

JEFFERSON COMMUNITY SCHOOL
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Jefferson, Louisiana 70121
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2011-2012 PARENT/STUDENT HANDBOOK

WELCOME

The faculty and staff of Jefferson Community School welcome you to your school. We will do everything in our power to assist you in reaching your highest potential. We hope to provide opportunities for you to accept responsibility for your actions. Please become familiar with our philosophy, mission, and goals. The Jefferson Community School is proposed as a transitional setting for students returning from expulsion, grades 6 through 8, and as an alternative to expulsion for students expelled for the remainder of the school year. The philosophy of the Jefferson Coalition for Alternative Schools is that schools must be developmentally responsive to the youth they serve and that community/interagency cooperation, freedom from bureaucratic constraints, strong teacher efficacy, and a combined behavior management/academic approach will best assist at-risk youth in becoming socially responsible citizens.

MISSION

The mission of the Jefferson Community School is to assist sixth through eighth grade students who have been expelled from the parish public school system to learn appropriate behavior and academic skills so that they may return as functioning, responsible students to the middle or high schools.

As resources permit, the school also will provide an immediate alternative to expulsion for those Jefferson Parish Public School System middle school students who are removed from their schools during the academic year.

Jefferson Community School:

- provides a juvenile delinquency prevention program in a public setting
- provides a curriculum that will enable the student to progress toward age-appropriate academic expectations
- provides a variety of instructional strategies, including computer-assisted instruction, appropriate to the developmental needs of young adolescents by building on their individual strengths
- provides a safe, alternative setting for expelled students to address behavioral and social problems that led to their expulsion from the traditional setting
- provides access to social services appropriate to the needs of the student through a full-time social worker
- provides a schedule that is appropriate to the students' developmental and instructional needs
- provides individualized attention to each student through the use of student advocates, advisory periods, and community mentoring

- provides positive models for developing physical and mental health through daily classes in physical education, health, leisure, self-awareness, drugs, conflict resolution, family responsibility, and anger de-escalation
- provides an individualized and monitored student behavior management plan
- provides the staff adequate flexibility to meet individual student needs through site-based team planning
- monitors student progress on an individual basis through a comprehensive academic and behavioral database that includes the student's prior history, standardized test scores, disciplinary actions, and teacher-assigned grades,
- provides to the students positive linkages with their communities through community mentoring
- holds students responsible for safety, discipline, respect, and academic progress while enhancing their connections to school through student-centered programs.

POLICIES AND PROCEDURES

Policies and procedures of the Jefferson Parish School Board are generally followed, unless otherwise amended by the JCS administration. The Jefferson Community School Handbook supersedes the Jefferson Parish Public School Handbook when there are differences in policy or procedures.

ATTENDANCE

It is the parent/guardian's responsibility to contact the school each day that a student is not in attendance. If no contact is made by 10:00 AM, the student may be reported to juvenile authorities as truant. Excessive absence is also considered truancy and may be reported to juvenile officials. Excessive absence/truancy may be grounds for dismissal from JCS. Students are responsible for making up any work missed during any absence.

On days when busses are not running, parents/guardians have the responsibility for transporting students to and from school. Students are not excused from school because of bus issues.

Students must meet state and district attendance requirements (no more than 14 days of Unexcused Absences).

When a student is absent from school:

1. The parent/guardian should notify the school daily or beforehand if the absence is predictable.
2. Upon return, the parent/guardian must send a note giving the student's name, date of absence, and reason for absence. This note is to be given to the first period teacher or to the office.
3. The student should make immediate plans to do all work missed during the absence. Work should be completed either during the absence or within a week of any absence. Since grades may be affected by absences, missed assignments can be harmful. It is the student's responsibility to obtain the work.
4. Doctors' notes may be required if absences are in excess of state laws. (14 unexcused days of absence causes a student to lose credit.) Excused absences are medical (doctor's note), court appearances, or deaths in the immediate family (parent, grandparent, sibling or legal guardian) only. If a student has a physical defect or lingering illness, the parent must provide a doctor's certificate to the office within five (5) days of registration or at the beginning of the illness.

TARDINESS

The morning bell rings at 7:55. Students are expected on campus by that time. Students who arrive after the take in bell must report to the office to receive a pass before entering any class. Excessive tardiness is considered truancy and may be reported to juvenile officials. It also may be grounds for dismissal from JCS.

