

Henry Ford Middle School
Home of the Falcons

Henry Ford Middle School Student Hand Book 2017-2018

The mission of Henry Ford Middle School is to provide educational opportunities for all students to achieve academically in a safe, productive learning environment.

Henry Ford is a proponent of Positive Behavioral Interventions and Supports (PBIS) program. PBIS uses a collaborative, assessment-based method to develop effective intervention strategies for problem behavior. Our aim is to build an environment where students can evolve into responsible and mature young adults.

Henry Ford Middle School

435 S. Jamie Blvd
Avondale, LA 70094
(504) 436-2474
Fax: 436-0604

Ammy Schayot	Principal
Jeffery Wallace-Jones	Assistant Principal
William Carroll	Dean
Rashonda McNutt	Academic Dean
Sydamalise Beard	Counselor
Sharon Scrubbs	Social Worker
Summer Vinet	Secretary
Whitley Richardson	Account Clerk
Jawanda.Alexander	Attendance Clerk
Howard Jones	Plant Manager

Daily Schedule
A/B

Homeroom	7:28	7:41
1 st /5 th	7:43	9:10
2 nd /6 th	9:12	10:39
Lunch	10:39	11:20
3 rd /7 th	11:22	12:49
4 th /8 th	12:51	2:20

EXAM SCHEDULE

Homeroom	7:28	7:40
1 st Exam	7:40	9:02
2 nd Exam	9:02	11:00

Emergency Information/Closings

Radio Station WWL-870 AM is designated by the Jefferson Parish School Board as the "official" broadcaster of information on school closings during inclement weather. However, all news media outlets are notified about closing as soon as possible. Decisions to close are generally made before 6:00 a.m. Parents are advised to listen to their radios or watch television reports during these periods.

Breakfast

Students must report to the cafeteria immediately upon arrival to school. The breakfast line will close at 7:20 anyone who rides a bus that comes later than 7:20 will receive a "take and go" breakfast. The students will be counted as tardy to class should they arrive after 7:40.

Lunch

Students must report to the cafeteria immediately, when the bell rings to designate the start of lunch. If students are not at the cafeteria by 11:00 they will not be able to go to the cafeteria. The restrooms outside by the girls and boys side of the gym will be open during the entire lunch period.

Food Prices

Students:	Breakfast	\$1.00
	Reduced Breakfast	\$0.30
	Lunch	\$1.75
	Reduced Lunch	\$0.40
Adults:	Extra Milk	\$0.50
	Extra O.J.	\$0.50
	Breakfast	\$1.50
	Lunch	\$3.50

Applications for free and reduced lunch must be completed at the beginning of each year. Applications may be obtained in the cafeteria or main office. Cafeteria prices are subject to change after the printing of this agenda. It is the policy of Henry Ford Middle that

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Students not be allowed to charge any meals. However, no student is refused a lunch because he forgot his money. The student must inform a server and he will be given a bag lunch.

Residence Requirements

All students must reside with parents, parent with legal custody, or legal guardian to establish residency in the Henry Ford Middle School district. It is the parent/guardian's responsibility to notify the school in writing of any change of home address or telephone number. Parents must notify the school by bringing to the school proof of residency (i.e. two utility bills).

Restroom Use During Class

Students are required to have their restroom passes. Teachers must sign and indicate the time on the appropriate day on the restroom pass to indicate to other teachers when the student utilized his bathroom pass. There is a schedule for restroom usage each day; however, students must be aware of the valuable class time they are missing by requesting a pass to the restroom. Restrooms are open before school and during the lunch period. Restrooms are not open during the change of class. Restrooms will also be closed during the first fifteen minutes of class and the last fifteen minutes of the class period.

