climate and culture of our school. We understand that when students feel safe and respected, they take pride in themselves and their work. This positive environment has resulted in a **significant decrease in disciplinary incidents** (66% decrease since 2016) and an incredible **increase in academic achievement**. (D- Graduation Rate in 2011 to a B School Performance Score in 2022) Today, St. James High proudly boasts a graduation cohort index of 99.4, a remarkable improvement from graduating only 67% of seniors just over a decade ago. Furthermore, our strength of diploma (92.9) continues to rise, demonstrating that our students are completing a wealth of college and career-oriented coursework before leaving high school.

Our school and district offer a wide range of opportunities. Students attending the **College and Career Center (C3)** take advantage of Dual Enrollment courses, CLEP opportunities, and earn Industry-Based Credentials (IBC). We encourage all students to get involved. Looking for a challenge? St. James High School provides a variety of **extracurricular activities** for students. Try out for Band, Majorettes, Cheer, Dance, Media Arts, or Performing Arts. Alternatively, you can join Salute First, My Sister My Friend, the Library Club, Book Club, Beta, 4-H, Student Council, Gamers Guild, or the Beta Club.

Are you interested in sports? We offer a wide range of options, including volleyball, swimming, cross country, football, basketball, track and field, baseball, bowling, and powerlifting. If those aren't enough to get you excited, tryout for our **NEW ladies powerlifting team** or **NEW fishing team**! St. James High student athletes learn the values of teamwork, discipline, and responsibility while competing for championships. Moreover, engaging in sports enhances physical and mental well-being, fostering self-control and confidence. Through competition, students build character through friendships, camaraderie, challenges, and a sense of belonging to a supportive family. Our mighty wildcats develop commitment, consistency, integrity, and perseverance through victory and defeat.

Having spent two decades as a former St. James High School All-State student athlete, assistant football coach, two-time Teacher of the Year, and administrator, I fully comprehend the significance of academics. After all, being a "student" is the essential aspect of being a student-athlete. **We must instill in our students the importance of academics.** It's critical to recognize **that students have a 99% chance of "going pro" in a profession other than sports.** Therefore, it is essential to develop the skills necessary for success in the game of LIFE.

In 2022-2023, St. James High school experienced a renaissance of new ideas and achievements. Forming relationships with local stakeholders in the River Region has led to substantial donations and sponsorships. In just one year, these funds have been utilized for numerous initiatives, including our inaugural Arbor Day Tree Planting Initiative, state-of-the-art School Marquee Sign, Iron Cats Fitness Center, Hydration Stations, 2 on campus AED's, and uniforms for the Baseball and Fishing team. Additionally, the funding generated has supported teacher appreciation events, Wildcat Media Productions, Salute First Mentorship Program for at-risk students, **academic recognition banquets**, and historical preservation initiatives. Why be good when we can be great? Future projects are already in process.

In an effort to create industrial partnerships and Alumni involvement, was a need for a sense of pride. This was done through a truly historical effort. If you were to stroll through St. James High School campus, it is much like **stepping into a museum** filled with captivating historical artifacts. These include remarkable items, such as team USA Olympic Team Coach Irving "Boo" Schexnayder's 2008 Beijing Olympic Baton, the end zone marker from the 1979 State Championship Team, stop watch and letterman jacket of the Father of St. James Athletics, and various artifacts from our beloved former segregated Magnolia High School. These are just a few examples of the fascinating pieces that add to the rich heritage displayed throughout our campus.

Engaging our Alumni has been a priority of mine over the past several years. On January 20, 2023, we were able to successfully launch our first-ever **"Arbor Day Tree Planting Initiative"**, where a total of 26 oak trees and 8 magnolia trees were planted with alumni adopting a tree for their alumni class. This initiative was strategically planned for a ripple effect of continual alumni support for annual gathering under their class tree for events, networking, and recognitions. These gatherings will annually serve as a wonderful occasion for alumni to reconnect, network, and fondly reminisce about the memorable moments from their time at our institution.

Our school's first-ever **Hall of Fame, Hall of Distinction, and Jersey Retirement** programs, which celebrate the outstanding achievements remarkable alumni and support personnel was established in 2019. Since the program's inception, we have honored more than 40 exceptional trailblazers including former students, teachers, principals, bus drivers, custodians, Superbowl champions, and outstanding professionals. Each individual has played a pivotal role in shaping St. James High School into the thriving institution it has become today.

The most highly anticipated and widely attended event in our community is undoubtedly St. James Wildcat Football games, hosted at Wildcat Stadium in the heart of **"Beautiful Downtown Vacherie."** These contests serve as a platform to honor exceptional individuals inducted to the all-encompassing Hall of Fame, Hall of Distinction and Jersey Retirement which promotes pride in our community. Our recognitions are strategically held during pregame and halftime for maximum community involvement. Honorees and their families receive game entry and exclusive access to the VIP End Zone Tailgate Tent, where they can engage in conversations, enjoy a delicious meal, and refreshments.

Our longstanding motto of **Tradition, Honor, Discipline, and Excellence** reflects our school's vision of leaving a lasting legacy, honoring our history, learning from our mistakes, and striving for excellence in all of our accomplishments.

Tradition - Leave a Legacy

Honor - To Love

Discipline - To Learn

Excellence - To Live

Lastly, data has shown that schools achieve higher levels of success when decision-making involves collaboration among parents, caregivers, and the community. We must **ALL** contribute to shaping the minds and values of future generations. Success begins at home and continues within our school community. Please join us in our efforts to create a unified vision throughout our community of "Beautiful Downtown Vacherie".

Shane M. Kliebert, M.Ed.

Class of 2001

Principal

St. James High School

Tradition-Honor-Discipline-Excellence

225-258-4900

skliebert@sjpsb.org



ADMINISTRATION

Shane M. Kliebert – Chakira Gaines Brown - Meeka Dennis – Shawn Oubre

Tradition - Honor - Discipline - Excellence

MISSION STATEMENT

The mission of St. James High School is to empower all students with skills necessary to reach their highest level of academic achievement. The mission of the St. James Parish Public School System is to produce a student who will possess: a willingness to change and learn continuously; a strong work ethic; core academic learning to solve "real life" problems; team work skills; technology skills to solve problems; and a desire for continuous career preparation.

SCHOOL COLORS

Black & Gold

SCHOOL MASCOT

Mighty Wildcats

SCHOOL SONG

Go the Mighty Wildcats
The Horse

SCHOOL MOTO & PBIS EXPECTATIONS

TRADITION - TO LEAVE A LEGACY

HONOR - TO LOVE

DISCIPLINE - TO LEARN

EXCELLENCE - TO LIVE

ST. JAMES HIGH SCHOOL ALMA MATER

Years may dim our recollection

Time its change may bring.

Still to us in fond affection.

Evermore we sing.

Alma Mater, Alma Mater.

Tender, brave, and true.

St. James High, we all salute you.

All our vows renew.

PHILOSOPHY OF ST. JAMES HIGH SCHOOL

The faculty and staff of St. James High School believes that in a democracy such as ours, education should seek to develop individuals intellectually, emotionally, socially, physically and morally, so that our students can become productive members of society. One of the prime functions in the field of education is to recognize and attempt to fulfill the educational needs of ALL students in accordance with their individual goals, hopes, and abilities. The faculty realizes that this public high school must meet the needs of divergent groups-those preparing for college, those requiring technical and vocational training, and those whose formal education will terminate with high school. Further, the faculty feels that one of the purposes of this secondary school is to cooperate with the home and community in developing the character necessary to achieve the fullest potential. These attributes are embodied by the principles contained within the school motto of "Tradition, Honor, Discipline, and Excellence."

GRADUATION REQUIREMENTS

TOPS University Diploma

English - 4 Units

- English I, English II, English III, and English IV

Math - 4 Units

- Algebra I, Geometry, Algebra II, and
- One unit from:
Algebra III, Advanced Math, and/or Calculus

Science - 4 Units

- Biology, Chemistry and
- Two units from:
Physical Science (or Principles of Engineering), Physics, Biology II, Chemistry II, Earth Science, Environmental Science, and/or Agriscience II

Social Studies - 4 Units

- Civics, U.S. History and
- Two units from:
World History, World Geography, and/or Western Civilization, African American History

Health - ½ Unit

- JROTC I and II may be used to meet the Health Education requirement

Physical Education - 1 ½ Unit

- P.E. I and P.E. II (A maximum of 4 units of P.E. may be used toward graduation)
- Note: The substitution of JROTC is permissible.

Foreign Language - 2 Units

- Two units from the same foreign language

Art - 1 Unit

- One unit from:
Fine Arts Survey, Art, Dance, Music, and/or Theatre Arts

Electives - 3 Units

- Three elective units

Total - 24 Units

Incoming 9th-12th graders follow the pathway documents below:

[Business Management - University and Advanced Pathway](#)

[Health Sciences - University and Advanced Pathway](#)

[Pre-Engineering - University and Advanced Pathway](#)

TOPS Tech ** Career Diploma

English - 4 Units

- English I, English II, and two units from:
- English III, English IV, Tech Writing, and/or Business English

Math - 4 Units

- Algebra I and three units from:
- Geometry, Math Essentials, Financial Literacy, Business Math, Algebra II, Algebra III, and/or Advanced Math

Science - 2 Units

- Biology and one unit from:
- Physical Science (or Principles of Engineering) Chemistry, Environmental Science, Earth Science, and/or Agriscience I & II

Social Studies - 2 Units

- Civics and U.S. History

Health - 1/2 Unit

- JROTC I and II may be used to meet the Health Education requirement

Physical Education - 1 1/2 Units

- P.E. I and P. E. II (A maximum of 4 units of Physical Education may be used toward graduation)
- NOTE: The substitution of JROTC is permissible

JumpStart - 9 Units

- See Pathway documents linked below for specific courses/units accepted.

Total - 23 Units

Click to view the complete pathway requirements.

Incoming 12th graders (22 - 23 SY) follow the original JumpStart 1.0 pathway documents below

[1.0 Business Management Pathway](#)

[1.0 Culinary Pathway](#)

[1.0 Carpentry Pathway](#)

[1.0 Cosmetology Pathway](#)

[1.0 Health Service Pathway](#)

[1.0 Process Technical Pathway](#)

[1.0 Public Service Pathway](#)

[1.0 Welding/Pipefitting Pathway](#)

Incoming 9th, 10th, and 11th graders (22-23 SY) follow the *new JumpStart 2.0 pathway documents below:

***Note: All new JumpStart 2.0 pathway documents are labeled.**

[2.0 Business Management Pathway](#)

[2.0 Manufacturing Pathway \(Electrical, Welding, Pipefitting\)](#)

[2.0 Health Services Pathway](#)

GRADUATION COURSE SPECIFIC REQUIREMENTS

Click here for Graduation course-specific requirements: [LDOE TOPS LINK](#)

TOPS Core grade point average will use a 5-point scale for grades earned in Dual Enrollment courses. BESE determines which courses qualify. For such courses, 5 quality points will be assigned to a letter grade of "A", 4 quality points will be assigned to a letter grade of "B", 3 quality points will be assigned to a letter grade of "C", 2 quality points will be assigned to a letter grade of "D", and zero quality points will be assigned to a letter grade of "F". Students earning credit in courses graded on the 5-point scale may earn a grade point average on the TOPS Core that exceeds 4.00.

TOPS Tech Award Requirements:

- TOPS Core Curriculum GPA of 2.50
- Completion of 21.0 TOPS Tech JumpStart Core Curriculum units **or**
- Completion of 19.0 units that comprise the TOPS Core Curriculum for the Opportunity, Performance, and Honor Awards
- Minimum ACT score of 17 **or** ACT WorkKeys Silver (or above)

TOPS Opportunity Award Requirements:

- TOPS Core Curriculum GPA of 2.50
- Completion of 19.0 Core Units of the TOPS Core Curriculum
- Minimum ACT Score of the prior year state average (minimum 20)

TOPS Performance Award Requirements:

- TOPS Core Curriculum GPA of 3.25
- Completion of 19.0 Core Units of the TOPS Core Curriculum
- Minimum ACT score of 23

TOPS Honors Award Requirements:

- TOPS Core Curriculum GPA of 3.50
- Completion of 19.0 Core Units of the TOPS Core Curriculum
- Minimum ACT score of 27

For more information and a complete list of requirements for the TOPS (Taylor Opportunity Program for Students) awards in the state of Louisiana, please visit: <https://mylosfa.la.gov/students-parents/scholarships-grants/tops/>

***The informational TOPS link supersedes all information described above.**

State Assessments and Exams

Students are required to pass state-assessment exams in three categories.

Students must pass:

- Algebra I **or** Geometry, and
- English I **or** English II, and
- Biology **or** U.S. History

***Note:** Middle school students taking a high school Carnegie credit course with a LEAP 2025 are required to take LEAP 2025 exam. The scores on the LEAP 2025 exams **will determine** graduation eligibility. The grades earned in these courses will be used to calculate high school TOPS GPA. If a student wishes to retake the course once in high school and if a higher grade is earned it will replace the middle school course.

All students enrolled in the courses that have a state assessment exam listed above will be required to take the Leap 2025 exam. For Algebra, Geometry, English I, English II, Biology, and US History, the scores on the Leap 2025 exam will count as the final exam for these courses and will count as 20% of the final grade, with the exception of COVID guidance.

GRADUATION AWARDS

Beginning with freshmen entering 2018-19	
<p>Graduates are recognized at graduation, according to the following criteria: <i>(revised April 2022, separation of Honor Cord and Cum Laude recognition)</i></p> <ul style="list-style-type: none"> • 4.0 and above: <i>Summa Cum Laude</i> • 3.75 – 3.999: <i>Magna Cum Laude</i> • 3.50 – 3.749: <i>Cum Laude</i> 	
<p>Graduates are further recognized with Honor Cords, according to the following criteria:</p> <ul style="list-style-type: none"> • 3.2 GPA and • 12 hours of Dual Enrollment credit (5 quality points), C or better *CLEP passing score of 50 can substitute for DE credit see note above) • Successfully meet TOPS criteria and • 21 ACT (ACT follows gradual increase model as state increases proficiency standards to 23) 	
Beginning with freshmen entering 2019-20	
<p>Graduates are recognized at graduation, according to the following criteria: <i>(revised April 2022, separation of Honor Cord and Cum Laude recognition)</i></p> <ul style="list-style-type: none"> • 4.0 and above: <i>Summa Cum Laude</i> • 3.75 – 3.999: <i>Magna Cum Laude</i> • 3.50 – 3.749: <i>Cum Laude</i> 	
<p>Graduates are further recognized with Honor Cords, according to the following criteria:</p> <ul style="list-style-type: none"> • Meet graduation diploma requirements and • 3.2 GPA and • 22 ACT and /or WorkKeys equivalent (Gold) (ACT follows gradual increase model as state increases proficiency standards to 23) 	
CLEP Nationally Recognized Exam Graduation Award:	awarded to students who pass 1 CLEP exam with a passing score of 50 are recognized.
System Academic Excellence Medal:	<p>is awarded to an honor graduate with a minimum of 4.0 GPA and 30 dual enrollment credits.</p> <p>*Please note: A minimum of 21 Dual Enrollment credit hours can be taken to work towards honor award DE credit. A passing CLEP exam can add to the credit hours working towards a graduate award, if they are outside of the dual enrollment courses used for credit tally.</p>
Superintendent's University Medal of Honor:	is awarded to an honor graduate with an ACT score of 30 or above.
State STEM Diploma Silver Seal :	STEM Diploma Silver Seal is distributed to students who successfully complete the four required courses from the additional LSU pathway courses.
State STEM Diploma Gold Seal :	STEM Diploma Gold Seal is distributed to students who successfully complete the four required courses <u>and</u> four courses from the additional LSU pathway courses.