ACCIDENTS AND ILLNESSES

Students are to immediately report to a teacher or to the office any accidents or illnesses. If a student is ill, the student is to complete a sick slip which the teacher will send to the office. Office personnel will attempt to contact someone. If parents cannot be reached, the person designated on the emergency card will be contacted. No student will be dismissed, unless a parent/guardian picks up the student or makes arrangements for a taxi.

CAFETERIA

Jefferson Community School participates in the federal lunch program. Eligible students may obtain free or reduced price lunches. Numbers for those students are issued to the individual students and may not be used by anyone other than the student to whom they are issued. Any violation of this regulation will result in severe disciplinary action including suspension and/or expulsion.

- Students not wearing school ID will go to the end of the line.
- Sit only 6 students to a table. Chairs are not to be moved. Saving seats in the cafeteria is NOT allowed. Tables and floor areas are to be left clean at the completion of lunch.
- No food, drink, napkins, cutlery, straws, etc. given in the cafeteria may be brought out of the cafeteria.
- Students are forbidden to enter any classroom building during the lunch period without a written pass.
- After eating lunch, students will proceed to the break area at the end of the "B" building. This is the appropriate time for restroom use.
- Students leaving the lunch line for any reason will go to the end of the line.

The standards of behavior that apply to classrooms and hallways also apply to the cafeteria area.

CALENDAR

Jefferson Community School normally follows the same calendar as Jefferson Parish Public Schools. The schedules for shortened days are given in advance to students and generally follow the JPPSS calendar.

CHANGE OF ADDRESS OR TELEPHONE

It is imperative that the school maintain updated student information in case of an emergency. Inform the office immediately if an address or phone number changes.

CONDUCT

Students are expected to behave properly at all times. Every student will be held strictly accountable for disorderly or inappropriate conduct. Students and parents share the responsibility for familiarity with all school rules.

1. Respect for faculty, staff and other students is to be demonstrated at all times. Language will be respectful.
2. Students must obtain a pass from the teacher before leaving a class.

3. Personal electronic devices should be left at home. Cell phones must be turned into the office upon arrival at school. They are not allowed in the classrooms. **Electronic items which are confiscated are not returned to students. They are treated as contraband and will be given to the police department or to parents at the discretion of the school.**
4. Gambling or the possession of gambling paraphernalia is not permitted.
5. Students will not bring drinks or snacks to school or onto the bus. Students will not chew gum or candy, or have either in their possession on campus or bus at any time. For health reasons, students should also not chew on any foreign items.
6. Students must immediately and clearly identify themselves when asked by a faculty or staff member.
7. Items which may be used as weapons, including rat-tail combs or rakes, are not allowed in school or on the bus.
8. Sexually explicit materials are not allowed in school or on the bus.
9. Students must complete any assigned punish work on time. Failure to do so may result in more serious consequences.
10. Students are not allowed to sell anything on campus unless the sale is authorized by the administration.
11. Students will adhere to the dress code at all times on the school campus and on the busses. (See dress code section.)
12. Students who are sent to the Intervention Room during a class period must bring materials and complete any work being taught in their absence. Students are responsible for homework assignments.
13. Students should not bring more than \$20 to school. If a student is found to be in possession of any larger amount, that money will be confiscated. They will only be returned to parents.
14. Items, other than electronics, which are confiscated during each semester and not retrieved by a parent or guardian, will be disposed of on the last day which students attend school each semester.

DISCIPLINE PROCEDURES

When student engages in inappropriate behavior, he/she first receives an informal warning or reminder. If the behavior continues, the student loses 5 behavior points. This is considered a formal warning. A second formal warning results in the loss of an additional 5 behavior points. Continued disruptive behavior after 2 formal warnings may result in the student being sent to the Intervention Room where punish work may be assigned.

In cases of severely disruptive behavior, a student may be sent immediately to the Intervention Room and the Disciplinarian may be notified. In all cases the disciplinarian has the authority to determine the consequences.

CHEATING

Cheating occurs when a student sells tests, papers, reports and/or transfers or transmits electronically testing information or test answers. Academic cheating may merit the following:

The assignment or test is collected by the teacher and a 0 will be assigned for the work.

A call is made to the parent by the teacher

Habitual offenses may be reported to the disciplinarian who has the authority to determine the consequences.