Teachers may refuse a pass to any student who appears to be abusing restroom privileges. If a child has a medical problem that necessitates frequent restroom use, the parent is to produce a doctor's note which states that need and bring it to the school office

Grading Policy

1. A student's grade in a course for a 9 week period is being reorganized by the district.

1st and 3rd Nine Weeks

Major Assessments – 50%
Minor Assessments – 30%
Participation - 20%

2nd and 4th Nine Weeks

Major Assessments – 35%
Minor Assessments - 25%
Participation 15%
Exams 25%

2. The numerical equivalents of letter grades are:

A	93 – 100
B	85 – 92
C	75 – 84
D	67 – 74
F	0 – 66

3. A final grade for a course is determined using the quality point system:

A	4 points
B	3 points
C	2 points
D	1 point
F	0 point

Students earning an "F" in the 4th 9 weeks do not pass the course. Additionally, a minimum of four (4) quality points must be earned in each course.

Attendance

Students must be present a minimum of 160 days to be eligible to receive credit for their courses. To be excused, a physician must verify an illness. To receive credit for a course, a student cannot miss more than fourteen (14) days. If a student misses fifteen (15) or more days, he/she will not receive credit for the course, regardless of the grade earned. Any student who has six or more un-excused absences will be automatically referred to Juvenile Court through the Family in Needs of Services (FINS).

Check – In

Students arriving after 7:20 am but before 7:30 am are tardy to school and must report directly to homeroom. Students arriving after 7:30 am must report to pupil services to check-in.

Check – Out

In case of illness, students requesting to checkout are to obtain a "sick- slip" from the teacher. Students must fill out the form completely. The student must be sent to the office with the sick slip so his/her parent/guardian can be called. The student will return to class and wait. When someone arrives to sign him/her out, he/she will be called to the office. **ONLY PERSONS LISTED ON THE STUDENT'S EMERGENCY CARD MAY SIGN**

THE STUDENT OUT OF SCHOOL. ADDITIONALLY, THE ADULT CHECKING THE STUDENT OUT OF

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SCHOOL MUST SUPPLY A PICTURE ID. PARENTS SHOULD MAKE EVERY EFFORT TO AVOID THE TIME PERIOD BETWEEN LUNCH (10:40 – 11:35) AND THE HALF HOUR BEFORE DISMISSAL (2:00 – 2:20).

Homework

Homework is an important tool in helping students learn and must be included as an integral part of the instruction program. Meaningful and productive homework assignments can be a positive experience and a reinforcement tool.

Homework will be assigned a minimum of two (2) times per week in each academic subject. An attempt should be made by the subject area teacher to insure that no overnight assignment will require more than 30 minutes to complete. Assignments completed in class are not considered homework. All homework assignments are reviewed and/or graded by the teacher on the day the assignment is due.

Make-up work

It is the responsibility of the student to initiate and complete make up work. In order for make-up work to be given, a note explaining the absence, whether the absences are excuse or un-excused, must be received within (5) days after the student returns to school, whether absences are excused or un-excused.

1. For excused, absences of five (5) or more consecutive days, the student must initiate and complete make-up work within ten (10) school days after returning to school.
2. For excused absences of less than five (5) consecutive days, the allotted time to make up the work is left to the discretion of the teacher; however, it should not exceed ten (10) school days.
3. For un-excused absences, a student must bring a note from the parent/guardian explaining the absence before any make-up work will be given.

Activities

Throughout the year there will be various field trips and activities. When a field trip or activity is planned, all students are expected to behave appropriately. Additionally attending activities is a privilege. A teacher may prohibit a student from attending a field trip if they

are failing the class. Inappropriate behavior, in or out of class, may result in a student being denied the opportunity to attend. Inappropriate behavior on a field trip or activity will result in disciplinary consequences and may result in the student being prohibited from attending future activities.

Any student suspended, In-School or Out-of-School, will not be allowed to attend/participate in activities (e.g. dances, athletic events, pep rallies, Test Fest, field trips, . . .) Refunds will not be provided for students who are absent on the day of a field trip or if they receive a suspension.

Activities (e.g. but not limited to athletic events practices, and tutoring) start at 2:25, if not before. **STUDENTS ARE NOT TO LEAVE CAMPUS AND RETURN.** Students who do not report immediately to the activity are to be turned away.

