

**JCEP**  
1004 S Martin Luther King Dr  
St. Martinville, Louisiana 70582  
(337) 909-3362 Phone

**Chicora James**  
Assistant Principal

**Cynthia Hypolite**  
Secretary

**Stephen Hypolite**  
Behavior Interventionist

August 24, 2021

Dear Parents and Students of JCEP:

First, let me thank you for your support and understanding as we, as a community, responded to the unexpected pandemic in March. I am very proud of the way our SMPSD students, parents, guardians, employees, and other stakeholders handled the demands we were faced with to protect everyone as we continued to educate and feed our students during the most unusual of circumstances. Our desire is to return to school as normal (traditional) with enhanced safety and cleaning procedures. However, we must be proactive and be prepared during these ever-changing times to continue educating our students if and when circumstances change, as predicted, throughout the year related to the health and safety of our students and employees. Student and parent commitment are going to be necessary in making this transition a success.

Let me further express to you how I look forward to working with you another year at the Juvenile Continuing Education Program. We have a dedicated staff that will focus on character building, providing a safe and nurturing environment for the students, direct instruction to increase students' levels of achievement and challenging, yet exciting opportunities for enrichment. JCEP understands that growth is continuous and that consistency is necessary when reviewing progress. As part of this process we must begin with the end in mind a lasting relationship being built with parents, students, stakeholders, and community partnerships.

I anticipate a successful school year as my team and I will support the academic, emotional, and social growth of the students here at the Juvenile Continuing Education Program. During the course of the school year, it is my hope that we will work together for a common solution, student growth. If at any time you have questions, concerns, suggestions, or ideas to make this school year the best ever feel free to make an appointment. As an added measure we will practice social distancing of six feet, regular and routine handwashing, students being allowed to bring closed water bottles and clear book bags on the campus to store their personal objects.

The purpose of the JCEP Student Handbook is to explain what is expected of students and parents during the school year. This handbook provides information on the guidelines and procedures adopted by the Saint Martin Parish School Board and the JCEP staff. Parents and students should read the JCEP Handbook carefully to be prepared for the 2021-2022 school year.

Thank you for your support in the upcoming school year.

### **Introduction**

It is the belief of the Saint Martin Parish School Board that the educational needs of all students must be met. Therefore, students who cannot succeed in the regular academic program due to social/behavioral problems are placed in an alternative program designed specifically to meet their unique needs. Students who have been recommended for expulsion or an intervention from the schools in Saint Martin Parish are assigned to the Juvenile Continuing Education Program (JCEP) after a hearing with the Supervisor of Child Welfare and Attendance or designee and the approval of the Saint Martin Superintendent.

### **School Mission Statement**

To provide a safe and caring environment where students with educational and social exceptionalities can develop the best skills and character necessary to rejoin their communities with success.

### **JCEP Staff**

Fredrick Wiltz	Supervisor Of Child Welfare and Attendance
Chicora James	JCEP Administrator, Assistant Principal
Stephan Hypolite	Behavior Interventionist
Cynthia Hypolite	Secretary
Mary Journet	Truancy Coordinator
Khristy Hulin	Safe and Drug Free Schools Coordinator
Jessica Walton	4th to 7 <sup>th</sup> grade Teacher
Marshella Brown	8 <sup>th</sup> grade to 12 <sup>th</sup> grade Teacher
Vonda Leblanc	Paraprofessional
Raphael Kately	Custodian
Hannah Delahoussaye	Resource Officer

\* Assigned Resource Officer employed with Saint Martin School Board

### **JCEP School Day**

The JCEP school day will begin promptly at 8:00 am and end at 2:45. Students are provided transportation to JCEP by the Saint Martin Parish School Board Transportation Department. Students who live in the St. Martinville area will be allowed to walk to school. If a parent needs to have a meeting with a teacher or administrator, please feel free to contact us at 337.909.3362. All parent or guardian visits will need to be made by appointment and a facial covering is necessary during this appointment. If you are unable to accommodate with a facial covering feel free to contact the school administrator at 337.909.3361.

### **JCEP Intake**

When a student is assigned to JCEP, the student and parent/guardian must call to initiate an

appointment in person. Each day the student is absent will count as a truant date unless medical documentation is presented. During this time, the student and parent/guardian will go through the intake process. The intake process will include a review of the JCEP school procedures, school schedules, JCEP school wide expectations and a behavior plan initiation based on the assignment. In addition to that, the student and parent or guardian will receive a copy of the JCEP Student Handbook.