DRESS CODE

All students must wear socks and **rubber soled shoes** (completely and properly secured). Shoes should be suitable for Physical Education. Open toe and/or open heel shoes are not allowed.

1. Students' hair must be clean and combed.
2. Uniform shirts must be worn daily. Shirts are to be tucked in.
3. Belts must be **solid** navy blue or black. No metal studs or decorations of any kind are allowed
4. Navy blue **uniform** pants must be worn at the waist, secured with a belt. Belt buckles may not be larger than a standard business card. *No cargo pants or hip huggers are allowed.* Pants which are oversized at the waist or of a length which touches the ground or bags at the ankles are not allowed. Pants are to be sized to be worn at the waist. Excessively baggy pants of any type are not allowed. Pants leg seams must be completely sewn, not rolled up or left unhemmed. The bottom of the pant hems must not touch the ground.
5. Only the school sweatshirt may be worn in the building. The student must wear the school sweatshirt before any additional heavy coat that may be needed on the school grounds or bus. No additional clothing may be worn between the school shirt and the school sweatshirt.
6. Hats, scarves, caps, bandannas, and headbands are not allowed unless approved by the Disciplinarian.
7. Writing on clothing or on the skin is prohibited. Repeated offenses are referred to the Disciplinarian and may merit disciplinary action
8. Large jewelry, such as nameplates, earrings larger than a quarter or any jewelry which draws attention to itself or may cause a health hazard is not allowed. Earrings must match in color and style. Belt buckles may not be larger than a standard business card. Not more than two bracelets, including watches, are allowed. Earrings may not be larger than a quarter.
9. ID cards must be attached to the shirt collar at all times on the school campus.
10. Pencil cases and purses must be **see-through**. Only the book bag sold by the school may be used. Backpacks are not allowed.

The following are prohibited:

- Body-piercing (one set of earrings is allowed.)
- Ornamental jewelry for the mouth, such as "grills"
- Sunglasses
- Holes in clothing and hems or seams that are not completely stitched
- Hair rollers
- Clothing with wording deemed by the administration to be suggestive or disruptive in wording, pictures or comments. Some examples are: Unpatriotic wording or pictures, alcohol, drug, or tobacco related symbols or wording, or items depicting violence, blood, knives, guns, skulls, etc.
- Clothing that has a political message, unless it is part of a class activity
- Back packs or school bags purchased off campus.
- Collared undershirts

Habitual offenses may be reported to the disciplinarian who has the authority to determine the consequences.

GROUND FORS SUSPENSION/EXPULSION/BROKEN CONTRACT

- Willful disobedience
- Disrespect
- Unfounded charges against a JCS employee
- Profane language
- Immoral or vicious acts
- Leaving class/school without permission
- Habitual tardy/absent
- Repeated violations of any school regulation
- Repeated failure to do punishwork
- Habitual violation of dress code
- Violation of traffic/safety/bus regulations
- Refusal to give correct name
- Disruption
- Participation in an unauthorized demonstration
- Participation in or initiation of threats that may disrupt the school or the safety of another person. **All threatening comments are considered serious.**
- Possession of unauthorized electronic devices
- Damage, theft or possession of school property or the property of others
- Behavior that endangers self or others
- Fighting
- Physical or verbal abuse
- Possession or use of fireworks, tobacco, or lighters
- Possession of knives, firearms, or other objects(such as rat tail combs and hair picks) that can be used as weapons
- Use or possession of tobacco, alcohol, or any substance controlled by the Uniform Controlled Dangerous Substance Law
- Distribution, intent to distribute, or knowledge of distribution of any illegal substance
- Conviction of a felony or incarceration for an act considered a felony if committed by an adult
- Any offense deemed harmful to self or others or in violation of the law

SUSPENSION

The length of any suspension is determined by the Disciplinarian in consultation with the Principal. If any suspension is issued, the parent/guardian must attend a disciplinary conference with the student before the student will be re-admitted.

Grievances may be reported to the principal. The principal's decision is final in all disciplinary matters.

Truancy, suspension and expulsion are all reported to the proper juvenile authorities.

DROP OFF/PICK UP PROCEDURES

The campus is open for students at 7:40 AM. No student may be dropped before that time as there is no supervision. All students must be picked up by 3:10PM, since the campus is closed and no supervision is available after 3:10. **Students still at school at 3:10 will walk to the Winn- Dixie**

on Jefferson Highway and Arnoult Road (as outlined in the forms signed by parents at registration).