Dances

One extra-curricular activity that our students truly enjoy are our dances. We have several dances spread throughout the school year. Dances are held in the school gym, they are from 7pm to 9:00 pm and tickets are sold the week before the dance or students can pay at the door. In order to insure that the student behavior is appropriate and that their safety is a priority we have established and continue to maintain the following policies:

- o The style of dress for each of the dances varies. We will not admit students who do not follow the specified dress code guidelines.
- o Any student suspended (in-school or out of school) at the time of the dance will not be admitted.
- o Any student expelled cannot attend the dance.
- o Only students in 6th, 7th, or 8th grade may attend.

Any student failing to comply with the above guidelines will not be admitted to the dance.

Transportation

Parents are to drop off and pick up middle school students outside the fence on S. Jamie Blvd. Parents are requested not to drop off students on either driveway as those are bus loading zones.

Students are not to be on campus before 7:00 am and must leave campus no later than 2:30 pm unless they are in a supervised activity. Walkers must leave campus at the dismissal bell.

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Bus students are to ride assigned buses. Changing buses without authorization is not permitted. Students are to report to the assigned loading area immediately at dismissal and remain there until they board the buses. Buses are considered extensions of the classroom. Therefore, consequences for violating bus rules and procedures will be the same as if in the classroom. Drivers have the authority to assign seats and establish rules to ensure the safety of all passengers.

ID

Each student will be allowed to purchase an ID for \$5.00. This will be used in the school library to check out books and the cafeteria. This is for that student and no one else (it has their name on it and a bar code). Passing off a lunch card/id to someone else or using someone else's card will be treated as if it were fraud or theft. See discipline consequences for stealing page 12.

Fire and Evacuation Drills and Emergency Warnings

The purpose of an emergency drill is to ensure the safety of all students in the event of an actual emergency. . The regulations for procedures to be followed during the drills are posted in every classroom. Each student should be familiar with these rules.

A drill is signaled with the sounding of the fire alarm or over the intercom. When an evacuation drill is signaled the students are to leave classrooms in an orderly manner, with the instructor at the head of the rank. The students will move quickly and quietly through the halls and out of the buildings. Students will follow their teachers to the assigned areas, stand quietly at least 25 feet from any building and away from all streets and bus lanes. At the "ALL CLEAR" signal, students will return to the classroom they occupied when the alarm sounded.

During a lock down drill students are to follow all directives given by the teacher.

Locks and Lockers

Hall lockers do not exist at Henry Ford Middle. Students are issued a set of textbooks to leave at home.

Teachers have classroom sets of books for students to use at school. Students are issued lockers for P.E. and should bring a lock from home to secure personal belongings while dressed out for P.E. These locks

cannot be left on the locker and must be removed at the end of each P.E. class.

Lost and Found

Students are responsible for the proper care of all books, supplies, instruments, and furniture issued by the school. Any lost, stolen, or misplaced material is the responsibility of the student.

The lost and found is located in Pupil Services of the school. A student having lost a purse, gym suit, jewelry, or any other article may obtain permission from the office staff to look for the lost article(s) in the lost and found. Textbooks that are found are sent to the teacher who issued them.

Accidents

Any student who is injured at school must report the injury to his teacher immediately. The teacher will send the student to the main office immediately. The teacher must complete an Accident/Incident Report and file it in the main office. It is imperative that we have emergency numbers on file to reach parents in an emergency including home, work, cell, and relatives' numbers.

Medication Policy

If possible, parents are advised to give medication to their children at home and on a schedule other than during school hours. Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision expect when ordered by the physician for an urgent need (i.e., asthma inhaler. . .) A consultation must occur between the parent, designated school staff and the school nurse.

It is the policy of the Jefferson Parish Public School System that all medication, prescription or non-prescription, that is brought to school, must be kept in the office and will be dispensed by school personnel only. This can be arranged by following the procedures outlined in the handbook entitled "Procedures and Policies for Parents and Students" which is given to students at the beginning of each school year. Violation of this policy will result in a disciplinary consequence.