Technical Excellence Award:	is awarded to a student that has earned an Advanced Industry- Based Credential (IBC).
Superintendent's Technical Medal of Honor:	is awarded to a JumpStart designated student with WorkKeys score of Platinum that has also earned a TOPS Tech GPA of 3.2.
THDE Shining Stars	<ul style="list-style-type: none"> <input type="checkbox"/> THDE Shining Stars have demonstrated a willingness to learn, typified by their hard work and dedication to learning. <input type="checkbox"/> Shining Stars may not have had all A's, but they put in the work and did their best. <input type="checkbox"/> THDE Shining Stars are students who have a good work ethic, laudable GPAs and transcripts, have no office referrals this school year, are TOPS or JumpStart Pathway and are On-campus students. <input type="checkbox"/> This honor is bestowed upon students who have demonstrated THDE Character throughout the school year. <input type="checkbox"/> Tradition - To live Honor - To Love Discipline -To learn Excellence - To leave a legacy. <input type="checkbox"/> The THDE Shining Stars award is symbolized by a white cord worn during graduation as a symbol of his/her dedication and hard work during his/her high school career.

Early Graduation: Students who choose to graduate early are disenrolled from St. James Parish School System. Therefore, those students choosing to graduate early will not be included in any event or awards program once disenrolled. As stated in the St. James Parish Schools District High School Course Catalog, early graduates will be given the opportunity to participate in the graduation ceremony if all requirements are met. This will be the sole school event to which early graduates will be invited to participate.

GRADING POLICIES

Final grade shall be an average of the 4 quarters grades for a whole unit course; an average of 2 quarters grades for a half-unit course.

The following Quality Point scales shall determine final grades on report cards:

Grading Scale Percentages

100% - 93% = A

92% - 85% = B

84% - 75% = C

74% - 67% = D

66% - 0% = F

GRADING PROCEDURE

1. A failing grade may not be assigned unless a graded activity was completed on the day(s) absent.
2. Students shall be allowed to make up class work missed due to an absence. **A reasonable deadline (within 3 school days upon returning) shall be set by the teacher.** Allowances may be made for extended illnesses.
3. Students shall be allowed to make up assessments missed due to an excused absence. **A reasonable deadline (within the school day upon returning) shall be set by the teacher.** Allowances may be made for extended illnesses.

INCOMPLETE GRADES

An "I" grade is to be posted for the applicable quarter grading period until a student fulfills all class requirements for each quarter grading period. Requirements include completion of home/class assignments, etc., as stated by the teacher and approved by the principal. If an "I" remains on the report card as of the last

day of final exams, the final grade will be "F" and zero unit will be earned. A grade of "I" shall be converted to an academic grade (A, B, C, D or F) only after a student has submitted the required assignment(s) to the applicable teacher. A student may not be promoted to the next grade level or graduate from high school until an "I" grade has been converted to an academic grade.

JCAMPUS - grades will be entered in JCAMPUS a **minimum of once per week.**

St. James High School 2023 - 2024 Bell Schedule



Middle School Regular Schedule		
Class Period	Time	
P1 Class	7:18 – 8:03	
P2 Class	8:05– 8:50	
P3 Class	8:52 – 9:37	
P4 Class	9:39 – 10:24	
P5 Class	10:26 – 11:11	
7 th Grade AH is P5 Teacher	7 th AH 11:13 – 11:38	8 th grade – P6 11:13 – 11:58
8 th Grade AH is P7 Teacher	7 th Grade Lunch 11:41 – 12:08	8 th Grade Lunch 12:00 – 12:27
	7 th grade – P6 12:10 – 12:55	8 th Grade AH 12:29 – 12:55
P7 Class	12:57 – 1:42	
P8 Class	1:44– 2:29	
Bell schedule may be adjusted prior to an assembly or pep rally. All class times will be shorter to accommodate assembly and pep rally times.		

High School Regular Schedule	
Block	Time
1 st Block Class	7:19 – 8:50
2 nd Block Class	8:53 – 10:24
Homeroom Advisory	10:27 – 10:54
C3 Lunch Afternoon C3 students	10:54 – 11:15
3 rd Block A Lunch Classes listed below	10:57 - 11:27
3 rd Block – B Class	10:57 - 12:27
3 rd Block – A Class	11:27 - 12:57
3 rd Block B Lunch	12:27 – 12:57
4 th Block Class	1:00 – 2:31
4th block class time is adjusted for high school when an assembly or pep rally is scheduled.	

FALL

3rd Block A Lunch: All Afternoon C3 Students,
E. Gomez, L. Delatte, R. Kramer, M. Dawson,
L. Folse, A. Plyler, C. Fradella

SPRING

3rd Block A Lunch: All Afternoon C3 Students,
J. Baumann, N. Duke, K. Steib, K. Warren
P. Braeux, A. Laiche, R. St. Pierre

Career and College Center (known as the C³)

The Career and College Center (known as the C³) is a district satellite center merging our former Science and Math Academy (SMA) with our Career and Technical Center (CTC) to allow students to take courses that accelerate their career and/or college progression, before graduating from high school. "Career and College Pathway Progressions" have been developed to help take full advantage of the satellite offerings.

Former SMA and CTC offerings have been redesigned to accelerate students on multiple campuses across the district. The offerings moved to the C³ enable students' success in acceleration of their career and college pathways, while courses moved to the main campuses offer the prerequisites needed for students to accelerate into the satellite offerings.

In order to view the complete list of courses offered at the C³, see the course descriptions below for a "C³" indication listed on locations for the courses.

Virtual Academy

The Virtual Academy is a school choice program that allows students to take their courses in a virtual delivery method, with options of instruction on hybrid "in-person" learning days, virtual sessions with "live" teachers, or independent

learning from home. Students remain connected to the home-based campuses for activities, programs, counseling, athletics, extracurriculars, and testing.

The Virtual Academy offers the majority of the same course offerings as the home-based campuses. To view the complete list, see the course descriptions below for a "virtual" indication on these offerings.

Freshman Academy

St. James Parish Schools is aimed to meet the needs for the most successful learning environment of our students. Students entering into their 9th grade (freshman) school year will enter the "Freshman Academy".

Freshman Academy courses are designed in 9th grade cohorts, where the majority of the students in the course are of freshman status. The Freshman Academy includes courses such as: Freshman Seminar, English I, Math Essentials, Algebra I, Civics, Physical Science, Health and PE, and Media Arts.

PROMOTION FOR 9TH GRADE AND ABOVE

Effective August 1, 2019, the following guidelines will be implemented for 2019-20 school year:

- Students are promoted to **10th grade status** upon successful completion of **6 credits** inclusive of either **English I or Algebra I**.
- Students are promoted to **11th grade status** upon completion of **12 credits** inclusive of **4 core courses**, including **English I and Algebra I**.
- Students are promoted to **12th grade status** upon completion of **18 credits** and **pass 1 Leap 2025 exam**.
- Student designation will be determined August 1 of each school year based on credits earned during the previous school year.

Credit recovery and Leap 2025 remediation for high school is offered in the month of June. Leap 2025 remediation is free. Credit recovery is an option at a cost. Students have the option to repeat the high school course at no cost. There is ample opportunity within a 4-block schedule. Therefore, credit recovery in the summer is a choice with a cost (see summer guidelines).

- Students who pass a Leap 2025 but fail the course will have an option to take an accelerated credit recovery virtual course (see virtual school policy) at no cost.

EARLY GRADUATION (Beginning 2018-19; PPP approval summer 2018):

It is our firm belief that students should plan to spend four full years in high school.

Early graduation is defined as completion after the first semester of the fourth year (December Graduate).

All December graduate candidates must:

1. Submit proper documentation to the counselor and administration by July 31 of that year (see early graduation form).
2. Complete exit interview with administration, counselor and parent(s) once criteria has been met, but no later than Oct 1 of that year.

December graduates may choose to participate in May graduation commencement ceremonies.

Intent to participate in ceremonies must be stated in the exit interview process.

INTERNSHIPS

Paid/unpaid, credited/un-credited, can be requested by the site-based administrator, but must have approval of the home-based high school principals. Internships at the home-based sites (LHS and SJH) are at the discretion of the high school principal. Any internship is subject to Internship Guidelines (see Internship Packet).

****Please refer to the 2023- 2024 St. James Parish Schools District High School Course Catalog for more information on retake and replace, double blocking, dual enrollment, CLEP, course descriptions, and jumpstart pathways.***

GUIDANCE COUNSELORS

Students are encouraged to see the guidance counselor to discuss academic, career, social, behavioral, and/or other topics of concern. The counselor's office is located on the 400 Hall and is open fifteen (15) minutes before school and during lunch each day. Parents may schedule appointments by calling 225-258-4900. Students are advised to take full advantage of the assistance offered by the counselor, who has a major role in helping students achieve success.

GUIDANCE OFFICE HOURS: 7:00 A.M. - 2:30 P.M.

Education beyond the high school level--whether it's college, trade school, and military, specialized training--is becoming a necessity in today's world of technology. The guidance department offers information on career planning, college entrance requirements, bulletins/catalogs, and the availability of scholarships. The counselor also has information on trade schools, including courses offered through River Parishes Technical College, Nicholls, LSU. For those students interested in military, contacts are made with the various branches and test dates are scheduled.

Standardized Testing

With more emphasis being placed on standardized test scores, it is imperative for students to perform well on such tests. Students will take the State LEAP 2025 test in English I, English II, Algebra I, Geometry, US History, and Biology.

ACT ASSESSMENT

The ACT is offered six different times during the year--September, October, December, February, April, and June. The test is administered in March, free of charge to all Juniors and Seniors.

ARMED SERVICES VOCATIONAL APTITUDE TEST BATTERY (ASVAB)

This aptitude battery is offered free to all juniors in APRIL. An aptitude is the potential, or readiness, to become proficient or acquire a skill or ability if given the opportunity.

ATTENDANCE POLICIES

According to state mandate, high school students must be in attendance 30,060 minutes which is equivalent to 83.5 six-hour days per semester. Elementary students shall be in attendance a minimum of 60,120 minutes which is equivalent to 167 six-hour days a school year. This means that elementary students may not accumulate more than 10 unexcused absences per year. entire school year. High School students may not accumulate more than 5 unexcused absences per semester.

1. Absence due to death in the immediate family is excused with verification.
2. After an excused absence, a student shall present proper verification to obtain an "Excuse for Absence" form before school begins from the main office.

3. Students who arrive after the 7:15 a.m. tardy bell must have a parent/guardian/adult relative sign them into school through student services. Students who must leave before the school day ends must have a parent/guardian/adult relative sign them out in person through student services. A student reported absent should not be allowed in class without the proper admit slip.

4. Only parents/legal guardians listed on the student's emergency contact form will be allowed to sign the student out of school. Official identification with name and address must be presented. Parents or legal guardians may list additional names of persons with permission to sign out the student. These persons must also show identification.

5. No student shall leave the campus after his/her scheduled arrival. A student is accountable to the school from the time of departure from home and shall report directly to campus.

6. No student shall leave the campus for any reason during school hours without prior permission from the principal/designee. This includes while waiting for the bus to depart after school.

7. Homebound instruction shall be provided for students who shall be out of school because of extended illnesses. A doctor's statement is mandatory. Additional information can be secured from the principal. Hospital/homebound instruction must be requested by the parent/guardian from the School Board Office.

8. Any parent/tutor/other person having control of any child that is pregnant shall report such case to the principal. The principal shall report such case to the school nurse and other appropriate personnel.

9. Attendance letters will be mailed home informing the parent/guardian of students accumulating three (3), five (5) and six (6) unexcused days for ½ unit courses and students accumulating six (6), nine (9) and eleven (11) unexcused days for whole unit courses.

10. Any student absent more than two (2) periods from school is not allowed to participate in any extracurricular or co-curricular activities including; but not limited to: *practice, athletic events/games, club activities/programs, etc.* Exceptions include: *school related activities, court appearances, and death in immediate family.*

11. Roll is entered at 1st block and **grades** will be entered in JCAMPUS a **minimum of once per week.** Students tardy for class and students cutting class are entered every block.

All absences, whether excused or unexcused, shall be counted as absences for attendance reporting purposes to the State Department of Education. Students who are physically present at a school site or participating in an authorized school activity for 25% or more of the school day shall be deemed present for attendance purposes. Students who are under the supervision of authorized personnel for 25% or less of the school day shall be deemed absent for attendance reporting purposes.

Any student returning to school after being absent for 1 or 2 days shall present the parish-adopted Daily Absentee Form (SJ No. 2) within two days after his returning to the principal/designee. Failure to do so shall result in absences being unexcused. The student is allowed 1 SJ2 per term with up to 2 consecutive days. Any other unexcused absences should be appealed through the Student Services Department.

The only exception to the attendance policy comes from absences that fall under the "extenuating circumstances" provision, which would allow a student to miss school for one of five reasons and still be credited as present. According to the state department's Administrative Code, include extending leave from school (more than three days missed) for physical or emotional illness, a hospital stay, recuperation from an accident, a contagious disease in the family or "observance of special and recognized holidays of the student's

own faith." Missing three or more days of school for any of the first four reasons would require verification from a physician, dentist or nurse practitioner licensed in the state.

An absence resulting from disciplinary procedures (i.e. suspension or expulsion) shall be entered in JCampus. These days are unexcused.

Three unexcused late sign-ins, after official homeroom, shall equal one (1) day absent for parish perfect attendance determination.

A parent/guardian of any child that has either major surgery, major illness, or has not been in attendance for an extended period of time, shall be required to submit a doctor's statement. Re-admittance shall be determined by the Administrative Director of Student Services after consulting the school nurse and/or doctor(s). To receive homebound/hospital bound instruction, the parent/guardian is responsible for contacting the Director of Special Education at (225) 258-4534 to request special services.

Parents/Guardians of students with poor attendance shall be requested to meet with the Administrative Director of Student Services as per Pupil Progression Policy. A report of each meeting shall be documented and kept by the principal.

TRUANCY POLICY

There is a shared responsibility between the parent, student, school, district truancy panel, juvenile justice panel, and court system to ensure students are meeting the required attendance laws. All students are expected to attend school regularly and be on time for school to benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving school.

The St. James Parish School Board recognizes truancy as absence from class or school for any portion of a period of day without permission from the school. Students shall not be allowed to leave campus without proper permission at any time during the school day, including before school begins, or after school while waiting for their bus. Students shall remain on the campus at all times unless granted permission to be off-campus, or will be subject to disciplinary actions. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school. In addition, Court Action can be taken.

