



# **PATRICK TAYLOR ACADEMY**

**Student Handbook  
2025 - 2026**



## **Useful Links & Notations:**

The following handbook includes information that is particular to Taylor, as well as policies that are verbatim transcribed from the Jefferson Parish Procedures and Policies and/or the Jefferson Parish School Board Policies.

The intended purpose of the Taylor Student Handbook is to put forth guidance specific to our school and community. The entirety of the Jefferson Parish Schools policies are not included in this document, please take the time to read their documents, as those procedures and policies remain in effect at our school as well.

These documents are linked for your convenience below:

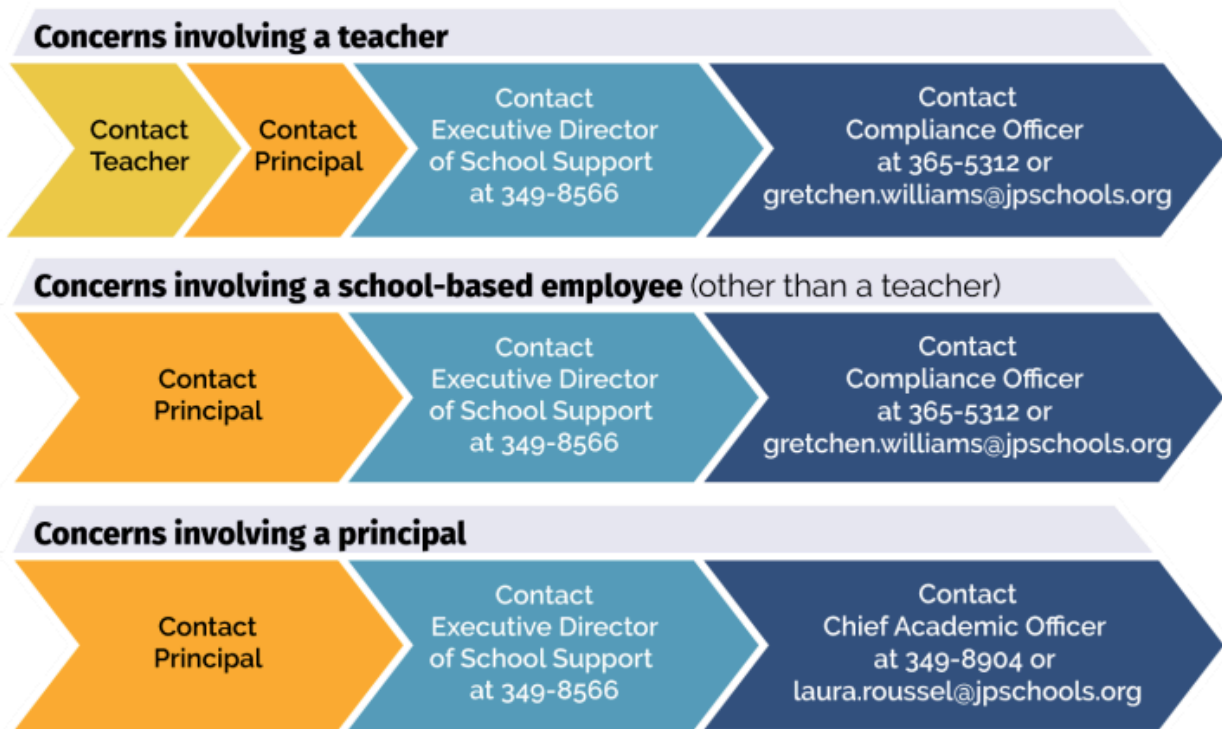
[Jefferson Parish Procedures and Policies \(Updated May 2025\)](#)

[Jefferson Parish School Board Policies](#)

Patrick Taylor has an additional document specifically for extracurricular activities and their expectations. That document can be reviewed by clicking [here](#).

## School-Based Issues:

If an issue were to arise, please follow the information below to ensure you follow the correct guidance for your particular situation:



**Note:** When addressing issues, please follow the process listed above. The Central Office will always redirect families back to schools to allow schools the opportunity to address concerns.

## Patrick Taylor Faculty Office Information:

Phone number: 504-838-2249

\*General calls and messages can be left at the number above. During the school day, your child's school staff is busy providing a quality education.

Requests for return calls will be taken and made in a timely manner, but may not happen immediately. Email is the best method to communicate with all teachers, administrators, and counselors. Should a phone call be warranted, that request should be made via email so a time can be scheduled.

All concerns regarding coursework or incidents in the classroom must be discussed with the teacher first before an administrator is involved. This includes conversations about student behavior, peer interactions, academic progress, assignments, and grades.

**Please note that administrators, teachers, and counselors are not available for drop in appointments. Appointments must be scheduled in advance at a time that is agreeable to both parties.**

## **Academic Dishonesty (Cheating):**

Students must produce work that reflects their own effort and thought. Patrick Taylor students are expected to maintain the highest standards of academic integrity and intellectual honesty. Cheating and plagiarism will not be tolerated.