Off Limit Areas

If a student is not moving toward class, he/she is considered loitering. A student's schedule will indicate the area in which he/she should be.

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If a student does not have a class or a pass to be in a given area, then the student is in an "Off Limits" area. Students changing classes or having a pass should use the most direct route to their assigned classes. Students roaming the halls or campus will be subject to disciplinary action.

Detentions

Detentions are held for no more than one hour after school. The student and parent must sign the detention notice and return it to school. Transportation must be arranged in advance. Detentions are not usually canceled on rainy days.

Detentions issued by administrators are held Monday through Thursday from 2:25 pm to 3:00 pm.

Detentions issued by teachers may be held any day of the week and can be a:

- o morning detention which is held from 7:00 am to 7:15 am.
- o lunch detention which is held for 15 minutes but cannot start before 11:00
- o after school detention which may start at 2:25 but may not extend beyond 3:30.
- o Failure to serve an administrative detention on the day it is scheduled, will result in a disciplinary consequence. Detentions can only be rescheduled by receiving a request from a parent.

Searches

To insure the safety of the students at Henry Ford Middle random classroom searches are performed weekly.

Cell phones

Students are allowed to carry electronic communication devices on school grounds. However, these devices must be turned COMPLETELY OFF and must not be visible or audible while students are on school grounds or on school busses. Students shall be personally and solely responsible for the device and its' use. The school assumes no responsibility for theft of damage of telecommunication devices or for the unauthorized use of such devices.

Consequences

1st Offense: The cell phone will be held until the end of the school day. The student will receive a 2 day intervention.

2nd Offense: The cell phone will be held until the end of the school day. The student will receive 2 days of In School Suspension.

3rd Offense: The cell phone will be held until the end of the school day. The student will receive 3 days out of school suspension.

4th and successive offenses will result in an increasing severity of discipline consequences. The student will forfeit their right to carry the cell phone on campus.

Refusal to turn in electronic devices of any type is a 5 day out of school suspension.

Visitors

Our school business hours are from 7:00 am until 2:30 pm daily. Parents and members of the business community are welcome to visit Henry Ford Middle School. However, the safety and security of our students and staff is our top priority, we require all visitors to "check-in" at the Main Office and receive a Visitor's Pass. Permission must be obtained from an administrator before anyone may visit a classroom. All visitors are required to check out in the Main Office.

If your child receives services from an outside agency they must schedule their appointments during the students lunch time. Documentation must be provided (copy of id and signed release) and arrangements will be coordinated between the offices.

Uniform Policy

At Henry Ford Middle School, uniforms are mandatory.

The uniform can be purchased from designated uniform suppliers. No variation to the school uniform dress code is acceptable.

Sweatshirts and PE Uniforms are available to be purchased at school.

The sweatshirts can be purchased for \$25.

The PE uniforms can be purchased for \$25

The specifics of our school uniform are:

Shirts: Short sleeve polo-type knit shirts in either solid red or solid navy with the school name and logo. (Navy shirts may ONLY be purchased from the school). Shirts must be worn tucked in at the waist so the belt or waistband is visible at all times. Long sleeve undershirts may be WHITE ONLY. No altering of the uniform is allowed.

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Pants: Pants must be blue uniform pants. Navy cargo, carpenter, painter, cell phone pants, skinny, leggings and navy colored jeans are not acceptable. Pants must be worn at the waist, belted, and must fit the waist snugly. Loose fitting pants, baggy pants, and/or those worn low on the hips will not be tolerated. The waist is defined as a line circling the body which is level with the belly-button. A student is not allowed to wear pants which are baggy but tightly belted. Pants must be hemmed and splits are not allowed. **STUDENTS WHOSE PANTS DO NOT FOLLOW THE DRESS CODE WILL BE SENT HOME UNTIL NEW PANTS ARE PURCHASED OR THE EXISTING PANTS ARE ALTERED TO FIT PROPERLY.**

Belts: Belts may be plain, solid tan, black, red, white, or brown (no names or nicknames or logos) and must be able to fit through the belt loops. The length of the belt must be tucked into belt loops and must be visible at all times.