School personnel are expected to provide truancy interventions to assist a child who is habitually absent from school. A student shall be considered habitually truant when the condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition. Students are referred to the District Truancy Officer after the third (3rd) unexcused absence. Any student who is a juvenile and who is habitually truant (3rd unexcused absence) from school shall be reported by the principal or designee to the Administrative Director of Student Services.

Automobiles

All students must park in the designated area assigned in the parking lot near the stadium. All students who park on campus must purchase a parking permit (\$15 for the school year) from the finance secretary. The deadline to purchase a parking permit is the Friday of the first week of school. Any student illegally parked in the wrong parking lot or parking without a parking permit will be banned from parking on campus for the remainder of the school year.

MONEY

Students are discouraged from bringing large amounts of money to school. **The school will not be responsible for lost/stolen money.**

REQUIREMENTS FOR MEDICATION AT SCHOOL

SJPSB follows State and Federal medication guidelines. Medication that can be given before or after school, shall not be given at school. School medication orders must be limited to medications, which can be administered during school hours. However, SJPSB understands that some medications may be necessary during the school day, for a child to be able to attend school or to allow a student to participate equally in the education setting. Louisiana State Legislation has put into place some required conditions to ensure the health, safety, and welfare of children who need medicine during the school day. Please refer to the District Student Policy Manual for more information on this policy.

***A NEW Medication Order is required at the beginning of EACH school year (cannot be dated prior to July 1st, of that school year) and anytime DURING the school year, if there is a change in the medication (i.e. Name, Time, Dose, Route). A parent/legal guardian is NOT allowed to make changes on a medication, a new Medication Order MUST be given. ***

Discipline Regarding Medication/Controlled Substances

Students shall not bring or consume any medication on campus. If consumption of medication on campus becomes necessary, the parent/guardian must comply with the St. James Parish School Board policy for administering medication at school.

If a student possesses **any controlled dangerous substance** that has been obtained directly or by a valid prescription on order from a licensed physician, the student shall carry such prescription or physician's order in his possession at all times when possessing the controlled dangerous substance. Verification of the prescription or physician's order is permitted (LRS 17:416).

The possession or use of OTC **"Over the Counter"** medication in a manner other than prescribed or authorized results in suspension out of school pending Expulsion Hearing. Incident is reported to the proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

Using or possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form results in suspension out of school pending Expulsion Hearing. Incident is reported to the proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

Teche Action Clinic

St. James Parish School District has partnered with Teche Action Clinic to provide a School-Based Health Center (SBHC) on the campus of St. James High School. This health facility is designed to meet the primary health care, behavioral health care, and urgent care needs of students enrolled in St. James Parish schools. To receive services at the SBHC, parents/guardians must complete the Consent Form to enroll their students as registered members. The SBHC staff will gather health history information about your child and will also provide information about Immunizations that can be given. You may consent for your child to receive routine immunizations. Your child can get medical and counseling services at their school-based health center. The center is staffed by health professionals including medical providers, nurses, and behavioral health specialists. All students are welcome and once the consent form is on file, students can use the School-Based Health Center as often as they need. School-based health centers allow students to get the healthcare and mental health support they need to prepare for their next adventures, whether that's a big test, sports team tryouts, college, or a job. Plus, parents and caregivers of St. James High School students don't have to miss work for appointments!

IMMUNIZATIONS

Louisiana law requires that every student attending St. James Parish Public Schools must be properly immunized. A Tetanus-Diphtheria booster is required of all students between the ages of 14 and 15. If the immunizations are contraindicated for medical reasons, a written statement from a physician must be sent to school. Any student who is not properly immunized will be excluded from school until proper immunizations are obtained.

**ST. JAMES PARISH SCHOOL BOARD
PHYSICIAN/PARENT REQUEST MEDICATION FORM**

PART 1: PARENT OR LEGAL GUARDIAN TO COMPLETE.

Student's Name _____ Birthdate _____
School _____ Grade _____ Homeroom _____
Parent/Guardian Name (print): _____ Phone Number: _____
Emergency Contact Name: _____ Phone Number: _____

I hereby request that the below ordered medication be administered by school personnel. I give permission for the exchange of information between the prescriber, school staff, and school nurse. I understand that that I must supply the school with no more than a 35 day supply of medication. I understand that this medication will be destroyed, if not picked up within 2 weeks from the last day of school. I have administered the initial dose of medication on: Date: _____ Time: _____.

I understand and agree that SJPSB and its employees are not responsible for any unintentional mistakes or oversights in keeping or giving my child medication. I agree to hold the School Board free and harmless from liability from injuries that might occur as a result of the administration of medications by school employees. I am aware that I may view the Medication policy and procedure on the SJPSB website.

Parent/Guardian Signature: _____ **Date:** _____

Each medication order must be written on a separate order form. Any future changes in directions for medication ordered require new medication orders. Orders sent by fax are acceptable. Legibility may require mailing original to the school. All medication orders must be renewed yearly and can not be dated prior to July 1st of that school year.

PART 2: LICENSED PRESCRIBER TO COMPLETE.

1. Student Diagnosis: _____
2. Medication: _____
3. Strength of medication: _____ Dosage (amount to be given): _____
Check Route: ☐ By mouth ☐ By inhalation ☐ Other _____ Time: _____

PRN Frequency(circle appropriate): q 2 hours q 4 hours q 6 hours

Note: The frequency and the time of medication order must be the same as the Rx given. School medication orders shall be limited to medication that cannot be administered before or after school hours. Special circumstances must be approved by school nurse.

4. Duration of medication order: Until end of school term
5. Desired Effect: _____
6. Possible side-effects of medication: _____
7. Any contraindications for administering medication: _____

8. Other medications being taken by student when not at school: _____

9. Student's Allergies: _____

Prescriber's Name(Printed): _____
Phone Number: _____ **Fax Number:** _____

Prescriber's Signature: _____ **Date:** _____

PART 3: LICENSED PRESCRIBER/PARENT TO COMPLETE AS APPROPRIATE.

Inhalants/Emergency Drugs Release Form for Students to be Allowed to Carry Medication on Self

1. Has this student been adequately instructed by you or your staff and demonstrated competence in self administration of medication to the degree that he/she may self-administer his/her medication at school, provided that the school nurse has determined it is safe and appropriate for this student in his/her particular school setting? ☐ Yes ☐ No

Prescriber's Signature: _____ **Date:** _____

2. Do you give permission for your child to self-administer the medication at school? ☐ Yes ☐ No
3. Do you assume responsibility for your child's actions in his/her self-management of medication at school?
☐ Yes ☐ No

Parent/Guardian Signature: _____ **Date:** _____

School RN's Signature: _____ **Date:** _____

STUDENT INSURANCE

The school is only responsible for immediate first aid. All students are urged to avail themselves to the protection afforded through school insurance. Information regarding this insurance shall be given in homeroom during the first week of school.

TOBACCO

St. James Parish Schools is a tobacco free school system. As a tobacco-free school system, no tobacco use of any form will be allowed on district properties. Tobacco use will not be allowed outside of the facilities, in the parking lot or in vehicles. Students that do not adhere to these standards will be asked to immediately cease tobacco use and will be held accountable for their actions by sanctions imposed as dictated in policy.

LIBRARY SERVICES

The library offers a quiet place to study, read, and do homework or research. The library is open during lunch daily. Many volumes are available to the students as well as a wide variety of current materials, including newspapers, periodicals, etc. Students have access to the latest computer equipment and software. Students shall respect all library materials and property, responsible for library books on loan and must pay for lost or damaged books. Students are expected to observe and obey library rules at all times when studying or using this facility.

CAFETERIA

Good conduct and good eating habits are to be exhibited at all time. Reasonable conversational tone is permitted and encouraged. Students eating in the cafeteria shall line up in an orderly fashion, follow direction of the teachers supervising the lunch line, present ID cards daily, and pick up trays, napkins, milk containers, etc., after eating. **Students without the proper ID card will be asked to move to the back of the line. St. James High School is a 100% free lunch school, students are not allowed to possess plate lunches, or hot meals brought in from the outside. Students are not allowed to bring food outside of the cafeteria.**

EMERGENCY DRILLS

Emergency drills are periodically conducted during the school year. To ensure successful evacuation, stay in place and lockdown all students shall follow procedures outlined during homeroom instruction and diagrams posted in each classroom and in corridors. ***Students are reminded that it is against federal law to tamper with fire alarms and fire extinguishers as lives may be placed in jeopardy.***

OFFICE TELEPHONE USAGE

Students who become ill should inform their teacher. The secretary will call home for on behalf of the student.

STUDENT DEBTS

Students should pay all school fees by the due date. Students owing money for fees, fundraisers, cafeteria meals, etc. Shall be processed through the finance secretary.

INSTRUCTIONAL MATERIALS

Students shall report to campus daily with assigned textbooks, laptop, and necessary instructional items. Students shall not be re-issued a laptop, text, etc. until the fee for lost or broken item has been paid.

DISCIPLINE POLICY

The Principal/Designee has the authority to increase or decrease the penalty in discipline cases and/or remove disruptive students until a Superintendent's hearing depending upon the circumstances. Please refer to the District Student Policy Manual for a list of Category A, B, and C offenses as well as the consequences and policies. (Category D Offenses/Consequence Ladder) No referral from this category will be accepted without attached properly documentation of a) the previous violations that justify the referral and b) all required classroom interventions.

SJPS Consequence Ladder**7th - 12th Grade****Level 1 Infractions**

Student: _____

Teacher: _____

Grade: _____

1st Step - Classroom Intervention

Behavior	Date: _____	Intervention	Other: _____
____ Follow teacher's directives		____ Acknowledge Positive Behavior	____ Praise When on Task
____ Follow assertive discipline classroom rules		____ Non-Verbal Cues	____ Written Reflection/Apology
____ Remain seated and in assigned area		____ Take Away Unstructured Time	____ Verbal Reminder
____ Refrain from eating, drinking or chewing gum		____ Restorative Justice Practices	____ Move Student
____ Use iPad/laptop only with teacher's permission		____ Complete Work During Recess	____ Take Away Privileges
____ Other: _____		____ 1-1 Conference with Teacher	____ Redirection

2nd Step - Classroom Intervention

Behavior	Date: _____	Intervention	Other: _____
____ Follow teacher's directives		____ Acknowledge Positive Behavior	____ Praise When on Task
____ Follow assertive discipline classroom rules		____ Non-Verbal Cues	____ Written Reflection/Apology
____ Remain seated and in assigned area		____ Take Away Unstructured Time	____ Verbal Reminder
____ Refrain from eating, drinking or chewing gum		____ Restorative Justice Practices	____ Move Student
____ Use iPad/laptop only with teacher's permission		____ Complete Work During Recess	____ Take Away Privileges
____ Other: _____		____ 1-1 Conference with Teacher	____ Redirection

3rd Step - Intervention and Contact Parent (attach printout from SchoolStatus)

Behavior	Date: _____	Intervention	Other: _____
____ Follow teacher's directives		____ Acknowledge Positive Behavior	____ Praise When on Task
____ Follow assertive discipline classroom rules		____ Non-Verbal Cues	____ Written Reflection/Apology
____ Remain seated and in assigned area		____ Take Away Unstructured Time	____ Verbal Reminder
____ Refrain from eating, drinking or chewing gum		____ Restorative Justice Practices	____ Move Student
____ Use iPad/laptop only with teacher's permission		____ Complete Work During Recess	____ Take Away Privileges
____ Other: _____		____ 1-1 Conference with Teacher	____ Redirection

4th Step - Intervention and 1-1 Conference with Counselor and/or Teacher (attach conference form)

Behavior	Date: _____	Intervention	Other: _____
____ Follow teacher's directives		____ Acknowledge Positive Behavior	____ Praise When on Task
____ Follow assertive discipline classroom rules		____ Non-Verbal Cues	____ Written Reflection/Apology
____ Remain seated and in assigned area		____ Take Away Unstructured Time	____ Verbal Reminder
____ Refrain from eating, drinking or chewing gum		____ Restorative Justice Practices	____ Move Student
____ Use iPad/laptop only with teacher's permission		____ Complete Work During Recess	____ Take Away Privileges
____ Other: _____		____ 1-1 Conference with Teacher	____ Redirection

5th Step - Office Referral (Attach this form and all documentation to referral.)

Teacher Signature: _____

Date: _____

7th - 12th grade consequence ladders will start over on the first school day of every Semester.

Student Name: _____ Course: _____

Teacher: _____ Class Period: _____

2023 - 2024 SJH TARDY CARD

Tardy Dates		Consequences	Administrator
	1st tardy (document with date)		
	2nd tardy (referral)	Administrative Conference	
	3rd tardy (document with date)		
	4th tardy (referral)	1 ASD	
	5th tardy (document with date)		
	6th tardy (referral)	1 ASD	
	7th tardy (document with date)		
	8th tardy (referral)	2 ASD	
	9th tardy (document with date)		
	10th tardy (referral)	2 ASD	
	11th tardy (document with date)		
	12th tardy (referral)	3 ASD	
	13th tardy (document with date)		
	14th tardy (referral)	1 ISSP	
	15th tardy (document with date)		
	16th tardy (referral)	1 ISSP	
	17th tardy (document with date)		
	18th tardy (referral)	1 ISSP	
	19th tardy (document with date)		
	20th tardy (referral)	1 ISSP	

NOTE: This procedure is in compliance with the St. James Parish Student Policy Manual.

*Teacher dates and initials next to each tardy.

*Once a student reaches a consequence level (2nd tardy +) **attach** this to an office referral as documentation AND fill out the office referral section.

*Upon issuing a consequence, the administrator will sign and return the form back to you (mailbox at the end of the day). *Continue this process for further documentation

LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BEHAVIOR REPORT

In accordance with R. S. 17:416(A) the purpose of this report is to inform parents/guardians of a behavior incident on the school campus, in the classroom, cafeteria, gymnasium, auditorium, elsewhere at the school or during school-related activities, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety, well-being or education of other students, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences.