EARLY CHECK OUT

There are no checkouts allowed after 2:00. When there is a serious reason, students may have to leave before the end of the school day. Students who require such early dismissal should be picked up **before 2:00.**

ELECTRONIC COMMUNICATIONS WITH STUDENTS

Jefferson Community School follows the JPPSS Electronic Communication Policy. A copy of the policy is available on the JPPSS website.

EMERGENCY SCHOOL CLOSINGS

If an emergency forces us to close school, please listen to WWL 870 AM on your radio or watch Channel 4 for official information. JCS will follow the emergency procedures announced by the Jefferson Parish Public School System. In the event that the JCS campus must be evacuated, students are moved to one of three sites:

1. John Martyn Gym
2. Lemon Baseball Field
3. Lemon Gymnasium

HALL PASSES

Students are not permitted in the halls or anywhere on the school grounds during classes unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

INTERVENTION ROOM

The Intervention Room is a temporary cooling off area for students who are having difficulty adjusting in a particular class period. Regular visits to the detention room are an indication that the student is not cooperating with school rules. Frequent visits to the Intervention Room

- 3 visits in 1 day
- 4 visits in 2 days
- 5 visits in 3 days may result in suspension.

Continued non-compliant behavior may result in dismissal.

LANGUAGE

Classes are conducted in English at Jefferson Community School. Students are also expected to converse in English during their non-classroom time.

LEAVING SCHOOL/SIGN-OUT

The office must approve all requests for students to leave campus before regular dismissal times. JCS policy states that all students must remain on the school grounds during the entire school day.

PROCEDURES

1. Any student leaving campus prior to the regular dismissal time must sign out at the office.
2. For cases in which a person is sent to pick up a student, such person must deliver to the principal or his designee a note from the parent/guardian requesting a release of the student and the principal/designee must verify by phoning the parent/guardian.

3. In some cases it will be necessary to send a taxi for a student. The parent/guardian must give the school the name of the company and give verbal permission to release the child. The taxi driver must sign the check out card and list the number of his/her cab.
4. No student may be checked out within the last hour of the school day.

LOST AND FOUND

Articles lost or stolen on school grounds are to be reported to the office. Articles found are to be turned in to the office or nearest teacher. Students should check for lost items at the office. The school is NOT responsible for private property brought onto the school grounds. Any student found in possession of a lost or stolen article is subject to severe disciplinary consequences. Theft is grounds for expulsion.

MANDATORY DRUG TESTING

All students are subject to random drug testing. The school uses a hair test. This means that a hair clipping will be taken, usually from the head of each student.

MARKING PERSONAL PROPERTY

In order to assist in the recovery of lost or stolen items, it is necessary that all students mark their property where it can be easily seen. Coats, book bags, binders, notebooks, student planners, and other articles should be clearly marked with the student's full name.

MEDICINE

The office staff will not administer medication to any student unless the proper forms are completed and are on file in the office. Students may not possess medication of any type, prescription or non-prescription. Consult with the school secretary if you need additional information. Parents have the responsibility for assuring that students are taking prescribed behavior related medicines as scheduled by a physician. Students may be required to remain at home until behavior related medications have had time to adequately affect the child's behavior.

MENTORS

As part of its aggressive approach to provide optimal academic and socially appropriate growth opportunities for all of our students, we are striving to match each student with an additional positive adult role model. Almost all of us can recall a significant adult, who made a positive difference in our youth, which has lasted into adulthood. This adult sometime pushed us when we had given up, listened when we needed to talk, encouraged us to expand our horizons, and made us believe that we were special. This adult was a mentor. It has been said that the role a mentor plays in a young person's life has the capacity to "...change the future, correct the past, and rewrite history as it unfolds." Actions do speak louder than words. By modeling positive behaviors, attitudes, and work ethics, mentors can develop a nurturing, meaningful relationship with a child, who can really benefit from this. Mentors are asked to meet with their assigned student at least every other week, but ideally once a week. They may come on any school day between the hours of 8:00 and 3:00. The conference typically takes place in the school's conference room, in a classroom, or on one of the benches in the yard area. We do not encourage or approve of off-campus contact. The Jefferson Parish Sheriff's Department assists the school by providing background checks on all mentors.