Belt Buckles: Belt buckles must be the most plain and simple type made. We do not tolerate belt buckles which are larger than the width of the belt. There can be no ornamentation, logos, initials, names, words, etchings or engraving, pictures, buckles that light up, etc.

Shoes: Any color tennis shoe may be worn. Casual shoes must be either brown or black. **NO BOOTS OF ANY KIND MAY BE WORN.** Shoes must be closed in. Backless shoes, thongs, slippers, or shoes with heels higher than two (2) inches are not permissible. All shoes must be worn in the manner in which they are designed to be worn. Shoes with laces must be entirely laced and properly tied. Laces of various colors are not permitted. Shoes with straps, buckles, etc. are to be tied and fastened.

Sweatshirts/Sweaters/Jackets/Coats:

Students may wear any Henry Ford sweatshirts or plain jacket, sweater, or sweatshirt that buttons or zips the length of the garment in front. Any garment worn by pulling over the head must display the school logo. **Sweatshirts must be worn as one would wear a shirt or put away in the students school bag. Sweatshirts worn around the waist, neck will not be allowed. No other pullover, zip-up, or sweatshirt is acceptable. Sweatshirts cannot be substituted for the polo-style shirt.**

In severe cold weather, any kind of outer coat is acceptable. For an item to be considered a coat, it must be heavier and thicker than the uniform sweatshirt or jacket. **STUDENTS SHOULD LAYER THEIR CLOTHING – UNDERSHIRT (WHITE ONLY), HENRY**

FORD UNIFORM SHIRT, HENRY FORD SWEATSHIRT, AND EVEN A JACKET MAY BE WORN. STUDENTS MAY NOT WEAR A NON- FORD ITEM UNDER THE SWEATSHIRT(FOR EXAMPLE BUT NOT LIMITED TO A BLUE HOODIE UNDER THE HFMS SWEATHSIRT). Students are sent to the gym when the temperature gets below 50 degrees

Book Bags: No cloth or fabric book bags, tote bags, or backpacks. This includes girl's purses which are made like book bags or backpacks. **ONLY CLEAR OR MESH BOOK BAGS ARE PERMITTED.**

Options for the Uniform Include

Shirt: A long sleeve polo - type shirt in solid red with the school name and logo. Only white long sleeved under shirts or plain white short sleeved t-shirts are allowed to be worn under a uniform shirt.

Sweatshirt: purchased through the school.

Jackets: Jackets must zip or button. They may not be a pullover. A button up shirt is not a jacket.

Leggings: Students are not allowed to wear leggings under their skirt. This was a direct violation to the Parish Dress Code, which states: *a student will not wear clothing that is tight fitting, including but not limited to bike pants, leggings,* We cannot supersede this policy.

Additional School Rules

- Hoods, hats, caps, bandanas, rags, wash cloths, towels, head bands, wrist bands, etc. are not allowed at any time. Do not bring these on campus. If brought on campus these items will be confiscated and a parent will have to retrieve the item(s).
- Student's hair must be cleaned and combed. Hairstyles must not impair vision.
- No stripes or other outrageous styles that bring attention or cause disruption such as MOHAWKS AND SCULPTED DESIGNS. NO CUTS IN EYEBROWS ALLOWED.
- Any hair coloring must be naturally occurring hair color (i.e. no burgundy or maroon)
- No nose rings, or any body piercing jewelry except earrings worn in the ears