Name of Student:	Phone:	Grade/Section:	
Name of Teacher/Staff:	Teacher/Staff/Location:		
Name of Principal:	School:		
Check One: <input type="checkbox"/> Regular Education <input type="checkbox"/> 504 <input type="checkbox"/> Special Education	Date of Incident:	Time:	Location:

Time Code:	01 Before School on Grounds, 02 During Class, 03 Between Classes, 04 After Normal School Hours & Supervised, 05 To/From School, 06 At Bus Stop or Transfer Station, 07 During School Extracurricular/Assembly Event, 08 Recess, Club, Free Time, 09 Homeroom, 10 Breakfast/Lunch
Location Code:	01 Classroom, 02 Restroom, 03 Lunchroom, 04 Hallway, 05 Playground, 07 At Bus Stop or Transfer Station, 08 Parking Lot, 09 Locker Room, 10 Cell Phone, 11 Internet, 12 To or From School, 13 School Sponsored Event, 14 Home, 98 Offsite Program, 99 Other _____

INFRACTION/REASON CODES (Check all that apply)

- | | | | |
|---|--|--|--|
| 01. <input type="checkbox"/> Willful disobedience | 11. <input type="checkbox"/> Cuts, defaces, or injures any part of public school buildings/vandalism | 17. <input type="checkbox"/> Violates traffic and safety regulations | 36. <input type="checkbox"/> Cyber Bullying (*complete Bullying Form) |
| 02. <input type="checkbox"/> Treats an authority with disrespect | 12. <input type="checkbox"/> Writes profane and/or obscene language or draws obscene pictures | 18. <input type="checkbox"/> Leaves school premises or classroom without permission | 37. <input type="checkbox"/> False Alarm/Bomb Threat |
| 03. <input type="checkbox"/> Makes an unfounded charge against authority | 13. <input type="checkbox"/> Possesses weapon (s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the Weapon Type code. | 19. <input type="checkbox"/> Is habitually tardy and/or absent | 38. <input type="checkbox"/> Forgery |
| 04. <input type="checkbox"/> Uses profane and/or obscene language | 14. <input type="checkbox"/> Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 1/2" - refer to code 31). | 20. <input type="checkbox"/> Takes another's property or possessions without permission | 39. <input type="checkbox"/> Gambling |
| 05. <input type="checkbox"/> Commits immoral or vicious practices | 15. <input type="checkbox"/> Throws missiles liable to injure others | 21. <input type="checkbox"/> Commits any other serious offense | 40. <input type="checkbox"/> Public Indecency |
| 06. <input type="checkbox"/> Conduct or habits injurious to his/her associates | 16. <input type="checkbox"/> Instigates or participates in fights while under school supervision | 30. <input type="checkbox"/> Discharge or use of weapon(s) prohibited by federal law | 41. <input type="checkbox"/> Obscene behavior or Possession of Obscene/Pornographic Material |
| 07. <input type="checkbox"/> Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form | | 31. <input type="checkbox"/> Possesses pocket knife or blade cutter with a blade length < 2 1/2" | 42. <input type="checkbox"/> Unauthorized use of Technology |
| 08. <input type="checkbox"/> Uses or possesses tobacco, lighter, or matches | | 33. <input type="checkbox"/> Use of OTC medication in a manner other than prescribed or authorized | 43. <input type="checkbox"/> Improper dress |
| 09. <input type="checkbox"/> Uses or possesses alcoholic beverages | | 34. <input type="checkbox"/> Possession of Body Armor | 44. <input type="checkbox"/> Academic dishonesty |
| 10. <input type="checkbox"/> Disturbs the school or habitually violates any rule | | 35. <input type="checkbox"/> Bullying/Harrassment (*complete Bullying Form) | 45. <input type="checkbox"/> Trespassing Violation |
| | | | 46. <input type="checkbox"/> Failure to Serve Assigned Consequence |
| | | | 47. <input type="checkbox"/> Misusing Internet/ Violates electronic/ technology policy |
| | | | 48. <input type="checkbox"/> Sexual Harassment |
| | | | 49. <input type="checkbox"/> False Report |
| | | | 50. <input type="checkbox"/> Crime of Violence (per R.S. 14:2B) |

REMARKS/DESCRIPTION OF INCIDENT: _____

ACTION(S) TAKEN BY TEACHER OR OTHER SCHOOL EMPLOYEE

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other _____ cumulative behavioral referral(s). I have taken the following action(s):

- | | | |
|--|---|---|
| 011 <input type="checkbox"/> Referred to Office | 022 <input type="checkbox"/> Therapeutic Removal | 030 <input type="checkbox"/> Restorative Practices Implemented |
| 012 <input type="checkbox"/> Referred to Counselor | 025 <input type="checkbox"/> Intervention Room | 173 <input type="checkbox"/> Conference with Parents or Guardians |
| 013 <input type="checkbox"/> Referred to Social Worker | 080 <input type="checkbox"/> Assigned Remedial Work | 175 <input type="checkbox"/> Conference with Principal |
| 014 <input type="checkbox"/> Referred to SBLC | 120 <input type="checkbox"/> Student Conference | 999 <input type="checkbox"/> Other Action _____ |
| 018 <input type="checkbox"/> Secondary Referral (PBIS) | 140 <input type="checkbox"/> Student Reprimand | |
| 019 <input type="checkbox"/> Tertiary Referral (PBIS) | 160 <input type="checkbox"/> Loss of Privileges | |

Contact Parent/Guardian? <input type="checkbox"/> Y <input type="checkbox"/> N	Date:	Time:	<input type="checkbox"/> Phone Call <input type="checkbox"/> Letter <input type="checkbox"/> Conference	Date:	Time:
RECOMMENDATION(S) BY TEACHER OR OTHER SCHOOL EMPLOYEE:					
Signature of School Employee:					Date:

ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other _____ cumulative behavioral referral(s). I have taken the following action(s):

- | | | |
|---|---|---|
| 000 <input type="checkbox"/> No Action – only use if no reportable action was taken | 014 <input type="checkbox"/> Referred to School Building Level Committee (SBLC) | 080 <input type="checkbox"/> Assigned Remedial Work |
| 001 <input type="checkbox"/> Expulsion Recommendation | 016 <input type="checkbox"/> Court Referral Date: _____ | 120 <input type="checkbox"/> Student Conference Date: _____ |
| 002 <input type="checkbox"/> Suspension Out of School from ____ to ____ | 017 <input type="checkbox"/> Enforcement Referral (Arrest Resulted Y N) | 140 <input type="checkbox"/> Student Reprimand |
| 004 <input type="checkbox"/> Suspension In School from ____ to ____ | 020 <input type="checkbox"/> TOR (Time Out Room) | 160 <input type="checkbox"/> Loss of Privileges |
| 006 <input type="checkbox"/> Suspension Alternative Site from ____ to ____ | 030 <input type="checkbox"/> Restorative Practices Implemented | 173 <input type="checkbox"/> Conference w/ Parents or Guardians on: _____ |
| 012 <input type="checkbox"/> Referred to Counselor | 040 <input type="checkbox"/> In School Detention from ____ to ____ | 175 <input type="checkbox"/> Conference w/ Principal on: _____ |
| 013 <input type="checkbox"/> Referral to Social Worker | 043 <input type="checkbox"/> After School Detention from ____ to ____ | 180 <input type="checkbox"/> Corporal Punishment (if checked, complete "Corporal Punishment" Incidence Checklist) |
| | 045 <input type="checkbox"/> Weekend Detention from ____ to ____ | 999 <input type="checkbox"/> Other Action(s): _____ |

Perpetrator: Serious Bodily Injury ☐ Y ☐ N Medical Treatment ☐ Y ☐ N **Victim:** Serious Bodily Injury ☐ Y ☐ N Medical Treatment ☐ Y ☐ N

Contact Parent/Guardian? <input type="checkbox"/> Y <input type="checkbox"/> N	Date:	Time:	<input type="checkbox"/> Phone Call <input type="checkbox"/> Letter <input type="checkbox"/> Conference	Date:	Time:
SIS Primary Infraction/Reason Code Entered:			Signature of Principal:		Date:

COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN:

Signature of Student:	Signature of Parent/Guardian:	Current Date:
-----------------------	-------------------------------	---------------

Check appropriate blocks as copies of the document are supplied:

- ☐ Parent/Guardian ☐ School's Pupil File ☐ Employee Filing this Report ☐ Principal

***NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.**

****Attachments:** Provide copies of all documents related to the behavior of the student named above and prepared by the employee submitting this referral.

DUE PROCESS

Students must know what conduct is appropriate and what is forbidden. The rules and regulations of the School Board governing students' conduct is presented to students and available in the administration offices. In discipline cases, the disciplinarian shall:

1. Advise the student in question of the particular misconduct and the basis for the accusation.
2. Provide the student with an opportunity to explain his/her version of the situation.
3. Immediately remove from the school premises, without benefit of the above procedures, any student whose continued presence in the school poses a danger to persons or property or an ongoing disruption to the academic process. The necessary procedure shall follow as soon as possible.
4. Prior to suspension, notice of the suspension and the reasons thereof shall be given to the parents or guardians of student suspended if the student is under 18 years of age. Initial notification may be in person or via telephone, but a written notice shall be mailed on the day of suspension, if possible, but no later than two (2) days following the decision to suspend.

Visitor Authorization

To provide learning environments that are humane, just, and designed to promote excellence and to better maintain safety and good order at St. James Parish schools, no person shall go on public school grounds or in any public-school building or other school facility as a visitor during school hours without authority of the principal/designee. (LRS 17:416.8)

All visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc. shall be made aware of the purpose of the visit. If at all possible, all visits should be prearranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors. Violators may be fined not more than two hundred fifty dollars or imprisoned not more than thirty days, or both.

Search and Seizure

Students are entitled to the guarantees of the Fourth Amendment, and are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, or other material in violation of school policy or state law. School property shall remain under control of school officials and shall be subject to search.

Property Search: The school owns student lockers, desks, and other property. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

Student Search: According to the decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's "effects" are also subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property. The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction." If school officials conclude that a more intrusive search (i.e. strip search) is needed, they shall call the parents of the students involved and report their suspicions to the police who shall be responsible for any such search. School officials shall not conduct such searches.

Group searches. Searches of students and their effects must be particularized. Group searches generally lack particularized suspicion and will not be permitted.

Students may be subject to disciplinary procedures based on documentation from video cameras on school buses and campuses.

METAL DETECTORS

Metal detectors will be used to provide a safe and secure learning environment for all students. Random searches with the metal detector will be conducted throughout the school year. Any student, or property of that student, that activates the metal detector will be subject to search of his/her possessions.

Suspension Appeal

1. If a parent or guardian wishes to appeal a suspension, it must, within five (5) days of notification of the suspension, submit written or personal request to the Superintendent or designee to review the matter; otherwise, the decision shall stand. Note: The decision of the Superintendent is final as to any short-term suspension of less than 10 days. Relief may be sought from the court, but short-term suspensions may not be appealed to the School Board.
2. During the hearing, the student may be provided with the names of individuals who have primary knowledge of the facts forming the basis for the suspension or expulsion. This will permit the student and his/her parents to discuss the facts. The student shall be permitted to examine any document or record the school will use at the hearing or which will aid in his/her defense.
3. The student shall be permitted to obtain legal counsel.
4. The student and his/her counsel shall be permitted to cross-examine those who have primary knowledge of the facts with the authorities involved and will enable the student to present the case in a more meaningful manner.

Expulsion Procedures

1. Parents have the right to waive their rights to an expulsion hearing therefore agreeing to expel student to the Alternative Center.
2. If administrator recommends expulsion for a student, a letter must be sent home to parents with the allegation and the date and time of expulsion hearing.
3. The student will not be compelled to testify against him/her self. He/she has the right to call witnesses and question witnesses.
4. He/she may have anyone of his/her choosing to represent him/her at the hearing. He/she has the right to review all documentation.
5. He/she will be given a chance to present his/her side of the story.
6. At the end of the hearing, he/she will be given the decision of the Superintendent's Designee. Within five (5) days, he/she will receive the results of this hearing by mail.
7. If he/she disagrees with the Superintendent's (Designee) decision, he/she may appeal to the St. James Parish School Board. If the St. James Parish School Board upholds the decision of the Superintendent, he/she may appeal to the district court within ten (10) days.
8. Parents may request, in writing to the St. James Parish School Board, that they review the findings of an Expulsion Hearing within five (5) days of notification.

Home Suspensions

Administrative Conferences between the assigning administrator and parent/guardian of the student suspended will be held on the day of return before 1st block. A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.

While a student is suspended or expelled to Alternative Center from school, he/she may not attend ANY activities (graduation ceremony, athletic practices/events, dances, etc.) on any school campus.

St. James Parish School System's Alternative Program

The Alternative Center has been established for students having problems conforming to rules, regulations, and policies in a regular school setting. The Alternative Center will provide an alternative classroom environment to accommodate specific needs of assigned students to correct inappropriate behavior through the development of positive self-esteem so that students will have the opportunity to return to the regular school setting.

Carnegie units or credits will be offered to students in grades 7-12 according to certification of teachers on staff. The Alternative Center teachers may provide supplemental assignments, for which the students will be responsible. The nucleus of the Alternative Center draws support and involvement from parents, teachers, and civic-minded professionals. Visiting speakers will provide academic motivation, vocational counseling, and strategies for dealing with problems. Parents will attend monthly meetings that will address effective communication skills and offer them the opportunity to meet with other parents and discuss common concerns. The administrator and teaching staff shall incorporate innovative strategies to accomplish the desired results outlined in the Alternative Center Handbook. The main goal of the Alternative Center is to keep students in school and to ensure the most appropriate learning opportunities are provided.

In-School Suspension Program (ISSP)

The purpose of the In-School Suspension Program (ISSP) is to provide an alternative to out-of-school suspension while providing strategies designed to help students improve their behavior including reasonable opportunities to receive tutoring, social and emotional supports, remedial education, and regular academic work and to earn grades and credit equivalent to those of other students not in an ISSP. Students shall not be required to complete punitive or non-academic writing assignments when assigned to ISSP. The ISSP shall not prevent the school principal or designee from removing an extremely disruptive student from the school setting and requesting an out-of-school suspension or an expulsion hearing. Students assigned to ISSP will be required to complete assignments in English, Math, Science, Social Studies, and Physical Education. In School Suspension will focus on completion of course assignments, behavior reflection, and character building.

After School Detention

The purpose of the After School Detention Program (ASD) is to provide restorative strategies designed to help students improve their behavior including reasonable opportunities to receive tutoring, social and emotional supports, remedial education. Students assigned are required to complete assignments in behavior reflection, and character building.

USE OF ELECTRONIC DEVICES AND THE INTERNET

The St. James Parish School Board believes it is necessary for all persons to become aware of acceptable use of electronic devices, and the Internet. Any person using an electronic device or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files on all electronic devices for compliance to all regulations and/or procedures. The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the St. James Parish School Board.

The St. James Parish School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000 for legitimate scientific or educational purposes approved by the Board. Please refer to the Electronic Devices Handbook, attached as Appendix "A," for additional information regarding device use, care, and policies.

COMPUTERS, TECHNOLOGY, & THE INTERNET

The student, in whose name a laptop is issued, is responsible for its proper use at all times. The primary purpose of the laptop is for education. Treat it as a valuable tool for learning. Inform staff immediately of any problems or concerns. **Students are prohibited from syncing their iPhone with their laptops.**

Technology

Accessing inappropriate Internet sites is strictly forbidden on any St. James Parish Public School computer, including laptops. Teacher issued headphones are only to be used for instructional purposes within the classroom. E-mailing, forwarding, downloading, displaying, posting, or using obscene, threatening, offensive, and all other inappropriate material is prohibited. The consequences for such behavior are severe will be issued according to the District Policy manual. Do not download audio or video files during the school day. Audio and video streaming is not allowed during the school day. Exceptions made for specific teacher directed classroom instruction, backup, or assignment completion. Laptops must be handled responsibly. Each student is responsible for his/her own laptop condition. Swapping and sharing laptops is prohibited.

