

# ST. JAMES HIGH SCHOOL

## Student Handbook 2024 - 2025

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



Ms. Shawn Oubre  
Principal

Ms. Chakira Brown Gaines  
Associate Principal

Mrs. Meeka Dennis – Mr. Brett Smith  
Assistant Principals

# Principal Shawn Oubre Welcome Message

Greetings Wildcats,

Welcome to the 2024 - 2025 school year! I hope you all had a wonderful summer. As I embark on my first year as the principal of St. James High School, it is an honor and a privilege to be your school leader. I, myself, am a proud graduate of St. James High School. The mission of St. James High School is to empower all students with skills necessary to reach the highest level of achievement. We will strive for academic excellence and social and emotional well-being for our students while looking through a lens of equity and inclusion.

I would like to welcome all of our new families, whether you are joining us from another school in the district or have relocated from another parish or state. We are excited to share with you all that St. James High has to offer. We believe you will soon feel as we do, that St. James High School is a special place for all children. Our educators, support staff, families, and other education partners are ready to welcome you into the Wildcat Nation. I look forward to the start of the new school year and to continuing our collaboration of providing your children with an effective and engaging educational experience. As always, we will look to our families to be positive partners in their children's educational journey. The St. James High staff has always made a priority of working together as a caring and compassionate learning community with professionalism, teamwork, action, and expertise. We will always put the best interests of our students at the center of our purpose.

Students, your high school years are precious. During your high school career, you will have opportunities to excel academically and participate in various extra-curricular activities. It is important to do your best, always strive to live the Wildcat Way, and continue to exhibit the virtues of our motto...Tradition, Honor, Discipline, Excellence.

Go Wildcats!

*Ms. Shawn Oubre*

Principal, St. James High School  
Tradition-Honor-Discipline-Excellence  
225-258-4900



ADMINISTRATION

Shawn Oubre – Chakira Gaines Brown - Meeka Dennis – Brett Smith  
Tradition - Honor - Discipline - Excellence

## MISSION STATEMENT

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

## SCHOOL COLORS

Black & Gold

## SCHOOL MASCOT

Mighty Wildcats

## SCHOOL SONG

Go the Mighty Wildcats

The Horse

## SCHOOL MOTTO & PBIS EXPECTATIONS

TRADITION - TO LEAVE A LEGACY

HONOR – TO LOVE

DISCIPLINE – TO LEARN

EXCELLENCE – TO LIVE

## ST. JAMES HIGH SCHOOL ALMA MATER

*Years may dim our recollection*

*Time its change may bring.*

*Still to us in fond affection.*

*Evermore we sing.*

*Alma Mater, Alma Mater.*

*Tender, brave, and true.*

*St. James High, we all salute you.*

*All our vows renew.*

## PHILOSOPHY OF ST. JAMES HIGH SCHOOL

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

# GRADUATION REQUIREMENTS

## TOPS University Diploma

### English - 4 Units

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

### Math - 4 Units

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

### Science - 4 Units

- Biology, Chemistry and
- Two units from:  
Physical Science, Physics, Biology II,  
Chemistry II, Earth Science, Environmental  
Science, and/or Agriscience II

### Social Studies - 4 Units

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

### Health - 1/2 Unit

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

### Physical Education - 1 1/2 Unit

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

### Foreign Language - 2 Units

- Two units from the same foreign language

### Art - 1 Unit

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

### Electives - 3 Units

- Personal Finance (state required)
- ACT Prep (district required)
- 1 additional elective

### **Total - 24 Units**

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

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

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

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

## TOPS Tech \*\* Career Diploma

### English - 4 Units

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

### Math - 4 Units

- Algebra I, Geometry (2024-2025 Freshman),  
and two units from:
- Math Essentials, Financial Literacy (state  
required), Business Math, Algebra II,  
Algebra III, and/or Advanced Math

### Science - 2 Units

- Biology and one unit from:
- Physical Science, Chemistry, Environmental  
Science, Earth Science, and/or Agriscience I &  
II

### Social Studies - 2 Units

- Civics and U.S. History

### Health - 1/2 Unit

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

### Physical Education - 1 1/2 Units

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

### JumpStart - 9 Units

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

### **Total - 23 Units**

Click to view the complete pathway requirements.