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- No thongs, slippers, *Birkenstocks*, clogs or backless shoes, or any shoes with heels higher than two (2) inches.
- No sunglasses indoors
- No open drinking containers are allowed on school grounds. Unopened drinks may be brought for lunch, but they must be consumed during lunch
- No holes, rips or cuts in clothing.
- All clothes must be hemmed
- No hair rollers, combs, picks, or chop sticks in hair.
- No rat-tail combs or metal picks on campus
- No camouflage apparel or accessory
- No unpatriotic words or pictures on clothing.
- Students are not allowed to write or draw on any article of clothing.
- No PE uniforms worn except during PE classes
- No clothing, jewelry, or written material depicting any type of off campus fraternities, sororities, or any other group designs, insignia, or symbols not approved by the school.
- Clothing items labeled Higgins High School are not allowed.
- No clothing, jewelry, or written material depicting any alcohol, drug, or cigarette related items or symbols, or violence (such as but not limited to skulls, guns, etc. . .)
- No clothing, jewelry, etc. with suggestive words or pictures or anything else that can be considered disruptive to the learning process as determined by the administration
- No politically related clothing (this includes items for past politicians, buttons, etc.)
- No chains are allowed, except those which are specifically designed and sold as jewelry to be worn around the wrists or neck.
- No type of jewelry/apparel with studs/spikes
- No excessively large earrings or finger rings or rings covering more than one finger.
- Earrings which are round in shape may not be larger than a quarter (\$0.25). Earrings which hang or dangle may not hang or dangle lower than a quarter (\$0.25) below the earlobe. When a quarter is held to the earring if any part of the earring shows then the earring is illegal.
- Headphones will not be allowed on campus. If a child needs to bring headphones for a technology class or project they must be left in the possession of the teacher.

Consequences for violating any of the above rules:

1st offense

Detention, PC, Intervention
Room or possibly confiscation

2nd offense and subsequent Offense(s)

Intervention Room/Suspension

Uniform Violation Consequences:

1 st offense	Detention
2 nd offense	2 Detentions
3 rd offense	Parent Conference
4 th offense	Intervention Room/Suspension

Wearing an article that does not comply with our uniform policy may result in a student being sent home. An example may be, but not limited to, are pants that do not fit at the waist and prevent a student from following the dress code regardless of his intentions. Violations of the dress code are deliberate and will not be treated as mere uniform violations but rather as a refusal to follow school rules. Consequently, students whose pants do not fit properly "AT the waist" will be sent home until new pants are purchased or the existing pants are altered to fit. Girls that do not wear their school skirts "At the waist" or those that are worn shorter than 2" above the knee will, too, be sent home until the problem is solved.

Book Bag Policy

No cloth or fabric book bags, tote bags, nor backpacks. This includes girls' purses which are made like mini bags or backpacks. ONLY Clear or Mesh book bags are permitted. No camouflage school bags will be allowed.

1 st offense	Parent Conference
2 nd and successive offenses	Confiscation/Suspension

Note: The administration may prohibit any item or activity deemed disruptive to the school environment or dangerous to any student or staff member.

Consequences for Discipline Infractions

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purpose of discipline in school facilitates the formation of a positive attitude and assists all students in doing their part to make themselves better people and the school a better place.

Students' behavior shall be subject to the Jefferson Parish School System's "procedures and

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3rd Offense
1st Offense

Call parent
Referral with supporting
documentation attached

1st and Successive Offenses

Suspension

Discipline Office Action

1st Referral

Detention(s) or Intervention
Room

2nd Referral

Intervention Room/Suspension

Failure to Serve Teacher Detention

1st Offense

Detention Doubled or parent
conference

2nd Offense

Referral

Failure to Serve Office Detention

1st and Successive Offenses

Intervention Room/Suspension

Failure to stop fighting after told to do so

1st and successive offenses may result in day(s) being
added to suspension

Fighting (one on one)

1st and successive offenses

Suspension

Fighting (two or more on one)

1st offense

ROSY

Forgery

1st and successive offenses

Intervention Room/Suspension

Gambling

1st and 2nd Offenses

Suspension

3rd Offense

ROSY

Horseplay

1st Offense

Warning or Detention

2nd Offense

Detention(s) or Parent Conference

3rd Offense

Detention(s) or Intervention Room

In Off-Limits/ Unauthorized Area

1st Offense

Detention

2nd Offense

Detention(s) or Intervention Room

3rd Offense

Intervention Room/Suspension

Indecent Behavior

1st and Successive Offenses

Suspension or ROSY

(depending of seriousness of offense)