TECHNOLOGY FEE: \$50

The St. James Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers, technology, and the Internet. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Cell Phones

Cell phones cannot be seen, heard, or in use on campus under any circumstance.

For Each Cell Phone Offense: Cell phones shall be confiscated for 1 official school day. Cell Phones will be wrapped with the teacher's name, students name, the date, and time taken and personally delivered to Ms. Moore at the end of the school day. The device must be picked up the next school day parent or legal guardian or returned by an administrator after contact with a parent has been made.

Headphones/Ear buds/ Noise Devices

Students are not permitted to bring iPods, MP3 players, whistles, electronic devices, or any form of distraction to school. This contraband will be confiscated and returned at a time designated by an administrator. Ear buds may only be allowed by teachers for instructional use only. Offenders are subject to consequences listed in the District Student Policy Manual.

STUDENT DRESS CODE

It is the obligation of the School Board to provide an educational atmosphere which shall be conducive to the learning process. Students, teachers, and administrators have the right to be free from distracting influences which hinder the learning process. No mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. The principal of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided. The Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness shall be a basic consideration. Any substantial complaint concerning the dress code will be dealt with by the school administration. The term "school-approved" means that the principal has given his/her approval.

Uniforms

Students in St. James Parish (Grades PK-12) will be required to wear uniforms to class. Parent/Guardians will be responsible for purchasing uniforms.

7-12 Boys: School approved color or white shirt (oxford or knit with collar; no labels; upper chest logos "2" or less are acceptable if approved by administration; school approved logo is optional or students may wear

school-approved t-shirts. Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; or shorts (no shorter than 3 inches above the knee.

Sweaters/Vests/Sweatshirts: School-approved color or solid white; only school-approved monograms; only upper chest logos "2" or less are acceptable if approved by administration; **hoods are not allowed** on campus (**on jackets or sweatshirts**) for Grades 7th – 12th.

Coats/Jackets/Wind Breakers: School-approved color, solid white, solid gold, solid black, solid gray or khaki; no stripes. NO HOODS ALLOWED for Grades 7th – 12th.

Team issued game day attire is acceptable to be worn to school only when approved by administration on a day of a contest.

IDENTIFICATION CARDS

Picture ID cards will be issued to all students and must be worn at all times. Students must have ID's on (picture facing out) upon arriving on campus each morning. Cards must be presented in the cafeteria every day. Replacement cards will cost \$10.00. Failure to wear ID cards will result in an office referral. IDs cannot be defaced in any way (no writing, stickers, other pictures, etc.) Temporary ID's will be sold each morning for \$1.00.

Dress Code Regulations

1. All students will wear the designated school uniform as outlined in the uniform policy. Transfer students will be given seven (7) days to acquire a proper uniform.
2. The wearing of socks or tights for girls and socks for boys shall be mandatory and must be school approved color; white, gold, black, or gray.
3. All students must wear belts if pants have loops. Belts may not be more than one size larger than the waist and should be solid in color with no adornments (spikes, chains, etc.).
4. Baggy, tight-fitting or over-sized uniforms are prohibited. Pants must fit at the waist; "low riders" are not allowed. Drawstring pants, cargo pants, joggers (which are pants with elastic waist and ankles), and sweat pants are also prohibited. Full-length pants cannot be rolled or folded above the ankle. Pants must be hemmed. Pants cannot be made of denim material (jeans).
5. Shirts must be worn tucked in at all times. Undergarments must not be visible.
6. Only school approved colored undershirts/turtlenecks are allowed under the uniform shirt.
7. Shoes must be completely enclosed. Heels should be no more than 2 inches high.
8. The wearing of earrings by male and female students are allowed. Earrings may be one inch in diameter and/or length.
9. Body-piercing jewelry is allowed for students in 7th – 12th grades. Items with large hoops, etc. are a safety hazard and are not permitted. Piercings in ear lobe and/or nose must be free of protrusions/hoops that could cause a safety hazard.
10. Students will be allowed to wear chains, belt buckles, pendants or necklaces with the following specifications:
 - a. Rope-type chains shall be no larger than 1/16 inch in diameter.
 - b. Flat chains shall not exceed ½ inch in width.
 - c. Nameplates, pendants, buckles shall not be larger than 2 inches by 1 inch.
 - d. No chains shall be connected to a wallet or hanging out of the pocket.
 - e. Earrings are only allowed in earlobes and may not be large or dangling. Visible facial/nose piercings are against district policy. For safety reasons, jewelry (ex: rings) must be small in size. No oversized jewelry is allowed.
11. Jewelry is worn at the student's own risk. The system will not be responsible for lost/stolen items.
12. All headgear (such as caps, hats, bandanna, wraps, curlers, etc.) and blankets are prohibited (boys and girls).
13. Only prescription glasses may be worn inside buildings

14. Clothing with holes is not allowed and shall be worn on the "right" side and not inside out. Patches must cover any holes.
15. Picture ID cards (grades 7-12) must be visibly worn on school-approved lanyards at all times. Defacing ID's is prohibited.
16. Prohibited and/or inappropriate items may be confiscated by school officials and returned to the parent/guardian only.

PHYSICAL EDUCATION UNIFORMS

2022-2023 - Athletic shorts and shirts will be allowed in place of the PE uniform through the school year.

BEHAVIOR POLICIES

The St. James Parish Public School System has accepted the professional responsibility to shape, develop, and cultivate the minds of students whose parents/guardian selected the public school system as their child's institution of learning. Counseling, discipline techniques, positive reinforcement, restorative practice and other professional interventions are provided to ensure an educationally sound school and classroom climate and excellent learning environment. The principal shall take disciplinary action for non-compliance of behavior-related policies. **CLASSROOM BEHAVIOR**

To ensure the success of all students, the administration and the teachers will employ policies and measures of discipline that establish a favorable learning environment free from distractions and misbehavior. Each student shall abide by the PBIS school-wide classroom behavior expectations, consequences and incentive program. Each student is encouraged to make wise decisions, to accept the responsibility of his/her actions, and to respect the rights of others.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of policy.

1. No student shall willfully disrespect any School Board personnel (i.e. Superintendent, service office personnel, principal, assistant principals, teachers, bus drivers, and other employees).
2. No student shall initiate or participate in fighting or other disruptive behaviors in route to, from, and on campus or while attending any school-related activities.
3. All students are expected to follow discipline expectations and classroom rules. (Rules and consequences are to be posted in classrooms.)
4. Students shall report to campus daily with assigned materials and necessary instructional items. Students shall not be re-issued instructional materials until the fee for lost or defaced items has been paid.
5. Students shall remain in approved, designated areas while on campus.
6. Student loitering is prohibited. Students shall be inside their **assigned classroom**/gymnasium/athletic facility/auditorium prior to the tardy bell and are to remain inside their **assigned classroom**/gymnasium/athletic facility/auditorium until dismissed by the teacher following the dismissal bell.
7. No student shall leave the campus after his/her scheduled arrival. A student is accountable to the school from the time of departure from home and shall report directly to the campus.
8. No student shall leave the campus for any reason during hours without prior permission from the principal. Students who must leave school prior to the school day must have a parent/guardian sign them out through the office. The principal will determine extenuating circumstances.
9. Students, who deface school property, including school buses, shall be liable for the monetary value of repairing or replacing the item(s).

10. A copy of all classroom referrals for Special Education students is to be submitted to the Director of Special Education / designee who is to be contacted via the telephone prior to the suspension of any Special Education student.
11. A principal or his/her designee shall send (by a student or mail to the parent/guardian) a letter of suspension each time a student has been suspended. In addition, an attempt should be made to contact the parent/guardian by telephone. Such an attempt shall be logged on the student's master discipline in JCampus.
12. Infraction of any of the behavior policies shall result in disciplinary action in accordance with Parish-adopted policy. Each time a student is suspended, the disciplinarian shall make contact with the parent or guardian prior to the suspension. Prior to the student's return to class an administrative conference with the parent/guardian to discuss the discipline and resulting consequence on the day of return. If a parent or guardian does not make the scheduled meeting, the administrator will make telephone contact.
13. Students are **prohibited** from **soliciting funds (selling candy, pools, etc.) for private or personal use**.
14. **As of July 1, 2003, LSA-R.S. 17:239** now states the following concerning the prohibition against unauthorized cases of **electronic telecommunication devices** by students in any public elementary or secondary school building:
 - A. Effective beginning with the 2003-2004 school year and thereafter, **no student, unless authorized by the school principal or his designee shall use or operate any electronic telecommunication device** including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any public elementary or secondary school building or on the grounds thereof or in any school bus used to transport public school students.
 - B. A violation of the provisions of Subsection A of this Section may be grounds for disciplinary action by the school system, including but not limited to suspension from school.
 - C. Nothing in this Section shall affect the conduct of law enforcement activities including the use of electronic detection devices, dogs, or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with local school board policy.

Nothing in this Section shall prohibit the use and operation by any person, including students, of any electronic telecommunication device described in Subsection A of this Section in the event of an emergency. **Emergency means an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage.**

15. **Mandatory Suspension.** Firearms, knives, other dangerous instrumentalities, drugs. The principal shall be required to suspend a pupil who: 1. Is found carrying or possessing a firearm or a knife with a blade two (2) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled Suspension Not Applicable, or 2. Possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form. Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent, for the above offenses, **the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal but, in appropriate cases.**
16. Any confiscated weapons will be photographed by the principal / designee and placed in the custodial care of the St. James Parish Sheriff's Office. A copy of the photo and custody form (Evidence Envelope Documentation) will be submitted to the Superintendent's Office, Attention Administrative Director of Student Services, within forty-eight hours.

17. All contact with the Sheriff's Office by the Principal/designee must be documented on the Sheriff's Office contact form and forwarded to the Superintendent's Office, Attention Administrative Director of Student Services, within forty-eight hours.
18. Probation is a temporary status or trial period following discipline infractions, as stipulated by the administrator. The probationary status may be revoked, resulting in reassignment to the placement preceding the probationary period.

All discipline offenses will be assigned consequences outlined in the District Student Policy Manual.

TARDIES

Three-minute change time is allowed between classes. Students shall budget time carefully in moving from one class to another. Any student who is not inside the classroom when the bell rings will be marked "tardy". See District Student Policy Manual for consequences.

LOITERING

Students shall remain in approved, designated areas on campus. Loitering in unauthorized areas is prohibited. Students shall be in their respective classroom/gym prior to the tardy bell and shall remain inside until dismissed by the teacher following the dismissal bell.

STUDENTS OUT OF CLASS

Students out of class will be kept to a minimum. Students will not be allowed to visit another **teacher or student services** unless you receive a written note or receive a phone call and you deem the meeting necessary. **A student's word will not be a sufficient reason to leave class.**

RESTROOM

Restroom privileges will be kept to a minimum, the same students should not be using the restroom every day unless you receive a note from a doctor for frequent restroom visits or it is an emergency. Restrooms are provided for the comfort of students, and all students are asked for their consideration and help in keeping them neat, clean, and graffiti free. Loitering in dressing rooms is prohibited.

ACADEMIC DISHONESTY

Cheating is any unauthorized help on a teacher-graded subject test or assignment, a standardized test, or any other competitive exam. Academic Dishonesty (44) 1st Offense - Consequence: 1 In School Suspension/Retake assignment under strict supervision to determine assignment grade/Dual Enrollment courses are subject to regulations of the college/university. 2nd Offense - Consequence: 2 days In School Suspension and zero on the assignment.

School Board Policy Prohibition Against Bullying

The St. James Parish School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsions.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.

- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying as listed in the Student Code of Conduct.

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

- All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
 - The school will keep a report of bullying and the results of an investigation confidential.
 - Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
 - Anyone who witnesses or experiences bullying is encouraged to report the incident to a school official. The following actions will be taken when bullying is reported:
1. Investigation - Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.
 2. Notification - Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
 3. Discipline - Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age- appropriate consequences which shall include, at minimum, disciplinary action or counseling.
 4. Follow Up - Complainants will be promptly notified of the findings of the investigation and the remedial action taken.
 5. Documentation - Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

Definition of Bullying (Act 861)

A pattern of one or more of the following:

Gestures, including but not limited to obscene gestures and making faces; written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or

spreading untrue rumors; electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device; physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; repeatedly and purposefully shunning or excluding from activities; where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school- sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Prohibition Against Teen Dating Violence

Louisiana Revised Statute §17.81 requires the governing authority of each public school to provide students in grades seven through twelve enrolled in health education - instruction regarding teen dating violence.

Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional and psychological.

Warning Signs of Dating Violence

Does your partner insult or make fun of you?

Does your partner think their feelings are more important than yours?

Is your partner jealous when you want to see your family, friends or be in certain social situations?

Does your partner ever try to get you drunk or high?

Has your partner ever thrown things, hit, kicked, shoved, strangled or grabbed you?

Do you often apologize or make excuses for your partner's behavior, especially when they have treated you badly?

Are you afraid to break up with your partner because they have threatened to hurt you or themselves?

Has your partner forced you to have sex or perform any sexual acts when you didn't want to?

If you answered yes to any of these questions, it may be time to check your relationship. Call the NATIONAL DOMESTIC VIOLENCE HOT LINE number at 1-800-799-7233 or 1-800-787-3224 TTY or your domestic violence program 24 hours a day.

ST. JAMES HIGH SCHOOL
Dress Code Guidelines

TOPS / SHIRTS	PANTS / BOTTOMS	ID CARDS
<p>7th – 8th Uniform Shirt:</p> <ul style="list-style-type: none">✓ Gold Polo or Gold school approved middle school t-shirt✓ T-shirt under uniform polo shirt MUST be black, white, gold or gray <p>9th – 12th Uniform Shirt:</p> <ul style="list-style-type: none">✓ Any school approved SJH t-shirt✓ Black Polo✓ White Polo✓ Grey Polo✓ T-Shirt under uniform polo shirt MUST be white, gold or black or gray <p>7th – 12th:</p> <ul style="list-style-type: none">✓ No midribs showing at anytime	<ul style="list-style-type: none">✓ Color: Khaki (<i>no denim</i>)✓ Style: Pants, shorts, capris, skorts, skirts✓ Shorts, skirts, skorts (no shorter than 3 inches above the knee)✓ Worn at the natural waist (above hip bone)✓ Appropriate fit (not too loose or too tight – administrator discretion)✓ No holes in clothing, no rolled shorts and bottoms must be hemmed✓ No cargo pants, cargo shorts, drawstring clothing, joggers or sweatpants	<p>7th – 12th School ID:</p> <ul style="list-style-type: none">✓ Must be worn at all times✓ Black lanyard: 9th – 12th✓ Gold lanyard: 7th – 8th✓ Temporary ID's must be worn on the upper chest.✓ Defacing ID is prohibited <p>SHOES/SOCKS</p> <ul style="list-style-type: none">✓ Shoes must be enclosed front & back.✓ Heels should be no more than 2 inches high✓ No platforms, sandals, flip flops, house slippers, cleated shoes, athletic slides, or “croc” style shoes.✓ Socks must be worn at all times✓ Socks or tights must be white, gold, black, gray, khaki✓ Students are prohibited from wearing socks with inappropriate designs
SWEATERS / JACKETS / COATS/ SWEATSHIRTS/PULLOVERS		BELTS
<ul style="list-style-type: none">✓ NO HOODS ON JACKETS, PULLOVERS, SWEATSHIRTS, SWEATERS OR COATS✓ Colors: Solid white, gold, black, gray, or khaki (No denim jackets)✓ Small logos approximately 2 inches in size are permitted pending administration approval✓ School organization jackets and/or sweatshirts must be approved by administration✓ May NOT be altered or cut in any way✓ Official athletic game day attire may be worn when assigned by coach and approved by administration		<ul style="list-style-type: none">✓ MUST be worn with pants/bottoms
		ACCESSORIES
<p>ELECTRONIC DEVICES</p> <ul style="list-style-type: none">✓ IPAD's must be charged daily✓ CELL PHONES/personal electronic devices should not be seen, heard or in use✓ Ear buds and headphones should not be seen, heard, or in use outside of instructional use in the classroom.		<ul style="list-style-type: none">✓ No sunglasses, hoods, hats, curlers, wraps, or other headgear worn in the building✓ No blankets✓ Jewelry is worn at the risk of the student
<p>Further details concerning dress code guidelines can be found in the St. James Parish district policy manual.</p>		

PBIS/Restorative Practice at St. James High School

The process of restorative practice relies on everyone working together to problem solve, build relationships and achieve a mutually desired outcome. Student accountability focuses on understanding the impact of actions, taking responsibility for choices, and suggesting ways to repair harm and restore community. Meaningful restitution occurs through reconciling and acknowledging responsibility for choices. Students learn critical social and emotional skills that serve them in college, career, and life.