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

[2.0 Business Management Pathway](#)

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

[2.0 Health Services Pathway](#)

[2.0 Arts Pathway](#)

## GRADUATION COURSE SPECIFIC REQUIREMENTS

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

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

### TOPS Tech Award Requirements:

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

### TOPS Opportunity Award Requirements:

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

### TOPS Performance Award Requirements:

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

### TOPS Honors Award Requirements:

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

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

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

## State Assessments and Exams

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

Students must pass:

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

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

## GRADUATION AWARDS

Beginning with freshmen entering 2018-19	
<p>Graduates are recognized at graduation, according to the following criteria: <i>(revised April 2022, separation of Honor Cord and Cum Laude recognition)</i></p> <ul style="list-style-type: none"> <li>• 4.0 and above: <i>Summa Cum Laude</i></li> <li>• 3.75 – 3.999: <i>Magna Cum Laude</i></li> <li>• 3.50 – 3.749: <i>Cum Laude</i></li> </ul>	
<p>Graduates are further recognized with Honor Cords, according to the following criteria:</p> <ul style="list-style-type: none"> <li>• Meet graduation diploma requirements <i>and</i></li> <li>• 3.2 GPA <i>and</i></li> <li>• 12 hours of Dual Enrollment credit (5 quality points), C or better *CLEP passing score of 50 can substitute for DE credit see note above)</li> <li>• Successfully meet TOPS criteria <i>and</i></li> <li>• 21 ACT (<i>ACT follows gradual increase model as state increases proficiency standards to 23</i>)</li> </ul>	
Beginning with freshmen entering 2019-20	
<p>Graduates are recognized at graduation, according to the following criteria: <i>(revised April 2022, separation of Honor Cord and Cum Laude recognition)</i></p> <ul style="list-style-type: none"> <li>• 4.0 and above: <i>Summa Cum Laude</i></li> <li>• 3.75 – 3.999: <i>Magna Cum Laude</i></li> <li>• 3.50 – 3.749: <i>Cum Laude</i></li> </ul>	
<p>Graduates are further recognized with Honor Cords, according to the following criteria: •</p> <p>Meet graduation diploma requirements <i>and</i></p> <ul style="list-style-type: none"> <li>• 3.2 GPA <i>and</i></li> <li>• 22 ACT and /or WorkKeys equivalent (Gold) (<i>ACT follows gradual increase model as state increases proficiency standards to 23</i>)</li> </ul>	
<i>CLEP Nationally Recognized Exam Graduation Award:</i>	Awarded to students who pass 1 CLEP exam with a passing score of 50.
<i>System Academic Excellence Medal:</i>	Awarded to an honor graduate with a minimum of 4.0 GPA and 30 dual enrollment credits (DE and CLEP for the same course is not counted /credited twice)
<i>Superintendent's University Medal of Honor:</i>	is awarded to an honor graduate with an ACT score of 30 or above.
<i>State STEM Diploma Silver Seal :</i>	STEM Diploma Silver Seal is distributed to students who successfully complete the four required courses from the additional LSU pathway courses.
<i>State STEM Diploma Gold Seal :</i>	STEM Diploma Gold Seal is distributed to students who successfully complete the four required courses <u>and</u> four courses from the additional LSU pathway courses.
<i>Technical Excellence Award:</i>	Awarded to a student that has earned an Advanced Industry-Based Credential (IBC).
<i>Superintendent's Technical Medal of Honor:</i>	Awarded to a JumpStart designated student with WorkKeys score of Platinum that has also earned a TOPS Tech GPA of 3.2.