Instigating/Attempting to Instigate a Fight

Intimidation/Harassing Other students

1st and Successive Offenses

Suspension or ROSY

Leaving Campus/Truancy/Trespassing

1st Offense

Intervention Room/ Suspension

2nd Offense

Suspension

3rd Offense

Suspension

Leaving Class without Permission

1st Offense

Detention

2nd Offense

Detention or Parent Conference

3rd Offense

Intervention Room

Misbehavior with a Substitute

1st and Successive Offenses

Detention(s)/Intervention Room/ Suspension

Physical Abuse of School Personnel

1st Offense

Suspension (1 - 9 days) or ROSY
depending on the circumstance

Possession of Sticks/Pack(s) of Gum/Permanent
Markers/ Liquid Paper/LASER light or pointer

1st and Successive Offenses

Confiscate/ Turn into
Discipline-detention

Possession of a Dangerous Instrument (including
personal defense items such as mace, peppers
spray, etc.)

1st and Successive Offenses

Suspension

Possession of Drug Paraphernalia

1st and Successive Offenses

Suspension and referral to
SAPE for evaluation

Possession of Drugs, Alcohol, Look-Alike, Any
Mood-Altering Chemical, or Under the influence of
such substances

1st Offense Suspension for 9 days, police called,
mandatory evaluation by a specified agency, mandatory
participation with a parent in a drug education
component, mandatory participation in a support group
for the remainder of the school year.

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2nd Offense

ROSY

Possession of Fireworks/Explosives

1st Offense

ROSY

Possession of Vulgar Material (notes, tapes, magazines, pictures, drawings, CDs, etc.)

1st and Successive Offenses

Suspension

Possession with Intent to Distribute, Sell, Give, or Loan, or Distribution of any Drugs, Alcohol, or Mood-Altering Chemical or Look-Alike

1st Offense Parent is notified to attend an immediate administrative conference, police are called and the student is arrested and transported to Riverdale depending on age, the student is expelled from school for either twelve (12) months, or twenty-four (24) months.

Profanity/Obscenity (verbal or written)/Finger Signs/Abusive

1st and Successive Offenses

Suspension

Public Display of Affection

1st Offense Verbal Warning or Detention

2nd Offense Parent Conference

3rd Offense Intervention Room/Suspension

Re-engaging in a fight after was broken up

1st Offense and Successive Offenses

May result in day(s) added to a suspension

Refusal to provide Identification or Name/ Giving a False Name

1st and Successive Offense

Suspension

Refusal to Sign Behavior Report, Detention Notice, etc.

1st Offense Suspension

2nd and Successive Offenses Suspension

Running from School Personnel

1st and Successive Offenses

Suspension

Selling for Personal Profit

1st and Successive Offenses

Suspension

Setting off Fire Alarm

1st Offense

ROSY

Smoking/Use of Tobacco/Possession of Tobacco or Related Items/Vapor Cigarette

1st Offense

Suspension

Stealing/Possession of Stolen Property

1st and Successive Offenses

Restitution and Suspension (Number of days determined by intrinsic or monetary value of the item.)

Tardiness to Homeroom and Class (per semester)

Teacher Action

1st Offense

Verbal Warning

2nd Offense

Behavior Report

3rd Offense

Same as 2nd

4th Offense/Successive Offenses

Referral

Discipline Office Action

1st Referral (4th Tardy)

Detention

2nd Referral (5th Tardy)

Detention

3rd Referral and Successive Referrals

(6thTardy +) Intervention Room/Suspension

Vandalism

1st Offense

Restorative Practices/ Suspension with

Restitution or ROSY

Verbally Threatening/Insinuating Threats to school personnel

1st and Successive Offenses

Suspension

Violation of Medication policy

1st and Successive Offenses

Parent Conference/Suspension

Violation of Book Bag Policy

1st Offense

Parent Conference

2nd and successive offenses

Confiscation/Suspension

Violation of Additional Dress Code Rules

1st Offense

Detention, Parent conference,

Suspension

2nd Offense

Suspension

Violation of Traffic and Safety Rules

Examples but not limited to running across Jamie Blvd, failure to use crossing guard, . . .)