St. James High School Rules for Restorative Practice

Student's brains are a work in progress. Listen first-be quiet, what is the story behind the story? Don't tell what you can ask. Think about outcomes before deciding on a strategy. The consequence should teach what we want the student to learn and must be designed to build relationships. Develop empathy by helping students to understand what harm has been done. Work on making things right rather than punishment. Contact parents early and often, ask for their help/support, and what they want for their child.

Prefrontal Cortex

The rational part of a teen's brain isn't fully developed and won't be until age 25 or so. In fact, recent research has found that adult and teen brains work differently. Adults think with the prefrontal cortex, the brain's rational part.

Administrative Conference

Incident referrals submitted by staff members are followed by an administrative conference between the student and administrator. During the administrative conference restorative practice is implemented in regards to questioning, intervention, and supports. Every incident of discipline that warrants a consequence includes a phone conference with the parent/guardian. All discipline incidents follow due process.

Referral to Counselor

The purpose of a referral to the counselor is to provide timely and effective support to initiate an appropriate plan of action for students at various levels of need. Emergency interventions are required in those situations that need immediate attention, (e.g., peer concern about the personal safety of another student, death of a family member, physical and/or sexual abuse)

Recovery Room

The recovery room is utilized when a teacher has called for administration to have a student removed from class. The student is escorted to the Recovery Room (ISSP) for the remainder of the class period to engage in restorative practice. If the teacher refers the incident to administration in the form of a referral, an administrative conference is implemented in regards to questioning, intervention, and supports.

Parent Contacts

Parent contact is required monthly by teachers to inform parents of behavior and/or academic progress of students. Teachers make parent contact for "Level 1, Level 2, and Level 3" offenses and habitual "Level 4" offenses in addition to the administrators contact. Parent contacts follow restorative practice in regards to questioning, intervention, and supports.

SBLC

Our SBLC committee is made up of the principal, assistant principal, classroom teachers, and the referring teacher/administrator. In discussing an individual student's difficulties, the student's parent or guardian is an invited participant. The SBLC is data driven, decision-making concentrating on one student at a time, reviewing and analyzing all screening data, including RTI results to determine the most beneficial option for the student.

Through a student's strengths solutions are developed based on the screening and assessment data as well as background information in the areas of school, home/ family and health to identify solutions to address areas

of concern. An action plan of interventions and supports designed to address student's needs is implemented; team members are assigned responsibility for action items. Monitoring of action items and follow-up SBLC meeting is held to review the results of interventions, make adjustments, and continue to strategize positive solutions.

After School Tutoring/In School Tutoring

After school tutoring is offered on designated days of the week after school to high school students in English and Math. Bus transportation is provided for students to participate. In school tutoring is available and offered on a case-by-case basis.

Track My Progress

Academic progress is tracked weekly during Friday homeroom focusing on current grade, expected grade, next project/test due, and the creation of an academic plan for the next week. Zoom Focus is administered by teachers who select three students per block to focus on quarterly academic progress.

Guest Speaker Series

Members of the local community perform a number of different roles. They can energize a crowd, inspire them, support, add value by sharing knowledge, offer a new perspective, and share testimony. Ex.) NSU CROWN, Lester Bimah, Trinidad and Tobago, Dr. Jinx Broussard Coleman, etc.

Mentorship Programs

Salute First, My Sister, My Friend, Female Icon, Bo\$\$ Hogg, NUCOR Leadership Academy, Shirt off my Back, Teche Action Clinic, School Based Health Center, etc.. Our Mentorship Program target students who are at-risk academically and/or behaviorally. The goal is to improve *high school* graduation rates and school culture. Community members and peer students through restorative measures mentor participating students.

Community Involvement

Mentorships - Bo\$\$ Hogg
Alumni Donations
Historical Restoration - St. James & Magnolia High
Hall of Fame, Hall of Distinction, Jersey Retirees, Shirt Off My Back
Game Day Socials & Recognitions
Booster Club Weekly Meetings - High School
PTO - Middle School
Orientation
Open House
Scheduling Night

SJP 2023-2024 School Board Meetings

July 11th
August 8th
September 12th
October 10th
November 14th
December 12th
January 9th
February 20th
March 19th
April 9th
May 14th
June 11th
June 9th

ACADEMIC AWARDS PROGRAMS

These are some of the special award's programs that honor deserving students: Renaissance, ACE Banquet, Senior Awards Night, 8th Grade Pinning Ceremony, etc. Students are also recognized for their achievements via morning announcements, in school publications and in local newspapers.

PBIS Awards

Student of the Quarter
No Referral Party
No Tardy Party
EOC Star Students
21 Plus Club Celebrations & Recognitions
Blue's Double Hot Sausage Sandwich
Most Improved Students
Get Out of Academic Hall
Dress Up Day, Dress Down Day
Free Entry to Athletic Events
Skip the Lunch Line
Gold Ticket - Ticket for All Sporting Events
Opposite Day
"Be The Difference Pin"
Ice Cream Sundae Social
Brunch with Administrator
Academic Honor Roll
Kona Ice Rewards
Record Hop in Wildcat Park
Corn Hole Tournament
Seasonal Celebrations (Easter, Mardi Gras, Etc.)
School Dance (Mardi Gras Ball, Homecoming)
Pep Rally
Physical Fitness Meet
Mini Olympics
Faculty vs. Student Basketball Game

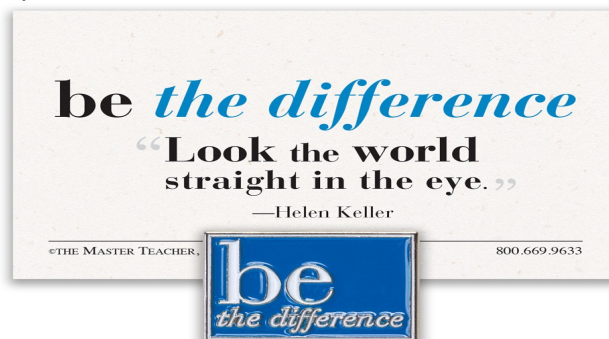
Staff

Blue's Tuesday
Staff Appreciation Days
Big Mike's BBQ Social
Staff Dress Down Days

"Be the Difference Pin"

Our "Be the Difference Pins" were ordered through the master teacher program to award students for various deeds or exhibiting Mighty Wildcat etiquette throughout the semester. When a Mighty Wildcat goes above and beyond to help another student or exemplify the traits of our school motto - T.H.D.E., they are awarded with a pin for leaving a legacy. The "Be the Difference Pin" has become part of our PBIS program and school climate and culture. Just wanted to share with our new leadership team members. Many times a student or staff member will alert admin of a particular deed and we locate the student to issue the token of appreciation.

School/PBIS Moto: THDE
Tradition - To Leave a Legacy
Honor - To Love
Discipline - To Learn
Excellence - To Live



ST. JAMES HIGH SCHOOL ACTIVITIES

High school should be a fun time in the life of a teenager. Each student is encouraged to participate in at least one activity. Share your abilities with others; develop your special talents; meet people and make new friends. St. James High offers a variety of organizations for students.

To help students grow socially and to build school spirit, SJHS sponsors various athletic events, programs, pageants, plays, etc. Attendance is encouraged at these various activities; which are chaperoned by staff and security personnel. During all school-sponsored events, students shall adhere to rules and policies of SJHS.

CO-CURRICULAR activities are defined as those clubs, organizations, programs, which are related to and supportive of the course of study in which the student is enrolled. They are under the supervision and/or coordination of the school instructional staff. Membership is decided by student interest; and, in some cases, students must have been or be currently enrolled in designated subjects.

MENTORSHIP PROGRAMS target a variety of students who may be excelling academically or at-risk academically and/or behaviorally. The goal is to improve *high school* graduation rates and school culture. Community members and peer students through restorative measures mentor participating students.

CO-CURRICULAR	MENTORSHIPS
<ul style="list-style-type: none">BandBook ClubSenior Beta Club, Junior Beta Club4-H ClubFCAStudent CouncilLibrary ClubGaming ClubWildcat ProductionsPerforming Arts	<ul style="list-style-type: none">Salute FirstNUCOR Leadership AcademyMy Sister My FriendYoung Women of DistinctionFemale Icon21 Plus Gold ClubBO\$\$ HOGG

EXTRA-CURRICULAR activities are defined as activities; which are not directly related to the program of studies but are considered valuable for overall student development. They fall under the supervision and/or coordination of the instructional staff who serve as coaches, sponsors, etc. Membership is based on a form of try out, selection, and/or regular participation in organizational activities.

SPORTS	CORP GROUPS
<ul style="list-style-type: none">BaseballBasketballLady BasketballBowlingFootballFishingSoftballSwimmingTrack & Field, Cross CountryVolleyballPowerlifting, Male and Female	<ul style="list-style-type: none">CheerleadingDance TeamBandMajorettes/Flag Team
	ACTIVITIES
	<ul style="list-style-type: none">Senior Class ActivitiesJunior Class ActivitiesPep Rally TeamSpelling BeeSocial Studies FairScience Fair

Members of extra-curricular organizations must maintain a pre-set grade point average to remain a participating member of the group. All corps groups will adhere to these guidelines.

HOME COMING 2023-2024

Nominations for the St. James Homecoming Court for the upcoming academic year of 2023/24 will be accepted August 30th. This will occur during Advisory and both lunch periods. Nominations are to be submitted on the Wildcat.

To qualify for consideration, candidates must satisfy the following conditions:

- **No major office referrals**
- **A maximum of 2 unexcused absences during the current semester**
- **Attainment of a minimum GPA of 2.0**
- **Demonstration of notable school spirit**

The SJH 2023/24 Homecoming Court will comprise representatives from each class. Both male and female nominees from the 9th, 10th, 11th grades and 12th grade will be entered into the selection process. ONLY nominees from the senior class will compete for the titles of king and queen.

Following the assessment of nominations, campaigning will be permitted on September 5th and 6th. Within this period, students in the 9th, 10th, and 11th grades will cast their votes for a male and female representatives of the SJH 23/24 Homecoming Court. The senior class will vote exclusively for the SJH King and Queen of 2023/24.

The voting procedure for the court positions will take place on September 7th during homeroom period exclusively. The unveiling of the selected Court members will occur on September 8th, marking the conclusion of the day's activities.

HOME COMING COURT

Female Members

12 Senior Females **(Top Female will be Queen)**

3 Junior Females

2 Sophomore Females

1 Freshmen Female

Male Members

12 Senior Males **(Top Male will be King)**

3 Junior Males

2 Sophomore Males

1 Freshmen Male

Junior Class President Procedure 2023-2024

Each school year the procedure for electing a St. James High School junior class president will be based on the following:

Announcement and Eligibility: The school junior class sponsor(s) announces the upcoming junior class president election and establishes the eligibility criteria for candidates. This usually includes requirements such as being a junior student in good **academic** and **behavioral standing** and meeting any other specified criteria.

Nomination Period: A specific period is set for students to nominate themselves or others as candidates for the junior class president position. This can involve submitting a nomination form or gathering a certain number of signatures from fellow juniors.

Candidate Confirmation: After the nomination period, the candidates' eligibility is verified. Candidates will need to meet **academic and behavioral requirements** and submit a **candidate statement** or a short **campaign speech**. Campaign speeches must focus on individual candidate and not the opponent. Negative campaign speeches will be tolerated.

Campaigning: Candidates are given a designated campaign period during which they can promote their platforms and engage with the junior class through various means. This can include creating posters, flyers, or social media campaigns, delivering speeches, organizing events, or participating in debates.

Voting: A specific day or period is designated for the junior class to cast their votes. The voting process can vary, but will be conducted through secret ballot. It can take place in-person, where students cast their votes in a designated area, or it may be done online through a secure voting platform.

Vote Counting: Once the voting period concludes, the junior class sponsor(s) count the votes to determine the winner. The candidate who receives the highest number of votes is declared the winner and elected as the junior class president.

Announcement of Results: The election results are announced to the junior class and student body via intercom, email, google classroom and social media.

Transition: The newly elected junior class president will work with the junior class sponsor(s) to transition into their role. They may attend student council meetings, participate in training sessions, and collaborate with other student leaders to fulfill their responsibilities effectively

Senior Class President - 2024-2025 forward

The position of class president is determined through a formal election process.

Candidates for senior class president campaign, garner support from their peers, and participate in an election where all eligible students get to vote for their preferred candidate. The outcome of the election will determine who becomes the senior class president.

The junior class president does not automatically assume the role of senior class president. While serving as junior class president might provide some experience and visibility that could potentially benefit a candidate's campaign for senior class president, it does not guarantee that they will automatically assume the role without going through the election process again.

Student Council 2023-24

Officers

President (12th grade):

Vice-President (11th grade):

Media Coordinator

Secretary/Treasurer

Members

Seniors: (5 all together)

Includes Senior Class President

Juniors: (3 all together)

Includes Junior Class President

Sophomores: (3 all together)

Freshmen: (3 all together)

Criteria

- Members must meet academic, discipline, and leadership norms
- Teacher Recommendations
- Admin Recommendations
- Minimum (3.2 GPA)
- Discipline and Attendance
- Members will have no major referrals
- Officers will be appointed by vote

Pep Rally Agendas are due for approval by Tuesday or Wednesday of next week

Demerit system is included in code of conduct for student council

*Senior and Junior Class president may not run for Student Council President or Vice President

Early Graduation Policy

Student Name: _____ Date: _____

Original Four Year Graduation Term: _____ Intended Early Graduation Term: _____

It is understood that by graduating early, I am not eligible to participate in extracurricular activities after I graduate that require me to be a student. These include, but are not limited to, sports, clubs, cheerleading, yearbook, class officer status, prom, etc.