<i>T.H.D.E. Shining Stars</i>	<ul style="list-style-type: none"> <li>□ Demonstrated a willingness to learn, typified by their hard work and dedication to learning.</li> <li>□ May not have had all A's, but they put in the work and did their best.</li> <li>□ Have a good work ethic, laudable GPAs and transcripts, have no office referrals this school year, are TOPS or JumpStart Pathway and are on-campus students.</li> <li>□ Demonstrated the "T.H.D.E." Character throughout the school year. Tradition - To live; Honor - To Love; Discipline - To learn, Excellence - To leave a legacy.</li> <li>□ The T.H.D.E. Shining Stars award is symbolized by a white cord worn during graduation as a symbol of his/her dedication and hard work during his/her high school career.</li> </ul>
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## GRADING POLICIES

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

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

### Grading Scale Percentages

- 100% - 90% = A
- 89% - 80% = B
- 79% - 70% = C
- 69% - 60% = D
- 59% - 0% = F

### GRADING PROCEDURE

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

### INCOMPLETE GRADES

An "I" grade is to be posted for the applicable quarter grading period until a student fulfills all class requirements for each quarter grading period. Requirements include completion of home/class assignments, etc., as stated by the teacher and approved by the principal. If an "I" remains on the report card as of the last day of final exams, the final grade will be "F" and zero units will be earned. A grade of "I" shall be converted to an academic grade (A, B, C, D or F) only after a student has submitted the required assignment(s) to the applicable teacher. A student may not be promoted to the next grade level or graduate from high school until an "I" grade has been converted to an academic grade. JCAMPUS - grades will be entered in JCAMPUS a *minimum of once per week.*

## Career and College Center (known as the C<sup>3</sup>)

The Career and College Center (known as the C<sup>3</sup>) is a district satellite center merging our former Science and Math Academy (SMA) with our Career and Technical Center (CTC) to allow students to take courses that accelerate their career and/or college progression, before graduating from high school. "Career and College Pathway Progressions" have been developed to help take full advantage of the satellite offerings.

In order to view the complete list of courses offered at the C<sup>3</sup>, see the course descriptions below for a "C<sup>3</sup>" indication listed on locations for the courses.

## Virtual Academy

The Virtual Academy is a school choice program that allows students to take their courses in a virtual delivery method, with options of instruction on hybrid "in-person" learning days, virtual sessions with "live" teachers, or independent learning from home. Students remain connected to the home-based campuses for activities, programs, counseling, athletics, extracurriculars, and testing.

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

## Freshman Academy

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

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

## PROMOTION FOR 9<sup>TH</sup> GRADE AND ABOVE

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

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

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

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

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

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

Early graduation is defined as completion after the first semester of the fourth year (December Graduate). All December graduate candidates must:

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

December graduates may choose to participate in May graduation commencement ceremonies. Intent to participate in ceremonies must be stated in the exit interview process.

## INTERNSHIPS

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

*\*Please refer to 2024 - 2025 St. James Parish Schools District High School Course Catalog for more information on retake and replace, double blocking, dual enrollment, CLEP, course descriptions, and jumpstart pathways.*

## GUIDANCE COUNSELORS

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

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

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

## Standardized Testing

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

## ACT ASSESSMENT

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

## ARMED SERVICES VOCATIONAL APTITUDE TEST BATTERY (ASVAB)

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

## ATTENDANCE POLICIES

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

1. Absence due to death in the immediate family is excused with verification.
2. After an excused absence, a student shall present proper verification to obtain an "Excuse for Absence" form before school begins from the main office.
3. Students who arrive after the 7:15 a.m. tardy bell must have a parent/guardian/adult relative sign them into school through student services. Students who must leave before the school day ends must have a parent/guardian/adult relative sign them out in person through student services. A student reported absent should not be allowed in class without the proper admit slip.

4. Only parents/legal guardians listed on the student's emergency contact form will be allowed to sign the student out of school. Official identification with name and address must be presented. Parents or legal guardians may list additional names of persons with permission to sign out the student. These persons must also show identification.
5. No student shall leave the campus after his/her scheduled arrival. A student is accountable to the school from the time of departure from home and shall report directly to campus.
6. No student shall leave the campus for any reason during school hours without prior permission from the principal/designee. This includes while waiting for the bus to depart after school.
7. Homebound Instruction shall be provided for students who shall be out of school because of extended illnesses. A doctor's statement is mandatory. Additional information can be secured from the principal. Hospital/homebound instruction must be requested by the parent/guardian from the School Board Office.
8. Any parent/tutor/other person having control of any child that is pregnant shall report such a case to the principal. The principal shall report such a case to the school nurse and other appropriate personnel.
9. Attendance letters will be mailed home informing the parent/guardian of students accumulating three (3), five (5) and six (6) unexcused days for ½ unit courses and students accumulating six (6), nine (9) and eleven (11) unexcused days for whole unit courses.
10. *Any student absent more than two (2) periods from school is not allowed to participate in any extracurricular or co-curricular activities including; but not limited to: practice, athletic events/games, club activities/programs, etc. Exceptions include: school-related activities, court appearances, and death in the immediate family.*
11. Attendance is recorded at 1<sup>st</sup> block/period and grades will be entered in JCAMPUS a *minimum of once per week*. Students tardy for class and students cutting class are entered every block.