The student, parent, and JCEP employee will sign all documentation to indicate the parent and student understand all JCEP guidelines and agree to abide by them. Failure to abide will result in termination from the JCEP program. If the student is absent he/she will gain an additional day unless medical documentation/extenuating circumstances are present.

### **Morning Arrival**

All students who are car riders, bus riders or walkers will meet in the gym. Students will meet with their grade level teacher to report to class. All students will report to the back gate location for gymnasium entrance. JCEP students must arrive in an orderly manner and timely. All students will be searched by Ms. James, Mr. Hypolite and/or JCEP designee. **STUDENTS ARE NOT ALLOWED TO WALK ALONE OR TRANSITION TO ANOTHER CLASS WITHOUT A BADGED STAFF MEMBER.**

Students are not allowed to leave the assigned area without permission. Students are to wait quietly until led by the teacher to the classroom. Personnel will monitor students upon entry. All students must wear their masks and report to their assigned seating area.

Students arriving to the campus late will pick up an admittance slip in the office. **They must be checked in by an adult after 8:00 am.** The students must have a mask and classroom admission slip and make visible to the classroom teacher. Students are not be allowed to enter the classroom by a knock, the secretary or a staff member will notify the teacher by phone or escort to the class.

### **Afternoon Dismissal**

JCEP students who are JCEP bus riders will be dismissed from the campus at **2:45 pm**. All students that arrive through district transportation will arrive by a JCEP bus unless indicated in the intake. The students will transition from their classes to the bus loading area and await staff direction for dismissal. JCEP students must leave in a timely manner.

JCEP students' car riders will dismiss from the campus following bus departure. The students will transition from their classes to the front entrance and await staff direction for dismissal. JCEP students must leave in a timely manner.

JCEP students who walk will be dismissed from the campus at **2:48 pm**. The students will transition from their classes to the front entrance and await staff direction for dismissal. JCEP students must leave the campus in an orderly and timely fashion.

### **Breakfast and Lunch**

All students will eat breakfast in the gym area and lunch in their classroom locations.

### Restroom

The restrooms are locked at all times. Students' who need to use the restroom during instructional times, will ask their teacher and the teacher can transition the class or have the student wait until the assigned timeframe or an escort is available. Students with unexpected circumstances will be given permission by the administrator or administrative appointee to leave the class. Escorts are Mr. Hypolite, or Mr. Kately for male students or Mrs. Leblanc or the Officer on duty for female students. The JCEP designee will then unlock the restroom for the students and stand on the outside while the student uses the restroom. Once the student is finished, the employee will then escort the student back to the classroom. Students will use the restroom in groups of no more than three at a time. Then the restroom will be sanitized. **NO STUDENT WILL WALK AROUND THE CAMPUS WITHOUT AN ADULT ESCORT. STUDENTS WILL WALK TO THE RIGHT AT ALL TIMES.**

### Physical Education

JCEP students will have health education/social skills weekly. During their assigned time the students will be escorted to an assigned area by the JCEP employee or remain in their classroom. The JCEP teacher of record will manage the setting for the social structure to take place. The physical education teacher will have the students sit in allocated spaces. The students will then wait for the teacher's directives. During physical education time, students will follow all directions, complete all assignments given, and conduct themselves in an orderly manner. A facial covering will be needed when directed. When physical education time is over, each student will transition with assigned equipment to their designated area and wait for directions from the teachers. **NO STUDENT WILL WALK AROUND THE CAMPUS WITHOUT AN ADULT ESCORT. STUDENTS WILL WALK TO THE RIGHT AT ALL TIMES.**

### Pull Out and One on One Discussion

All students who require transitions out of the classroom will be escorted by a JCEP employee. The student will sit in designated area with facial coverings and await the escort's directives. During classroom transitions all students will conduct themselves by following the school rules, complete assignments when given, and follow all directions. **NO STUDENT WILL WALK AROUND THE CAMPUS WITHOUT AN ADULT ESCORT.**

### Hallway

All students will quietly walk down the JCEP hallway quietly.

### PBIS

PBIS is a collaborative school wide system of supports for defining effective teaching interventions for modeling and supporting appropriate behaviors that emphasize the use of proactive, educative, and reinforcement- based strategies to create a positive school environment. The goal is to teach behaviors that help with academic achievements and school success that support a school environment. The students and staff are safe, responsible, attend daily, follow all rules, complete assignments, and demonstrate c.h.a.n.g.e. represented within the school environment. Students who meet the PBIS standards for JCEP will be able to participate in the PBIS activities for that week.