1st and Successive Offenses

Parent Conference/

Suspension

Weapons

1st Offense

ROSY or Expulsion from one(1) to two (2) calendar years depending on the type of weapon and the student's age.

Henry Ford Middle School

Home of the Falcons

Willful Disobedience

1st and Successive Offenses

Suspension

Notes: Other items and situations can be prohibited if they are viewed as disruptive to the educational process and/or viewed as putting any student in danger.

Criminal offenses committed by students while under the jurisdiction of the Jefferson Parish Public School System shall be reported to the appropriate law enforcement agency.

Important Notes:

It is the policy of the Jefferson Parish Public School System, through the Cooperative Endeavor with the Jefferson Parish Sherriff's Office and Juvenile Court, that any student receiving two (2) suspensions and/or accumulating six (6) or more un-excused absences will be referred to the Juvenile Court System through the Family In Need of Services (FINS) program. Actions taken by the courts may include letters to parents/guardians, and/or a summons to appear in juvenile court.

LEGAL UPDATE: GUIDING STAFF IN THE USE OF SOCIAL MEDIA

Questions and concerns regarding the use of social media by students and employees come up on a regular basis these days. What should I do if a student sends me a "friend" request on my personal Facebook account or wants to "follow" me on Instagram? Is it ever o.k. to post pictures of my adorable pre-K students? You mean I shouldn't complain to my friends on my *personal* Facebook page about how my awful student Alexander is responsible for my terrible, horrible, very bad day and is the reason that I am going to go out and get wasted tonight? What about free speech? Don't I have a right to express my opinion on my own time, on my own private Facebook page?

As school administrators, you may already have been called upon to answer some of these questions. If not, count your blessings, but know that it is almost inevitable that *your* day will come!

Following are a few simple guidelines that address some of the social media issues that you may encounter. I encourage you to share these pointers with your faculty.

- While you have a constitutional right to free speech, that right is tempered by the obligations you accepted when you chose to work for the Jefferson Parish Public School System. So, even though you are free to enjoy a Facebook account, post videos, or share your photos on Instagram, remember that you have an obligation to uphold your professional position in the community. Think about the content of what you post. If your gut questions, "Should I?" – the answer is a resounding "NO"!
- General comments concerning matters of public concern will typically be protected speech, but publishing information you learn on the job will not necessarily have such protection. *Think carefully before posting any comments that reveal information you have obtained as a result of your job.*
- Never, ever post any comments about a student in particular, or your students in general, that could in any way suggest their identities or their less than stellar existence as a person or performance as a student.
- Remember that a release to post photographs is applicable only to the school or district's use and not a teacher's individual use. In the case of a club, athletic team or other student group (i.e. a class on a field trip), the sponsor should obtain waivers from each parent before posting photos on any site other than the school or district website.
- When you see that a student at any school in the district has sent you a "friend request" or a request to "follow" – JUST SAY NO! If you already have "friends" or "followers" who are current students, the best advice is to "unfriend" or "block" each of them from your site.
- Be aware of the potential results of posting party pix, seductive selfies and other photos that portray you in a sexually inappropriate or otherwise adverse light. Like it or not, parents expect teachers and others who work with children to set a positive example by conducting themselves in a respectable, professional manner at all times. When parents (and students) see inappropriate photos of, and posts by, teachers, the resulting complaints can quickly infect the classroom and the teacher's ability to command the respect and control necessary to Performa and invariably cause a disruption of the educational process.

As school administrators, you encounter a variety of legal/policy matters on a regular basis. Please do not hesitate to contact me if you have questions or need help with this, or other legal issues that may arise. I can be reached at: padams.legal@jppss.k12.la.us or 504-365-5366.

Good luck! Patricia Adams, Chief of Legal Services