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

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

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

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

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

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

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

## TRUANCY POLICY

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

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

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

## AUTOMOBILES

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

## MONEY

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

## REQUIREMENTS FOR MEDICATION AT SCHOOL

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

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

## Discipline Regarding Medication/Controlled Substances

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

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

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

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

## TECHE ACTION CLINIC

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

## IMMUNIZATIONS

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

## STUDENT INSURANCE

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

## LIBRARY SERVICES

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

## CAFETERIA

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

## EMERGENCY DRILLS

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

## OFFICE TELEPHONE USAGE

The office telephone is for emergency use only. Students who become ill should inform their teacher. The secretary will call home on behalf of the student.

## STUDENT DEBTS

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

## INSTRUCTIONAL MATERIALS

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

## Visitor Authorization

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

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

## DISCIPLINE POLICY

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

## DUE PROCESS

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

1. Advise the student in question of the particular misconduct and the basis for the accusation.
2. Provide the student with an opportunity to explain his/her version of the situation.

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

## TOBACCO/VAPING

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

## SEARCH AND SEIZURE

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

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

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

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

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

## METAL DETECTORS

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

## SUSPENSION APPEAL

1. If a parent or guardian wishes to appeal a suspension, it must, within five (5) days of notification of the suspension, submit a written or personal request to the Superintendent or designee to review the matter; otherwise, the decision shall stand. Note: The decision of the Superintendent is final as to any short-term suspension of less than 10 days. Relief may be sought from the court, but short-term suspensions may not be appealed to the School Board.

2. During the hearing, the student may be provided with the names of individuals who have primary knowledge of the facts forming the basis for the suspension or expulsion. This will permit the student and his/her parents to discuss the facts. The student shall be permitted to examine any document or record the school will use at the hearing or which will aid in his/her defense.
3. The student shall be permitted to obtain legal counsel.
4. The student and his/her counsel shall be permitted to cross-examine those who have primary knowledge of the facts with the authorities involved and will enable the student to present the case in a more meaningful manner.

#### EXPULSION PROCEDURES

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

#### MAGNOLIA ACADEMIC CENTER OF EXCELLENCE (Formerly the Alternative Center)

The Magnolia Academic Center of Excellence has been established for students having problems conforming to rules, regulations, and policies in a regular school setting. M.A.C.E will provide an alternative classroom environment to accommodate specific needs of assigned students to correct inappropriate behavior through the development of positive self-esteem so that students will have the opportunity to return to the regular school setting. Carnegie units or credits will be offered to students in grades 7-12 according to certification of teachers on staff. The teachers at M.A.C.E may provide supplemental assignments, for which the students will be responsible. The nucleus of M.A.C.E draws support and involvement from parents, teachers, and civic-minded professionals. Visiting speakers will provide academic motivation, vocational counseling, and strategies for dealing with problems. Parents will attend monthly meetings that will address effective communication skills and offer them the opportunity to meet with other parents and discuss common concerns. The administrator and teaching staff shall incorporate innovative strategies to accomplish the desired results outlined in the M.A.C.E. Handbook. The main goal of M.A.C.E is to keep students in school and to ensure the most appropriate learning opportunities are provided.