### Discipline

Every student starts out "On The Bench" contract. The system identifies such areas including but not limited to:

1. Transition
2. Working productively

3. Class conduct
4. Appropriate social skills

**Targets:**

Return to school site based on points or JCEP disciplinary committee meeting decision.

1. Up at bat -student earns 90 points daily (this defines closely with grading scale). The maximum is 450 points for 10 days. After achieving this the student has an opportunity to move to first base (All students minimal requirement). Each base has a point requirement to transition. Student earns points daily. The range is 0-900 points. After achieving this the student has an opportunity to move to first base. Consequence for attempting to change mindset parent letter (congrats). **2 weeks assigned.**
2. First base-student earns 80 points daily. The range is 901-1300 points. The student must meet base requirements for 15 days 1300 points. Student earns 80 points daily. (Tier Four)- Once a month review. **3 weeks assigned.**
3. Second base- students earn at least 80 points daily. The range is 1300-2500. The student must meet base requirements for 15 days 800 points. After achieving this the student will earn an upgrade in color sheet. (Tier Three)- Once a month review (10 bucks).RED. **4-6 weeks assigned.**
4. Third base- students earn at least 75 points daily. The range is 2501-3251. The student must meet the base requirement for 10 days for 750 points. After achieving this the student will earn an upgrade in color sheet. (Tier Two)- Once a month review (10 bucks). BLUE. **7-8 weeks assigned.**
5. Home base- students earn at least 80 points daily. The range is 3252-3652 (and up). The student must meet the base requirement for 5 days for 400 points. After achieving this the student will earn an upgrade in color sheet. (Tier One)- Approval to return to the school with JCEP committee approval. **9 weeks assigned.**
6. **Students assigned for a complete semester must have double the points. 6504 total.**
7. **For students assigned for drugs, weapon or assault the points are not the determining factors for exit. Points, committee and academics**

Interventions for classroom use:

- |   |                            |
|---|----------------------------|
| 1. One on one                                     | 2. Reflective writing      |
| 3. In class time out (five minutes)               | 4. Change seating location |
| 5. Proximity control                              | 6. Use timer in the class  |
| 7. Have student to change role with you and teach |                            |
| 8. Student teacher conference                     | 9. Possible token system   |

**Classroom consequences**

Cue verbally  
 Have student change seat  
 Ask student to initiate reflection journal with one on one  
 Next create minor infraction  
 Gain parent contact and complete behavior contract  
 Escalate to behavior interventionist

**School Motto**

Welcome to JCEP “Where we CHANGE our Mindsets”. The change is represented by the following: Change our behaviors, Handle school positively, Accept the consequences, New actions, Goal set, Engage in being productive.

### Juvenile Continuing Education Program

In order to maximize the opportunity for each student to receive an education, school officials have to responsibility to maintain an atmosphere conducive to learning. A major goal of JCEP is to have students remain in school. Therefore, these guidelines were developed to help prevent potential problems and for the safety of all students that have chosen to attend JCEP. These guidelines will apply at the bus stop, on the way to and from school and on the JCEP campus.

- Upon arrival school each day, student will be searched for weapons, drugs, electronic devices and all other contraband. Metal detectors will be utilized. Bags will be searched as well.
- Students will arrive on time daily, have necessary materials for each class and will complete all assignments to best of their abilities. **If a student is tardy an adult will be required to sign them in.** Tardies begin at 8:01 am.
- Students will show respect to all staff members at all times.
- Cell phones are prohibited:
  - 1<sup>st</sup> offense: student conference: student conference/parent contact/parent pick-up - release to parent only
  - 2<sup>nd</sup> offense: student assigned to ISS/ parent pick up
  - 3<sup>rd</sup> offense: student assigned to OSS/ parent pick up and meeting must be present upon return to school
- Visitors are required to enter through the front entrance only. All visitors must sign in/out with the front office and state the nature of their visit.
- When entering the building you and your personal items are subject to search for weapons, drugs, and electronic devices.
- Smoking, Vaping and the use of other tobacco products on school property are prohibited.
- Gang, graffiti, hand signs, or gang related activities of any kind will not be tolerated. The following actions will result in arrest, administrative actions and termination from JCEP: fighting, theft, vandalism, drugs, weapons, assault and verbal threats to staff.
- Students attending JCEP are not allowed on any St. Martin Parish School Campus or extracurricular activities. Students not abiding with this rule will be subject to trespassing charges and/or disciplinary actions.
- Students will be dropped off and picked up at one designated stop by the bus driver. Notes from parents change pick up or drop off location will not be accepted. Students in the St. Martinsville area will walk or ride the home school bus to the JCEP location.
- Students are not allowed to drive themselves to JCEP or check out early due to employment.
- **Failure to attend school regularly will result in termination.** Per the handbook any elementary student missing 14 days shall be denied credit. Any high school student

missing 7 days shall be denied credit. Students with unexcused day's excess of 5 may be reported to the District Attorney's Truancy FINS department.