It is understood that I must: (check after reading each for acknowledgement)

- _____ complete my FASFA application before the end of the fall semester.
- _____ score a minimum of an 18 composite on the ACT or a silver on the WorkKeys prior to the end of the Fall semester.
- _____ meet with the counselor prior to the end of the semester to validate that all requirements have been met.

I further acknowledge that if I wish to participate in the graduation ceremony it is wholly my responsibility to keep in contact with the graduation sponsor and to meet all requirements of graduation, including but not limited to, graduation practice, awards ceremony, fee payment deadline, etc.

Signatures Needed:

	Date: _____ At the time of Scheduling:	Date: _____ Once criteria has been met:
Student:		
Parent:		
Parent:		
Counselor:		
Principal:		
Central Office:		

Exit Interview Form

Student: _____

Parent: _____

Administration: _____

Counselor: _____

Did Student meet the following requirements for graduation early:

- ____ complete my FASFA application
- ____ score a minimum of an 18 composite on the ACT or a silver on the WorkKeys
- ____ Meet the graduation requirements in their academic courses
- ____ Meet the requirements for Leap 2025 in Math, English and Science/Social Studies
- ____ If Jumpstart students, has the IBCs requirements for graduation

Comments:

Signatures:

Student: _____

Parent: _____

Administration: _____

Counselor: _____

LHSAA Residence Eligibility Form

USE THIS FORM IN YOUR CONSIDERATION OF A STUDENT'S ELIGIBILITY DUE TO A TRANSFER TO YOUR SCHOOL

The student must actually be attending the school before the Residence Eligibility Form is completed. This form is to be completed by the student's parent/guardian and filed with the school for transfer approval in regards to athletic eligibility. **(If there is no change in residence associated with the student's changing schools, a letter of explanation must be attached to this form.)**

1. Student's Name _____
2. Student's Birth Date: _____ Age _____ Student's School Grade: (Circle One) 9 10 11 12
3. ___ Yes ___ No Has the student ever repeated a grade since first entering the 6th grade? If yes, please explain.

4. At what address does the student currently reside? _____
 - a. Who does the student reside with? _____
 - b. What is the student's relationship to this person(s)? _____
5. Length of time student has resided at above address: _____
6. New School: _____

School	Street	City	State	Zip	Phone
7. Last School Attended: _____					
School	Street	City	State	Zip	Phone
7. Previous Zone A. _____ B. Current Zone _____
8. Former Principal: _____
9. Parent/Guardian former street address (city, state, zip) _____
10. Reason for transfer/move? _____
11. ___ Yes ___ No Has this move forced either of the parents/guardians to commute further to their place of employment? If yes, explain. _____
12. Status of previous residence? ___ sold ___ under contract for sale ___ leased ___ vacant ___ still own ___ previously renting or leasing
13. ___ Yes ___ No Are any members of the family still residing at the previous residence?
14. List other family members in grades K-12 currently attending school. _____

15. ___ Yes ___ No Are there other family members in grades K-12 attending a different school other than the school the transfer student is now attending? If yes, explain. _____

16. Parent/Guardian current employer? _____
17. Parent/Guardian former employer? _____

I, _____, parent of student listed above certify this is a permanent change of residence and not for athletic purposes.

Parent's Signature

Date

Witnessed by: Notary and/or school administrator (This form must be signed by notary and/or administrator of receiving school.)

Witness Signature

Date

**Providing false or misleading information on this form may result in penalty to student or school or both.
A copy of this form must be retained on file by the receiving school for the duration of the student's attendance.**

Louisiana High School Athletic Association

Athletic Participation/Parental Permission Form

This form must be completed and signed by the student-athlete's parent prior to a student's participation in an athletic contest and shall be kept on file with the school. It shall remain in effect for the remainder of the student's eligibility unless the student transfers to another member school. This form is subject to review/inspection by the LHSAA or its representative.

PART I: STUDENT INFORMATION (Please Print)

Student's Name: (Last, First, Middle) _____ School Year: _____

Date of Birth: _____ Last Four Digits of SSN: _____

Home Address: _____

City: _____ Zip: _____

My child entered ninth grade in _____ (month and year). Last semester/year he/she attended _____ High School.

ARE YOU ELIGIBLE?

A student athlete in an LHSAA school must meet the following rules to be eligible for interscholastic athletic competition:

<u>RULE</u>	<u>COMMENTS</u>
BONA FIDE STUDENT	A student shall be enrolled in and attending an LHSAA member school on a regular basis and taking the required number of subjects which shall be recorded on the student's official transcript unless student is a special education student or in the 8 th grade or below. A student shall must be counted as a student on the daily attendance records of the school he/she attends. Attendance in one class makes you a student at that school.
ENROLLMENT	A student shall be enrolled and attending a school in the first 11 school days of the school semester at any school or will be ineligible for the first 30 school days.
AGE	A student shall not become 19 years of age prior to August 1 of this year.
PROOF OF AGE	A student shall provide legal proof of age, which meets the provisions of the LHSAA handbook, to the school administrator to be kept on file at school.
CONSECUTIVE SEMESTERS	Once a student shall enter the ninth grade, he/she shall have eight consecutive semesters to play athletics. (EXCEPTION: Hold-Back Repeat Student – See Rule 1.26.6 of the LHSAA handbook)
SCHOLASTIC	<p>For regular education high school students at the end of the first semester a student shall pass at least six subjects in all subjects taken.</p> <p>At the end of the year and prior to the next school year, a student shall must have earned at least six units with an overall "C" average for the entire previous school year as determined by the LEA in all units taken. All seniors must take at least four (4) subjects each semester.</p> <p>Special education students must consult the school principal, athletic director, or coach for scholastic information.</p>
RESIDENCE AND SCHOOL TRANSFERS	Upon entering high school for the first time, a student shall have the choice to attend any member school located in the attendance zone in which the student resides with his/her parent(s)/guardian(s) or any other household with whom the student has been residing for the past calendar year and be immediately eligible unless an applicable exception applies. A transfer to another member school in the same attendance zone shall render the student ineligible for one calendar year.
UNDUE INFLUENCE	If a student shall has been recruited to a school for athletic purposes, he/she shall remain ineligible as long as the student attends that school.
AMATEUR	A student cannot play high school athletics if he/she loses their amateur status.
INDEPENDENT TEAM	In certain sports a student cannot play on a school team and an independent team during the same sport season.

MEDICAL EXAMINATION

A student shall annually pass a physical examination given by a licensed physician/ nurse practitioner that is in collaboration with a licensed physician or a licensed physician's assistant under the supervision of a licensed physician and complete an LHSAA Medical History Evaluation form prior to participating.

ATHLETIC PARTICIPATION/

PARENTAL PERMISSION FORM A school shall only be required to have this form completed and signed prior to the first time a student participates in LHSAA athletics at the school unless the student transfers to another member school.

SUBSTANCE ABUSE/MISUSE A school shall only be required to have this form completed and signed prior to the first time a **CONTRACT & CONSENT FORM** student participates in LHSAA athletics at the school.

**SUSPENDED AND
INELIGIBLE STUDENTS**

Shall not participate in any interscholastic contest on any team at any school at any level.

LHSAA ELIGIBILITY RULES APPLY TO STUDENT-ATHLETES ON ALL TEAMS AT ALL LEVELS OF PLAY AT ALL LHSAA SCHOOLS

Eligibility to participate in interscholastic athletics is a privilege a student earns by meeting standards outlined on this form and other regulations and policies set by the LHSAA and the student's school. If you have questions or do not fully understand an eligibility rule, check with your child's principal, athletic director or coach. By following the intent and spirit of the rules, you can help prevent violations which may penalize the student, his/her team and/or his/her school.

ONE INELIGIBLE STUDENT MAY DISQUALIFY YOUR WHOLE TEAM – KNOW THE ELIGIBILITY RULES

PART II – PARENTAL PERMISSION

I have read and reviewed the general requirements for high school athletic eligibility on this form and have discussed these requirements with my child. I understand additional questions/explanations and specific circumstances should be directed to my child's principal, athletic director or coach.

I certify the home address listed on this form is my sole bona fide residence and that I will notify the school principal immediately of any change in my residence, since such a move may alter the eligibility status of my child. All other information given is also accurate and current.

I give my permission for the athletic trainer to release information concerning my child's injuries to the head coach/ athletic director/principal of his/her school. Additionally, I give the LHSAA or its representative(s) permission to review my child's scholastic records and all required eligibility forms however submitted by the school or myself.

If the medical status of my child changes in any significant manner after he/she passes his/her physical examination, I will notify his/her principal of the change immediately.

I hereby give my consent and approval for my child to participate in any of the following LHSAA sports:

BASEBALL	GOLF	SWIMMING
BASKETBALL	GYMNASTICS	TENNIS
BOWLING	POWERLIFTING	TRACK AND FIELD
CROSS COUNTRY	SOCCER	VOLLEYBALL
FOOTBALL	SOFTBALL	WRESTLING

I certify all the information is correct, that I have read the summary of LHSAA eligibility rules below and I am in compliance with these standards. I also acknowledge that my child, by my signature below, has my permission to participate in interscholastic athletics during his attendance at this school. I also understand that this form shall only be completed prior to my child's first participation in any athletic contest of any sport and shall remain in effect for his/her entire athletic eligibility unless he/she transfers to another member school.

By signing below, I agree that my child and I will support and comply with all rules, policies and procedures of the LHSAA as set forth in its Handbook, including its Constitution and Bylaws.

Date: _____ Parent's Signature: _____

Relationship to Student _____ (Print Name) _____

(Principal Signature) _____

LHSAA MEDICAL HISTORY EVALUATION

IMPORTANT: This form must be completed annually, kept on file with the school, & is subject to inspection by the Rules Compliance Team.

Please Print

Name: _____ School: _____ Grade: _____ Date: _____
 Sport(s): _____ Sex: M / F Date of Birth: _____ Age: _____ Cell Phone: _____
 Home Address: _____ City: _____ State: _____ Zip Code: _____ Home Phone: _____
 Parent / Guardian: _____ Employer: _____ Work Phone: _____

FAMILY MEDICAL HISTORY: Has any member of your family under age 50 had these conditions?

Yes	No	Condition	Whom	Yes	No	Condition	Whom	Yes	No	Condition	Whom
<input type="checkbox"/>	<input type="checkbox"/>	Heart Attack/Disease	_____	<input type="checkbox"/>	<input type="checkbox"/>	Sudden Death	_____	<input type="checkbox"/>	<input type="checkbox"/>	Arthritis	_____
<input type="checkbox"/>	<input type="checkbox"/>	Stroke	_____	<input type="checkbox"/>	<input type="checkbox"/>	High Blood Pressure	_____	<input type="checkbox"/>	<input type="checkbox"/>	Kidney Disease	_____
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	_____	<input type="checkbox"/>	<input type="checkbox"/>	Sickle Cell Trait/Anemia	_____	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy	_____

ATHLETE'S ORTHOPAEDIC HISTORY: Has the athlete had any of the following injuries?

Yes	No	Condition	Date	Yes	No	Condition	Date	Yes	No	Condition	Date
<input type="checkbox"/>	<input type="checkbox"/>	Head Injury / Concussion	_____	<input type="checkbox"/>	<input type="checkbox"/>	Neck Injury / Stinger	_____	<input type="checkbox"/>	<input type="checkbox"/>	Shoulder L / R	_____
<input type="checkbox"/>	<input type="checkbox"/>	Elbow L / R	_____	<input type="checkbox"/>	<input type="checkbox"/>	Arm / Wrist / Hand L / R	_____	<input type="checkbox"/>	<input type="checkbox"/>	Back	_____
<input type="checkbox"/>	<input type="checkbox"/>	Hip L / R	_____	<input type="checkbox"/>	<input type="checkbox"/>	Thigh L / R	_____	<input type="checkbox"/>	<input type="checkbox"/>	Knee L / R	_____
<input type="checkbox"/>	<input type="checkbox"/>	Lower Leg L / R	_____	<input type="checkbox"/>	<input type="checkbox"/>	Chronic Shin Splints	_____	<input type="checkbox"/>	<input type="checkbox"/>	Ankle L / R	_____
<input type="checkbox"/>	<input type="checkbox"/>	Foot L / R	_____	<input type="checkbox"/>	<input type="checkbox"/>	Severe Muscle Strain	_____	<input type="checkbox"/>	<input type="checkbox"/>	Pinched Nerve	_____
<input type="checkbox"/>	<input type="checkbox"/>	Chest	_____	Previous Surgeries: _____							

ATHLETE MEDICAL HISTORY: Has the athlete had any of these conditions?

Yes	No	Condition	Yes	No	Condition	Yes	No	Condition
<input type="checkbox"/>	<input type="checkbox"/>	Heart Murmur / Chest Pain / Tightness	<input type="checkbox"/>	<input type="checkbox"/>	Asthma / Prescribed Inhaler	<input type="checkbox"/>	<input type="checkbox"/>	Menstrual irregularities: Last Cycle: _____
<input type="checkbox"/>	<input type="checkbox"/>	Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath / Coughing	<input type="checkbox"/>	<input type="checkbox"/>	Rapid weight loss / gain
<input type="checkbox"/>	<input type="checkbox"/>	Kidney Disease	<input type="checkbox"/>	<input type="checkbox"/>	Hernia	<input type="checkbox"/>	<input type="checkbox"/>	Take supplements/vitamins
<input type="checkbox"/>	<input type="checkbox"/>	Irregular Heartbeat	<input type="checkbox"/>	<input type="checkbox"/>	Knocked out / Concussion	<input type="checkbox"/>	<input type="checkbox"/>	Heat related problems
<input type="checkbox"/>	<input type="checkbox"/>	Single Testicle	<input type="checkbox"/>	<input type="checkbox"/>	Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>	Recent Mononucleosi
<input type="checkbox"/>	<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Enlarged Spleen
<input type="checkbox"/>	<input type="checkbox"/>	Dizzy / Fainting	<input type="checkbox"/>	<input type="checkbox"/>	Liver Disease	<input type="checkbox"/>	<input type="checkbox"/>	Sickle Cell Trait/Anemia
<input type="checkbox"/>	<input type="checkbox"/>	Organ Loss (kidney, spleen, etc)	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Overnight in hospital
<input type="checkbox"/>	<input type="checkbox"/>	Surgery	<input type="checkbox"/>	<input type="checkbox"/>	Prescribed EPI PEN	<input type="checkbox"/>	<input type="checkbox"/>	Allergies (Food, Drugs) _____
<input type="checkbox"/>	<input type="checkbox"/>	Medications _____						

List Dates for: Last Tetanus Shot: _____ Measles Immunization: _____ Meningitis Vaccine: _____

PARENTS' WAIVER FORM

To the best of our knowledge, we have given true & accurate information & hereby grant permission for the physical screening evaluation. We understand the evaluation involves a limited examination and the screening is not intended to nor will it prevent injury or sudden death. We further understand that if the examination is provided without expectation of payment, there shall be no cause of action pursuant to Louisiana R.S. 9:2798 against the team volunteer health-care provider and/or employer under Louisiana law.