#### HOME SUSPENSIONS

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

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

### IN-SCHOOL SUSPENSION PROGRAM (ISSP)

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

### AFTER-SCHOOL DETENTION (ASD)

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

## USE OF ELECTRONIC DEVICES AND THE INTERNET

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

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

### COMPUTERS, TECHNOLOGY, & THE INTERNET

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

### TECHNOLOGY

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

## TECHNOLOGY FEE: \$50

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

## CELL PHONES

Cell phones cannot be seen, heard, or in use on campus under any circumstance. For Each Cell Phone Offense: Cell phones shall be confiscated for 1 official school day. Cell Phones will be wrapped with the teacher's name, students name, the date, and time taken and personally delivered to Ms. Moore at the end of the school day. The device must be picked up the next school day by a parent or legal guardian or returned by an administrator after contact with a parent has been made.

## HEADPHONES/EARBUDS/NOISE DEVICES

Students are not permitted to bring headphones, earbuds/AirPods/(in-ear) BEATS, whistles, electronic devices, or any form of distraction to school. This contraband will be confiscated and returned at a time designated by an administrator. Earbuds/AirPods may only be allowed by teachers for instructional use only. Offenders are subject to consequences listed in the District Student Policy Manual.

## BEHAVIOR POLICIES

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

## CLASSROOM BEHAVIOR

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

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

1. No student shall willfully disrespect any School Board personnel (i.e. Superintendent, service office personnel, principal, assistant principals, teachers, bus drivers, and other employees).
2. No student shall initiate or participate in fighting or other disruptive behaviors in route to, from, and on campus or while attending any school-related activities.
3. All students are expected to follow discipline expectations and classroom rules. (Rules and consequences are to be posted in classrooms.)
4. Students shall report to campus daily with assigned materials and necessary instructional items. Students shall not be re-issued instructional materials until the fee for lost or defaced items has been paid.
5. Students shall remain in approved, designated areas while on campus.
6. Student loitering is prohibited. Students shall be inside their assigned classroom/gymnasium/athletic facility/auditorium prior to the tardy bell and are to remain inside their assigned classroom/gymnasium/athletic facility/auditorium until dismissed by the teacher following the dismissal bell.
7. No student shall leave the campus after his/her scheduled arrival. A student is accountable to the school from the time of departure from home and shall report directly to the campus.

8. No student shall leave the campus for any reason during hours without prior permission from the principal. Students who must leave school prior to the school day must have a parent/guardian sign them out through the office. The principal will determine extenuating circumstances.
9. Students, who deface school property, including school buses, shall be liable for the monetary value of repairing or replacing the item(s).
10. A copy of all classroom referrals for Special Education students is to be submitted to the Director of Special Education / designee who is to be contacted via the telephone prior to the suspension of any Special Education student.
11. A principal or his/her designee shall send (by a student or mail to the parent/guardian) a letter of suspension each time a student has been suspended. In addition, an attempt should be made to contact the parent/guardian by telephone. Such an attempt shall be logged on the student's master discipline in JCampus.
12. Infraction of any of the behavior policies shall result in disciplinary action in accordance with Parish adopted policy. Each time a student is suspended, the disciplinarian shall make contact with the parent or guardian prior to the suspension. Prior to the student's return to class an administrative conference with the parent/guardian to discuss the discipline and resulting consequence on the day of return. If a parent or guardian does not make the scheduled meeting, the administrator will make telephone contact.
13. Students are *prohibited from soliciting funds (selling candy, pools, etc.) for private or personal use.*
14. As of July 1, 2003, LSA-R.S. 17:239 now states the following concerning the prohibition against unauthorized cases of electronic telecommunication devices by students in any public elementary or secondary school building.
  - a. Effective beginning with the 2003-2004 school year and thereafter, *no student, unless authorized by the school principal or his designee shall use or operate any electronic telecommunication device* including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any public elementary or secondary school building or on the grounds thereof or in any school bus used to transport public school students.
  - b. A violation of the provisions of Subsection A of this Section may be grounds for disciplinary action by the school system, including but not limited to suspension from school.
  - c. Nothing in this Section shall affect the conduct of law enforcement activities including the use of electronic detection devices, dogs, or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with local school board policy.
  - d. Nothing in this Section shall prohibit the use and operation by any person, including students, of any electronic telecommunication device described in Subsection A of this Section in the event of an emergency. *Emergency means an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage.*
15. Mandatory Suspension. Firearms, knives, other dangerous instrumentalities, drugs. The principal shall be required to suspend a pupil who:
  - a. Is found carrying or possessing a firearm or a knife with a blade two (2) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled Suspension Not Applicable, or
  - b. Possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form. Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent, for the above offenses, the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal but, in appropriate cases.
16. Any confiscated weapons will be photographed by the principal/designee and placed in the custodial care of the St. James Parish Sheriff's Office. A copy of the photo and custody form (Evidence Envelope Documentation) will be submitted to the Superintendent's Office, Attention Administrative Director of Student Services, within forty-eight hours.