PARENTAL CONFERENCES

Jefferson Community School is committed to providing conditions, procedures and decisions which are safe, respectful, dignified, and which ensure appropriate confidentiality and privacy. Parents are expected to exhibit similar characteristics in their dealing with school personnel.

If your child has a concern regarding a teacher, bus driver, or any other staff member, please contact that individual **first**. If a solution is not reached with that person, then you may contact an administrator. Parents may make appointments for conferences with teachers, social worker, or administrator by calling the school at 836-0808. The decision of the principal is final in all grievance procedures.

PHOTOGRAPHY

The Jefferson Community School is occasionally visited by news media, video/film crews, parents, coalition members, or photographers employed or hired by the school for the purpose of taking promotional or publicity photographs, video or film. There is the possibility that the students and adults on campus will be photographed. By signing the handbook, consent is given to authorize the Jefferson Community School or any entity or person authorized by the school to use and reproduce any and all photographs, video or film taken on campus or during any school activity, without compensation. All such photographs, video or film will remain the property of the school or the person authorized by the school. The right to inspect or approve any photo, video or film is waived. The Jefferson Community School is affirmatively released and discharged from responsibility for any use, distortion, manipulation, whether intentional or otherwise, of photos, video or film taken of any student.

PHYSICAL EDUCATION

Physical Education is part of the school's academic program. A doctor's certificate is required if a student is to be excused from Physical Education classes.

POWERPOINTS PROGRAM

The POWERPOINTS PROGRAM is a positive reinforcement program. It rewards students who follow school rules and act appropriately throughout the school day. Students can earn POWERPOINTS at the discretion of the staff. The POWERPOINTS PROGRAM is a great way for students to see and experience the results of their improved behavior.

PROMOTION POLICY

GRADES:

* Students must pass EVERY subject.

* 4 quality points must be earned in order to pass a subject for the year and at least 1 quality point must be earned during the 4th 9 weeks.

GRADING SCALE:

A= 4 Points, B= 3 Points, C= 2 Points, D= 1 Point, F= 0 Points

IMPORTANT LEAP INFORMATION:

8th grade students **MUST** pass the ELA and Mathematics portions of LEAP with at least the Basic/Approaching Basic combination. If an 8th grade student does not pass LEAP, he/she must attend Summer LEAP Remediation classes and pass the Summer LEAP Retest.

PUNISH WORK

Punishwork is issued for a variety of causes:

1. Punishwork may be issued for ID/uniform violations. The student's name should be put on the morning attendance list. The punishwork is issued by the intervention room supervisor. It may be of a different type than behavior related punishwork.
2. Punishwork related to classroom behaviors is issued by the intervention room supervisor to any student who is sent to the intervention room. It will include the teacher's name.
3. Punishwork for actions that take place outside of a regular classroom is issued by any staff member who observes the behavior. The intervention room supervisor is also notified to expect the punish work

All punishwork is returned to the intervention room supervisor on the day after it is issued. It will be checked and the Disciplinarian will be notified of any defects. Incorrect punishwork or punishwork not returned on the day assigned may subject the student to a UPC or a suspension. Repeated failure to complete punishwork may result in dismissal. Punishwork may not be done on the school grounds. In all cases the disciplinarian has the authority to determine the consequences when punishwork is incomplete or not properly completed.

RELEASE OF DIRECTORY INFORMATION

It is the policy of Jefferson Community School to provide parent/guardians with the names, addresses, and telephone numbers of any students who commit the following acts of aggression upon their child: assault, repeated threats, theft, destruction or damage to personal property, and other acts which cause the child physical or mental distress.

SCHOOL BUSES

Transportation is not guaranteed to any student. Riding the bus is a privilege, not a right. This privilege can be taken away for violation of the JPPSS guidelines. Transportation is a parent responsibility. If students are provided with bus transportation, they must adhere to the JPPSS guidelines, since busses are provided by JPPSS. Jefferson Community School does not schedule busses. Bus drivers are not employees of JCS. Issues with bus drivers must be handled through JPPSS transportation. On days when busses are not running, parents/guardians have the responsibility for transporting students to and from school. Students are not excused from school because of bus issues. If a student is suspended from the bus for behavior infractions, the parent/guardian must provide transportation. Serious and/or continuous misbehavior on a bus is also grounds for expulsion from school. The secretary provides bus contact information at the time of registration.