- **Students who are checked out or arriving late must be checked in by parent or appointed guardian.**
- Students should not be checked out during the day unless absolutely necessary.
- Students are not allowed to have any money on their person. They can bring CLEAR book bags, school issued chrome books and water bottles to the school environment all other items will need approval by the site administrator unless issued by the school for return or under the directive of the teacher.
- Earrings, purses, artificial, long nails or colored nails and head gear cannot be worn while on campus.
- All tattoos must be covered. All covering must be provided by the student's parent/guardian before entry unto the school. The covering should be a long sleeve white shirt no graffiti, Band-Aids or ace bandages/gauze with velcro no clips attached. No drawing, writing, or art on the body with paint, permanent or temporary markings, or ink.
- Students are not allowed to wear basketball shorts of any type underneath their uniform clothing. Joggers are not allowed on the campus.
- School jackets for grades PK-5 any color (zip or pull-over) are acceptable. Hoods may not be worn in the building. No long, below the knee dusters or trench coats allowed. All jackets/coats will be left in the gym. Sweatshirts without hoods are welcomed to be worn during the school day.
- School jackets for grades 6-12 are acceptable. No HOODS on jackets. Sweatshirts NO HOOD. Only black, navy, gray or school designated colors are allowed on the campus.
- Students in grades PK-8: Red shirts and blue long pants only. White long sleeve shirt underneath if cold (no emblems or labels visible). Belts cannot have emblems, insignias or initials. All jackets/coats will be left in the gym. **Sweatshirts without hoods are welcomed to be worn during the school day.** School/district colors only solid with no signs or writings unless school logo/brand
- Students in grades 9-12: White shirts and khaki long pants only. White long sleeve shirt underneath if cold (no emblems or labels visible). Jackets can be any of the following colors. **Belts are required (unless there are no belt hoops)** but cannot have emblems, insignias or initials. All jackets/coats will be left in the gym. Sweatshirts without hoods are welcomed to be worn during the school day.
- Shoestrings are mandatory unless under the directive of the administrator. All shoes must be laced and tied at all times. Socks that are knee length cannot have print/logos or distracting colors on them and must be blue or white only.
- Students are and will be subject to ISS (In School Suspension) - ON CAMPUS OR VIRTUAL and OSS (Out of School Suspension) for violations on the campus grounds.
- THIS IS NOT AN INCLUSIVE LISTING OF SUSPENDABLE ACTS. FOR MORE DETAILED INFORMATION SEE THE SAINT MARTIN PARISH STUDENT HANDBOOK.

- Students CAN to wear any color of uniform pants (khaki or blue) and a school spirit or uniform shirt daily September 6, 2021. Starting on September 7, 2021, students are to wear school uniform colors for their grade levels per District guidelines.
- TWO (2) SUSPENSIONS OR MORE MAY RESULT IN EXPULSION HEARING AND/OR TERMINATION FROM THE JCEP ON CAMPUS PROGRAM TO THE JCEP VIRTUAL PROGRAM.
- CONTINUED VIOLATION AND NONCOMPLIANCE WILL RESULT IN TERMINATION FROM THE JCEP PROGRAM.



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Behavior Interventionist

Please sign below indicating that you have read or been explained and understand all of the above guidelines and agree to abide by them. These are the expectations and rules for students assigned to the JCEP On Campus Program. Failure to do so shall result in termination from the JCEP program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
JCEP Employee Signature

\_\_\_\_\_  
Date

OR

Please sign below indicating that you have read or been explained and understand all of the above guidelines and agree to abide by them. These are the expectations and rules for students assigned to the JCEP Virtual Program. Failure to do so shall result in termination from the JCEP program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
JCEP Employee Signature

\_\_\_\_\_  
Date

Edgenuity Login: \_\_\_\_\_ Edgenuity password \_\_\_\_\_

Family portal login

1. Login to Edgenuity.com
3. Choose Family Login
5. Enter your email address

2. Choose login
4. Choose Activate account
6. Then enter the activation code \_\_\_\_\_