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

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

### TARDIES

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

### LOITERING

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

### STUDENTS OUT OF CLASS

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

### RESTROOM

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

### ACADEMIC DISHONESTY

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

### School Board Policy Prohibition Against Bullying

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

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

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

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

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

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

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

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

#### Definition of Bullying (Act 861)

A pattern of one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; repeatedly and purposefully shunning or excluding from activities;

- where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

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

#### PROHIBITION AGAINST TEEN DATING VIOLENCE

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

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

#### Warning Signs of Dating Violence

- Does your partner insult or make fun of you?
- Does your partner think their feelings are more important than yours?
- Is your partner jealous when you want to see your family, friends or be in certain social situations? Does your partner ever try to get you drunk or high?
- Has your partner ever thrown things, hit, kicked, shoved, strangled or grabbed you? Do you often apologize or make excuses for your partner's behavior, especially when they have treated you badly?
- Are you afraid to break up with your partner because they have threatened to hurt you or themselves? Has your partner forced you to have sex or perform any sexual acts when you didn't want to?

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

## STUDENT DRESS CODE

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

#### UNIFORMS

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

7-12 Boys: School approved color or white shirt (oxford or knit with collar; no labels; upper chest logos "2" or less are acceptable if approved by administration; school-approved logo is optional or students may wear school-approved t-shirts. Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; or shorts (no shorter than 3 inches above the knee).