SEARCH AND SEIZURE

In accordance with Louisiana Revised Statutes 17:416.3, any administrator or teacher in the school may search any school board property and the person of any student if he/she has reason to believe that the student is in possession of an illegal, stolen, or unauthorized item. Enrollment in the Jefferson Community School gives the JCS staff permission to conduct searches of students and their personal property at any time. Unauthorized items of any type are considered contraband and may be confiscated. **Electronic items which are confiscated are not returned to students.**

They are treated as contraband and will be given to the police department or to parents, at the school's discretion.

SCIENCE LAB

Working in the Science Lab is part of the learning experience at JCS. All classroom regulations are in effect in the lab. Because the lab contains chemicals, delicate and expensive equipment, sharp instruments, and other possible hazards, additional regulations apply. Any student who violates any of the rules will be sent to time out and referred to the Discipline Coordinator for possible further disciplinary action.

PREPARE FOR LABORATORY WORK

- Study laboratory procedures prior to class.
- Never perform unauthorized experiments.
- Keep your lab bench organized and free of apparel, books, and other clutter.
- Know how to use the safety shower, eye wash, fire blanket, and first aid kit.

DRESS FOR LABORATORY WORK

- Tie back long hair and do not wear loose sleeves, as they tend to get in the way.
- Wear shoes with tops.
- If instructed to do so, wear lab coats or aprons during all laboratory sessions.
- If instructed to do so, wear safety goggles during all laboratory sessions.
- Wear gloves when using chemicals that irritate or can be absorbed through the skin.

AVOID CONTACT WITH CHEMICALS

- Never taste or "sniff" chemicals.
- Never draw materials in a pipette with your mouth.
- When heating substances in a test tube, point the mouth away from people.
- Never carry dangerous chemicals or hot equipment near other people.

AVOID HAZARDS

- Keep combustibles away from open flames.
- Use caution when handling hot glassware.
- When diluting acid, always add acid slowly to water. Never add water to acid.
- Use glycerin and twist slowly at the base when inserting glass tubing through stoppers.
- Turn off burners when not in use.
- When using water baths, please make sure the water is at room temperature.
- Do not bend or cut glass unless appropriately instructed by teacher.
- Keep caps on reagent bottles. Never switch caps.
- Keep containers away from the edge of counters and desks.
- Move carefully through the lab at all times.
- Carry equipment with two hands, and ask for help when multiple pieces of equipment are needed.

CLEAN UP

- Consult teacher for proper disposal of chemicals.
- Wash hands thoroughly following experiments.
- Leave laboratory bench clean and neat.
- Clean up all spills and accidents as soon as possible.

IN CASE OF ACCIDENT

- Report all accidents and spills immediately.

- Place broken glass in designated containers.
- Wash all acids and bases from your skin immediately with plenty of running water.
- If chemicals get in your eyes, wash them for at least 15 minutes with an eye wash.

In case of an accident or emergency, notify the teacher or teacher assistant immediately.

TECHNOLOGY

1. Computers are school property. Tampering with the computer or its programs may result in restitution, academic consequences and/or suspension or expulsion.
2. Students will use only the computer and/or printer assigned to them.
3. The content of any computer on the JCS campus is the property of Jefferson Community School and may be accessed by a teacher or administrator at any time.
4. No student is to change, tamper with or delete any program, program setting or file.
5. Accessing any Internet site that is legally unavailable to minors is not allowed.
6. No student may access sites which contain stories or lyrics of a questionable nature or origin, or that contain profanity or language that would be unacceptable in a school setting. Generating (typing in a word processing program), printing or storing on a disk any material outlined in Rule #5 is prohibited.

TELEPHONES/CELL PHONES/ELECTRONICS

Personal electronic devices should be left at home. Cell phones must be turned into the office upon arrival at school. They are not allowed in the classrooms. Electronic items which are confiscated are not returned to students. They are treated as contraband and will be given to the police department or to parents at the discretion of the school. Office telephones are not to be used by students. Students will not be called from class to receive messages unless these messages are deemed an emergency by a member of the office staff. Please make transportation arrangements in advance so that students will not have to call from school.

TEXTBOOKS

Textbooks must be returned when a student leaves JCS. Students will be charged the replacement cost of any textbooks not returned. Grades of INCOMPLETE will be issued until all textbooks are paid for or returned.

VISITORS

No visitors are allowed on campus without a pass from the office. They will be directed or personally conducted to the points or persons they wish to see. Students are asked to inform friends wishing to meet them at dismissal to wait outside of the gate. Trespassers will be reported to the Sheriff's Office.