This waiver, executed on the date below by the undersigned medical doctor, osteopathic doctor, nurse practitioner or physician's assistant and parent of the student athlete named above, is done so in compliance with Louisiana law with the full understanding that there shall be no cause of action for any loss or damage caused by any act or omission related to the health care services if rendered voluntarily and without expectation of payment herein unless such loss or damage was caused by gross negligence. Additionally,

- If, in the judgment of a school representative, the named student-athlete needs care or treatment as a result of an injury or sickness, I do hereby request, consent and authorize for such care as may be deemed necessary. Yes No
- I understand that if the medical status of my child changes in any significant manner after his/her physical examination, I will notify his/her principal of the change immediately. Yes No
- I give my permission for the athletic trainer to release information concerning my child's injuries to the head coach/athletic director/principal of his/her school. Yes No
- By my signature below, I am agreeing to allow my child's medical history/exam form and all eligibility forms to be reviewed by the LHSAA or its Representative(s). Yes No

Date Signed by Parent _____ Signature of Parent _____ Typed or Printed Name of Parent _____

II. COMPLETED ANNUALLY BY MEDICAL DOCTOR (MD), OSTEOPATHIC DR. (DO), NURSE PRACTITIONER (APRN) or PHYSICIAN'S ASSISTANT (PA)

Height _____ Weight _____ Blood Pressure _____ Pulse _____

GENERAL MEDICAL EXAM :

	Norm	Abnl
ENT	<input type="checkbox"/>	<input type="checkbox"/>
Lungs	<input type="checkbox"/>	<input type="checkbox"/>
Heart	<input type="checkbox"/>	<input type="checkbox"/>
Abdomen	<input type="checkbox"/>	<input type="checkbox"/>
Skin	<input type="checkbox"/>	<input type="checkbox"/>
Hernia	<input type="checkbox"/>	<input type="checkbox"/>
(if Needed)		

COMMENTS: _____

OPTIONAL EXAMS:

VISION: _____
 L: _____ R: _____ Corrected: _____
 DENTAL: _____
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17

ORTHOPAEDIC EXAM :

	Norm	Abnl
I. Spine / Neck		
Cervical	<input type="checkbox"/>	<input type="checkbox"/>
Thoracic	<input type="checkbox"/>	<input type="checkbox"/>
Lumbar	<input type="checkbox"/>	<input type="checkbox"/>
II. Upper Extremity		
Shoulder	<input type="checkbox"/>	<input type="checkbox"/>
Elbow	<input type="checkbox"/>	<input type="checkbox"/>
Wrist	<input type="checkbox"/>	<input type="checkbox"/>
Hand / Fingers		
III. Lower Extremity		
Hip	<input type="checkbox"/>	<input type="checkbox"/>
Knee	<input type="checkbox"/>	<input type="checkbox"/>
Ankle	<input type="checkbox"/>	<input type="checkbox"/>

From this limited screening I see no reason why this student cannot participate in athletics.

- ☐ Student is cleared
☐ Cleared after further evaluation and treatment for: _____
☐ Not cleared for: ☐ contact ☐ non-contact

Printed Name of MD, DO, APRN or PA _____ Signature of MD, DO, APRN or PA _____ Date of Medical Examination _____

This physical expires 13 months from the date it was signed and dated by the MD, DO, APRN or PA.

Equal Opportunity

St. James High School is an equal opportunity school and is dedicated to a policy of non-discriminatory in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, natural origin, or qualified disability. All students have equal rights to counseling and training.

Title IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits sex (including pregnancy, sexual orientation, and gender identity) discrimination in any education program or activity receiving federal financial assistance. No person in the US shall, "on the basis of sex" - under any education program or activity receiving federal financial assistance be excluded from participation in or denied benefits of. - Civil Rights Law

Complaints

Title IX Coordinator - responsible for coordinating the effective implementation of supportive measures in our School District. Contact: Ms. Kelly Cook - 225-258-4900 Ext. 4518 or kcook@sjpsb.org

Investigator - individual or group who conduct the investigation.

Contact: Ms. Amy Laiche - 225-258-4900 Ext. 4511 or alaiche@sjpsb.org

Decision Maker - individual or group who issue a written determination regarding the responsibility.

Contact: Ms. Kelly Cook - 225-258-4900 Ext. 4518 or kcook@sjpsb.org

ST. JAMES MIGHTY WILDCAT MOTO

TRADITION - HONOR - DISCIPLINE - EXCELLENCE

TRADITION: TO LEAVE A LEGACY

A code of conduct established for future generations to follow that will improve their quality of life. St. James High School has a rich winning tradition, it is your job to uphold that tradition.

HONOR: TO LOVE

A person's high standing among others, great respect, to lend dignity or honor to by an act or favor. It is better to focus clearly on what really matters: the kind of person one is. To be honorable is to be real, genuine, authentic, and bona fide.

DISCIPLINE: TO LEARN

To do what has to be done, in the way it is to be done, and doing it that way all of the time. The best-prepared, most committed team has the best chance of winning. It is discipline that allows us to pursue our dreams and not simply accept what is left over.

EXCELLENCE: TO LIVE

Excellence is a special feature or quality of being exceptionally good. Always, do the best you can with what you've got. Success is peace of mind that is a direct result of self-satisfaction in knowing that you did your best to become the best you are capable of becoming.



St. James High School **2023-2024** **MIDDLE SCHOOL SUPPLY LIST**

Below is a list of school supplies that middle school students will need to start the school year. Students may receive an additional supply list specific to their classes on the first day of school.

- Stylus Pen (label with name)
- Personal Headphones (earbuds and airpods are not allowed)
- Pencils/lead pencils
- Personal pencil sharpener with cover
- Blue/black ink pens
- Red ink pens
- 1 pack color pencils
- 4 highlighters of varying colors
- 2 packs of loose leaf
- 1 pack graph paper (8th grade only)
- Protractor and Compass (7th Grade only)
- 1 pack of clear sheet protectors
- Markers
- Glue sticks
- 1 ½ inch heavy duty binder
- Binder dividers with pockets
- Post It Notes
- 1 box Kleenex (to be given to academic hall teacher)
- 1 roll Paper Towel (to be given to academic hall teacher)
- \$2.00 Class Activity Fee (8th grade Quest for Success Class only)
- \$5.00 Fee for Middle School Planner

St. James High School: 2023-2024 Supply List

Algebra I/Math Essentials/ Financial Literacy	Algebra II/Geometry	Art I – Art IV Media Arts	Band	Biology/Physical Science/ Chemistry
Scientific Calculator 1 ½ inch Binder 6 Binder Dividers Red Ink Pen Note Book Loose Leaf Pencils Ruler	Binder 3 subject Notebook Pocket Folder Pencils Ruler TI-84/TI-83 Graphing Calculator (preferred) or Scientific Calculator	Fee: \$15 for Art Supplies Binder, Notebook and Pocket Folder Sketch Book Personal Media Card - Optional	Required Instrument New Members: 2 shirts \$20, Polo \$25, Shorts \$15, Shoes \$30, Duffle Bag \$35, Warm Up \$65 Returning Members: 2 shirts \$20, Polo \$25, Shorts \$15, \$35 Duffle Bag	Graphing Calculator Notebook or Binder 3 Prong Pocket Folder Composition Notebook Color Pencils Pens/Pencils Highlighters Tape Post It Notes
Freshman Seminar	English I/Technical Writing /Business English	English II, English III, & English IV	Foods and Nutrition/ Child Development	Health & Physical Education/Sports
1 ½ inch Binder 4 Binder Dividers Ink Pens Note Book Loose Leaf Pencils Ruler Calculator	Pocket Dictionary (optional) Pack of Post-It Notes 2 inch binder #2 Pencils Erasers Highlighters Loose Leaf Folder Pocket Dictionary/Thesaurus	Binder Binder Dividers Pack of Post-It Notes Pencil Highlighter Loose Leaf Perforated Notebook Composition Notebook 2 Folders	Fee \$5.00 Binder or Folder Pen/Pencils	Tennis Shoes Athletic Shorts Athletic T-Shirt Notebook or Binder Pocket Folder Pen/Pencils
IBCA, BCA	Music Technical Theatre/Dance/ Performing Arts	Spanish I & Spanish II	US, World History/World Geography/Civics/African American History	All Courses
Manila Folder Notebook Calculator	HS Dance: 3 prong folder with loose leaf paper, comfortable clothes HS Musical Technical Theatre: 3 prong folder w loose leaf paper	Binder or notebook, loose leaf, index cards, pencils or pens, color pencils or markers, highlighters, construction paper	Pocket Folder Binder (Historical Projects) Portfolio 1 pack of color pencils or Markers Laptop Notebook	Charged iPad Extra iPad Charger USB Flash Drive – Optional School ID & Lanyard



2023-2024 Marking Period Schedule

Note: Dates are subject to change, if any changes are made to the [academic calendar](#).

Grading Periods	Grading Period Dates	Progress Report Dates	High School Exam Dates	Unlock Dates & Times	Lock Dates & Times	Report Card Distribution Dates
MP1	August 3rd-October 5th 44 Days	September 7th (Grades ready for September 6th @ 9:00 AM) *Progress Reports available in SPC. Request to receive a paper copy.	October 4th Blocks 1 & 2 October 5th Blocks 3 & 4	August 3rd 7:00 AM By District Office Admin	October 11th 9:00 AM Submit final grade changes by 10/12 @ 9 AM. Grade Change Forms are required after this date and time.	October 13th *Report Cards available in SPC @ 2PM. Request to receive a hard copy. Print by Homeroom & 1st Block HS
MP2	October 6th-December 15th 44 Days <i>Parent & Student Progress Center will be offline from December 19th - January 4th at 6PM. HS Gradebooks will be offline from during</i>	November 7th (Grades ready for November 6th @ 9:00 AM) *Progress Reports available in SPC. Request to receive a paper copy.	December 13th Blocks 3 & 4 December 14th Blocks 1 & 2	October 16th 7:00 AM By School Admin Do Not Unlock Until Previous MP Report Cards are Printed and Posted.	December 19th 9:00 AM Grade Change Forms are required after this date and time.	January 3rd - Elem *Report Cards available in SPC @ 2PM. Request to receive a hard copy. Print by Homeroom & 1st Block HS January 4th - 7th - 12th *Report Cards available in SPC @ Noon. Request to receive a copy. Print by Homeroom / 1st Block HS
MP3	January 5th-March 15th 45 Days	February 6th (Grades ready for February 5th @ 9:00 AM) *Progress Reports available in SPC. Request to receive a paper copy.	March 14th Blocks 3 & 4 March 15th Blocks 1 & 2	January 5th 7:00 AM By School Admin Do Not Unlock Until Previous MP Report Cards are Printed and Posted.	March 20th 9:00 AM Submit final grade changes by 3/21 @ 9 AM. Grade Change Forms are required after this date and time.	March 22nd *Report Cards available in SPC @ 2PM. Request to receive a hard copy. Print by Homeroom & 1st Block HS
MP4	March 18th-May 24th 44 Days Seniors Last Day May 12th Senior Grades Due May 15th @ 8AM Change Forms are required after this date and time.	April 23rd (Grades ready for April 21th @ 9:00 AM) *Progress Reports available in SPC. Request to receive a paper copy.	Blocks 3 & 4 May 4th (Seniors) May 21st (9th-11th) Blocks 1 & 2 May 5th (Seniors) May 22nd (9th-11th)	March 5th 7:00 AM By School Admin Do Not Unlock Until Previous MP Report Cards are Printed and Posted.	May 23rd 8:00 AM Submit final grade changes by 5/24 @ 2 PM. Grade Change Forms are required after this date and time.	May 30th Report Cards Mailed Home



2023-2024 School Year Calendar

OPTION A

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 4 – Independence Day
July 31 – \$333 Day

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 1-2 – Admin Day
Aug. 3 – First Day of School

SEPTEMBER 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sept. 4 – Labor Day
Sept. 20 – Half Day for Students

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 2 – Admin Day
Oct. 5 – End of Q1
Oct. 6 – Start of Q2
Oct. 9-10 – Fall Break

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov. 20-24 – Thanksgiving Holidays

DECEMBER 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec. 15 – End of Q2- Half Day for Students
Dec. 18 -Jan 2 – Christmas Holidays

Jan. 3 – Admin Day
Jan. 4 – \$333 Day
Jan. 5 – Start of Q3
Jan. 15 – Martin Luther King Jr. Holiday

JANUARY 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb. 12-16 – Mardi Gras Holidays

FEBRUARY 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Mar. 15 – End of Q3
Mar. 18 – Start of Q4
Mar. 29- Apr. 5 – Easter Holidays

MARCH 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar. 29- Apr. 5 – Easter Holidays

APRIL 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 17 – High School Graduation
May 24 – End of Q4 - Half Day for Students & Last day of School
May 27 – Memorial Day
May 28 – \$333 Day
May 29 – Admin Day

MAY 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

H = **Holiday:** Schools Closed, Students & Staff Do Not Report A = **Administrative Day:** Students Do Not Report S = **Start/End of Quarter**

Student Instructional Days: 177 • By Semester: Fall=88 days, Spring=89 days
By Quarter: First=44 days, Second=44 days, Third=45 days, Fourth=44 days

St. James High School Student Handbook

STATEMENT OF COMPLIANCE

The undersigned student **Grades 7-12** and undersigned parents/guardians do hereby acknowledge and agree to adhere to the student code of conduct that includes all rules and regulations that govern St. James Parish Public Schools.

As a student, I have read and understand the contents of this student policy manual.

_____/_____/_____
Student Date

As a parent/guardian, I have read and understand the contents of this student policy manual.

_____/_____/_____
Parent (or Guardian) Date Parent (or Guardian) - ____/____/_____
Date

Home Telephone Number Work Telephone Number Home Telephone Number Work Telephone Number

Current Physical and Mailing Addresses

The Student Handbook can be found on **The St. James High School** Website – www.stjames.k12.la.us.

Please check the appropriate box below:

I **do want** a hard copy of **The Student Handbook** _____

I **do not want** a hard copy of **The Student Handbook** _____

Media Consent and Release

The St. James Parish Public School Board shall request your consent to the use of any spoken interviews, still photographs or video tape taken of your child by the School System or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the St. James Parish Public School System in newspapers, newsletters, brochures, billboards, websites, social media, promotional publications or television, radio and other media services. I also consent to the Board's use of my child's name on electronic/digital media or print media.

_____**Yes, I,**_____, (Parent/Guardian Name) **will allow** my child to be identified by the news media or School Board for positive promotion or publicity.

_____**No, I,**_____, (Parent/Guardian Name) **will not allow** my child to be identified by the news media or School Board for positive promotion or publicity.

Please **detach this page and return to your child's homeroom teacher on or before Friday,** **August 18, 2023**