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

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

#### IDENTIFICATION CARDS

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

#### DRESS CODE REGULATIONS

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

#### PHYSICAL EDUCATION UNIFORMS

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

**ST. JAMES HIGH SCHOOL  
Dress Code Guidelines**

<b>TOPS / SHIRTS</b>	<b>PANTS / BOTTOMS</b>	<b>ID CARDS</b>
<p align="center"><b>7<sup>th</sup> – 8<sup>th</sup> Uniform Shirt:</b></p> <ul style="list-style-type: none"> <li>✓ Gold Polo or Gold school-approved Middle School t-shirt</li> <li>✓ T-shirt under uniform polo shirt MUST be black, white, gold or gray</li> </ul> <p align="center"><b>9<sup>th</sup> – 12<sup>th</sup> Uniform Shirt:</b></p> <ul style="list-style-type: none"> <li>✓ Any school approved SJH t-shirt</li> <li>✓ Black Polo</li> <li>✓ White Polo</li> <li>✓ T-Shirt under uniform polo shirt MUST be white, gold, black, or gray</li> </ul> <p align="center"><b>7<sup>th</sup> – 12<sup>th</sup>:</b></p> <ul style="list-style-type: none"> <li>✓ No midriffs showing at anytime</li> </ul>	<ul style="list-style-type: none"> <li>✓ Color: Khaki (<i>no denim</i>)</li> <li>✓ Style: Pants, shorts, capris, skorts, skirts</li> <li>✓ Shorts, skirts, skorts (no shorter than 3 inches above the knee)</li> <li>✓ Worn at the natural waist (above hip bone)</li> <li>✓ Appropriate fit (not too loose or too tight – administrator discretion)</li> <li>✓ No holes in clothing, no rolled shorts and bottoms must be hemmed</li> <li>✓ No cargo pants, cargo short, drawstring clothing, jogging or sweatpants</li> </ul>	<p align="center"><b>7<sup>th</sup> – 12<sup>th</sup> School ID:</b></p> <ul style="list-style-type: none"> <li>✓ Must be worn at all times</li> <li>✓ Black lanyard: 9<sup>th</sup> – 12<sup>th</sup></li> <li>✓ Gold lanyard: 7<sup>th</sup> – 8<sup>th</sup></li> <li>✓ Temporary ID's must be worn on the upper chest.</li> <li>✓ Defacing ID is prohibited</li> </ul> <p align="center"><b>SHOES/SOCKS</b></p> <ul style="list-style-type: none"> <li>✓ Shoes must be enclosed front &amp; back.</li> <li>✓ Heels should be no more than 2 inches high</li> <li>✓ No platforms, <b>sandals</b>, flip flops <b>house slippers</b>, cleated shoes, <b>athletic slides</b>, or <b>“croc” style</b> shoes.</li> <li>✓ Socks must be worn at all times</li> <li>✓ Socks or tights must be white, gold, black, gray, khaki</li> <li>✓ Students are prohibited from wearing socks with inappropriate designs</li> </ul>
<b>SWEATERS / JACKETS / COATS/ SWEATSHIRTS/PULLOVERS</b>		<b>BELTS</b>
<ul style="list-style-type: none"> <li>✓ <b>NO HOODS ON JACKETS, PULLOVERS, SWEATSHIRTS, SWEATERS OR COATS</b></li> <li>✓ Colors: <b>Solid</b> white, gold, black, gray, or khaki (<b>No denim jackets</b>)</li> <li>✓ Small logos approximately 2 inches in size are permitted pending administration approval</li> <li>✓ School organization jackets and/or sweatshirts must be approved by administration</li> <li>✓ May NOT be altered or cut in any way</li> <li>✓ Official athletic game day attire may be worn when assigned by coach and approved by administration</li> </ul>		<ul style="list-style-type: none"> <li>✓ MUST be worn with pants/bottoms</li> </ul>
<b>ELECTRONIC DEVICES</b>		<b>ACCESSORIES</b>
<ul style="list-style-type: none"> <li>✓ IPAD's must be charged daily</li> <li>✓ <b>CELL PHONES/personal electronic devices should not be seen, heard or in use</b></li> <li>✓ <b>Earbuds and headphones should not be seen, heard, or in use outside of instructional use in the classroom.</b></li> </ul>		<ul style="list-style-type: none"> <li>✓ No sunglasses, hoods, hats, curlers, bonnets, wraps, scarves, or other headgear worn in the building</li> <li>✓ Headbands are not to be greater than 1” in width.</li> <li>✓ No blankets</li> <li>✓ Jewelry is worn at the risk of the student.</li> </ul>
<p align="center"><b>Further details concerning dress code guidelines can be found in the St. James Parish district policy manual.</b></p>		

## PBIS/Restorative Practice at St. James High School

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

### St. James High School Rules for Restorative Practice

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

### Prefrontal Cortex

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

### Administrative Conference

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

### Referral to Counselor

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

### Recovery Room

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

### Parent Contacts

Parent contact is required monthly by teachers to inform parents of behavior and/or academic progress of students. Teachers make parent contact for "Category A, B, and C" offenses and habitual "Category D" offenses in addition to the administrators contact. Parent contacts follow restorative practice in regards to questioning, intervention, and support.

### SBLC

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

Through a student's strengths, solutions are developed based on the screening and assessment data as well as background information in the areas of school, home/ family and health to identify solutions to address areas of concern. An action plan of interventions and supports designed to address student's needs is implemented; team members are assigned responsibility for action items. Monitoring of action items and follow-up SBLC meetings is held to review the results of interventions, make adjustments, and continue to strategize positive solutions.

### After School Tutoring/In School Tutoring

After school tutoring is offered Wednesday and Thursday after school to high school students in English and Math. Bus transportation is provided for students to participate. In school tutoring is available and offered on a case-by-case basis.

### Track My Progress

Academic progress is tracked bi-monthly during homeroom focusing on current grade, expected grade, next project/test due, and the creation of an academic plan for the two weeks. During Faculty Meetings, teachers will review data to create action plans to increase student achievement.

### Guest Speaker Series

Members of the local community perform a number of different roles. They can energize a crowd, inspire them, support, add value by sharing knowledge, offer a new perspective, and share testimony.