CONSENT FOR STUDENT DRUG TESTING

We, _____, a student at the Jefferson Community School and _____, his/her parents/legal guardian, hereby agree to the collection, testing and analysis, at no cost to us, of hair or urine samples from the student in the manner stated in the Jefferson Parish Public School System Student Drug Testing Program for purposes of detecting the presence of illicit drugs. The purpose of the testing is due to the student’s enrollment in the Jefferson Community School, which is an alternative to expulsion.

We understand that hair samples (or urine samples if the student has a doctor’s certification of a medical problem prohibiting collection of a hair sample) will be collected as a condition of enrollment in the Jefferson Community School. After the student has been initially drug tested, he/she will be placed in a pool for random drug testing throughout the school year. This consent will remain in effect, while the above-referenced student is enrolled at the Jefferson Community School. We understand that the results of any drug test(s) under this program will be kept strictly confidential; however, we give our express permission for any test results to be released to us and the School Drug Advisor. No drug test result under this program will be released to any other person or party, including any law enforcement agency, without the signed written consent by both of us, unless otherwise required by law. The drug test results under this program will not be part of any academic record nor result in any disciplinary measure. Notwithstanding any provision in this consent to the contrary, the student is still subject to appropriate disciplinary measures under the Jefferson Parish Public School System Policies and Procedures when that student is reasonably suspected of being in violation of the JPPSS’s Substance Abuse Policy.

If a positive test result is reported, the student and his/her parents/legal guardians will be provided with a referral to the Council on Alcohol and Drug Abuse for Greater New Orleans (CADA) for a complete substance abuse assessment and advisement of appropriate treatment options. We understand that, as parents/legal guardians, we have the responsibility to follow through with the recommended treatment options. Failure to do so will result in a referral to the Families in Need of Services (FINS) Program in Jefferson Parish.

We understand that students participating in the drug testing program may be requested to complete a survey that includes questions about drug use and other drug related activities. The surveys will be returned by the students to the program evaluator in a self-addressed, stamped envelope without any personally identifying information. We understand that we may review this survey in advance.

We understand that under the Constitution and laws of the United States and State of Louisiana the student has a constitutional right to refuse to submit to a voluntary drug test. We understand that if the student refuses, and/or his/her parent/guardian refuses to consent on behalf of the student, to submit to a drug test, the Jefferson Community School may deny enrollment to that student. In consideration of the Jefferson Parish Public School System’s undertaking to coordinate the drug testing program, we hereby release and hold harmless the Jefferson Parish School Board, its members, agents, employees, assigns and attorneys, CADA and its board and staff, Jefferson Parish Human Services Authority, Psychomedics Corporation and its agents and employees or any other person (collectively the “Released Parties”) from any and all suits, damages, payment rights, obligations, proceedings, losses, judgments, awards, attorney’s fees, penalties, costs, interest, liabilities, claims, causes of action, and demands of whatever kind or character, whether vicarious, derivative, direct, accrued or not, whether at law or in equity, contractual, statutory, constitutional or otherwise, known or unknown, asserted or not, in regard to, arising from or in any connected with, growing out of, resulting from, or connected in any way with our participation in the Jefferson Parish Public School System’s Student Drug Testing Program, the reporting of the results to us, or any other act or omission of the Released Parties even if caused in whole or part by them.

_____ Yes, I consent to having my child drug tested with hair during the current school year.

_____ (H) _____
Parent/Guardian Signature Date (W) _____

(Cell) _____

Student Signature

Date

Telephone Number

ACKNOWLEDGMENT

We hereby acknowledge that we have read the Jefferson Community School Procedures and Policies. We also understand in the absence of any written policy, the Jefferson Community School will follow the Jefferson Parish School Board policy in order to ensure continuity and a smooth transition back to the regular setting.

The Jefferson Community School is occasionally visited by the news media, video/film crews, parents, coalition members, or photographers employed or hired by the school for the purpose of taking promotional or publicity photographs, video or film. There is the possibility that students and adults on campus will be photographed.

We agree that _____

(Print name of student.)

will be held accountable for these rules and regulations.

We have read, understand and agree to abide by the policies and regulations of the Jefferson Community School.

Parent/Guardian Signature

Date

Student Signature

Date

This signed form must be returned during the first week of attendance.