### Mentorship Programs

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

### Community Involvement

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

### AWARDS PROGRAMS

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

#### PBIS Awards

Student of the Quarter

No Referral Party

Perfect Attendance

LEAP 2025 Star Students

21+/Gold (ACT/WorkKeys) Club Celebrations & Recognitions

Blue's Double Hot Sausage Sandwich

Dress Up Day, Dress Down Day

"Be The Difference Pin"

Ice Cream Sundae Social

Academic Honor Roll

Recess in Wildcat Courtyard

Corn Hole Tournament

Seasonal Celebrations (Easter, Mardi Gras, Etc.)

School Dance (Sneaker Ball, Homecoming)

Pep Rally

Physical Fitness Meet

Faculty vs. Student Basketball Game

Staff Field Day

Blue's Tuesday

Staff Appreciation Days

Staff Dress Down Days

**"Be the Difference Pin"**

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

**ST. JAMES HIGH SCHOOL ACTIVITIES**

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

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

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

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

<p><b>CO-CURRICULAR</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Band</li> <li><input checked="" type="checkbox"/> Senior Beta Club</li> <li><input checked="" type="checkbox"/> Junior Beta Club</li> <li><input checked="" type="checkbox"/> 4-H Club</li> <li><input checked="" type="checkbox"/> Student Council</li> <li><input checked="" type="checkbox"/> Library Club</li> <li><input checked="" type="checkbox"/> Gaming Club</li> <li><input checked="" type="checkbox"/> Wildcat Productions</li> <li><input checked="" type="checkbox"/> Performing Arts</li> </ul>	<p><b>MENTORSHIPS</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> My Sister My Friend</li> <li><input type="checkbox"/> Salute First</li> <li><input type="checkbox"/> Young Women of Distinction</li> <li><input type="checkbox"/> Female Icon</li> <li><input type="checkbox"/> 21 Plus Gold Club</li> <li><input type="checkbox"/> BO\$\$ HOGG</li> <li><input type="checkbox"/> NUCOR Leadership Academy</li> <li><input type="checkbox"/> NSU CROWN</li> </ul>
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EXTRA-CURRICULAR activities are defined as activities; which are not directly related to the program of studies but are considered valuable for overall student development. They fall under the supervision and/or coordination of the instructional staff who serve as coaches, sponsors, etc. Membership is based on a form of try out, selection, and/or regular participation in organizational activities.

<p><b>SPORTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Baseball</li> <li><input type="checkbox"/> Boys Basketball</li> <li><input type="checkbox"/> Girls Basketball</li> <li><input type="checkbox"/> Volleyball</li> <li><input type="checkbox"/> Football</li> <li><input type="checkbox"/> Softball</li> <li><input type="checkbox"/> Swimming</li> <li><input type="checkbox"/> Track &amp; Field</li> <li><input type="checkbox"/> Boys Powerlifting</li> <li><input type="checkbox"/> Girls Powerlifting</li> <li><input type="checkbox"/> Cross Country</li> </ul>	<p><b>CORP GROUPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cheerleading</li> <li><input type="checkbox"/> Dance Team</li> <li><input type="checkbox"/> Band</li> <li><input type="checkbox"/> Majorettes</li> <li><input type="checkbox"/> Flag Team</li> </ul> <p><b>ACTIVITIES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Senior Class Activities</li> <li><input type="checkbox"/> Junior Class Activities</li> <li><input type="checkbox"/> School Dances</li> <li><input type="checkbox"/> Spelling Bee</li> <li><input type="checkbox"/> Social Studies Fair</li> </ul>
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Members of extra-curricular organizations must maintain a preset grade point average to remain a participating member of the group. All corps groups will adhere to these guidelines.

### Equal Opportunity

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

### Title IX

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

### Complaints

Title IX Coordinator – responsible for coordinating the effective implementation of supportive measures in our School District.

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

Investigator – individual or group who conduct the investigation.

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

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

## ST. JAMES MIGHTY WILDCAT MOTO TRADITION – HONOR – DISCIPLINE – EXCELLENCE

### TRADITION: TO LEAVE A LEGACY

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

### HONOR: TO LOVE

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

### DISCIPLINE: TO LEARN

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

### EXCELLENCE: TO LIVE

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