Cheating includes, but is not limited to:

- Copying work or allowing another student to copy your work.
- Giving or receiving help during an assessment.
- Using unapproved resources, including but not limited to the work of peers and past assessments.
- Taking or sharing physical or digital copies of assessments or other graded work.
- Using notes, books, or other aids, including cell phones and other electronic devices during an assessment.
- Using a calculator prohibited by the teacher in a math or science course.
- Signing into an online program using another student's account and completing the assignment for them, or having another student complete your online assignment.
- Allowing another person to make significant changes to your work including content, word choice, and sentence structure.
- Submitting work that does not reflect proof of progress, thinking, planning, brainstorming, and/or revisions within the document's edit history or within incremental classwork.
- Using artificial intelligence or online resources (such as Grammarly, ChaptGPT, SparkNotes, Google Lens, Apple Intelligence, Photomath, etc.) to produce any deliverable course work, either in whole or in part.

Plagiarism includes, but is not limited to:

- Duplicating another student's work or unauthorized collaborative work.
- Referencing an external source without proper citation. This includes failure to cite paraphrased material, artificial intelligence, or other online resources.
- Self-plagiarism or reusing/submitting your own work from a previously graded assignment without proper acknowledgement.

In the event that a student is suspected of academic misconduct, as part of the student's right to due process, the student may be expected to show proof of original thinking as part of the investigation by the teacher and administration.

### Consequences:

#### 1st Offense

The student will not receive credit for the assignment. The teacher will enter a grade of 50/F into the gradebook with a note to indicate academic dishonesty. The student will receive a minor referral in JCampus. The teacher will contact the parent/guardian to hold a parent teacher conference. *Students will be required to recover their learning by completing the assignment, without credit, in a place and time determined by the dean of students and the student's teacher. If the student does not complete the recovery work within the timeframe given, then the student will automatically earn a second offense.*

### 2nd Offense

All consequences of a 1st Offense, with the addition of:

A parental conference held with the teacher, parent, and administration; students will be issued a major referral in JCampus for academic dishonesty and will have to serve an after school detention. Students may be removed from honor societies and school-sponsored extracurriculars, events, incentives, and privileges. \*

\*Pending conversation with the athletic director, student removal from sports may be an additional consequence.

### 3rd Offense

All consequences of a 2nd Offense, with the addition of:

The student will receive a major referral in JCampus which may result in a suspension due to repeated/habitual violations of school rules and procedures.

## **Accidents, Emergency Cards, and Student Messages:**

**A current emergency card must be on file for each student.** It is the responsibility of the parent/guardian to have the emergency card updated as need arises. Updates have to be made in writing with a parent/guardian signature.

It is the policy of Jefferson Parish Schools that upon registration and every year thereafter, the principal/designee will secure information necessary to complete the Emergency Card. It is the responsibility of the parent/legal guardian to notify the school if changes occur during the school year. Falsification of information on the Emergency Card by a student may result in disciplinary action.

Students are not allowed to leave class to receive messages or take phone calls. If a student is using an office phone to call home, students must quickly make their call and return to class.

## **Athletic Events (Conduct):**

Taylor stakeholders should be aware that their conduct is monitored at all Jefferson Parish sporting events. The parish has an established list of conduct infractions listed within their complete handbook. All Tigers are expected to uphold the standards of good sportsmanship while in attendance.

## **Attendance:**

### **Types of Absences -**

The days absent for elementary and secondary school students shall include excused absences, unexcused absences, and suspensions/expulsions.

1. Excused: Absences which are not considered for the purposes of truancy.

a. Exempted and Excused: The student is allowed to make up missed work and the absence is not counted against attendance requirements. Examples are extended illness, court, death in immediate family, or religious holidays with proper verification.

b. Non-Exempt and Excused: Absences incurred due to personal illness documented by parental notes. The student is allowed to make up missed work and absences are considered when determining whether the student meets attendance requirements.

Therefore, the instructional minutes missed must be made up to receive credit for the course/school year completed.

2. Unexcused: Absences not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job. An example is skipping school. The instructional minutes missed must be made up to receive credit for the course/school year completed.

3. Suspension/Expulsion: Absence in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The student is allowed to make up missed work and the absence is considered when determining whether or not a student may or may not be promoted. Therefore, the instructional minutes missed must be made up to receive credit for the course/school year completed. The absence is not considered for the purpose of truancy unless the student was assigned to an alternative site and is not in attendance at the assigned alternative site. Students may be absent for up to three days in any school year related to the student's mental or behavioral health. Such absences are excused in accordance with the student's handbook. The student may make up missed school work, and the student shall be referred to school support personnel following the second mental/behavioral health day of absence.

### **Absence Procedures -**

Excuses for all absences must be presented in writing to the school principal or designee within five (5) days of the absence. For any extenuating circumstances, the student's parent or legal guardian must make a formal appeal to the Compliance Office requesting exception to the attendance regulation. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive grades if they are unable to complete make-up work or pass the course. In accordance with the Grade Appeal policy, all grade appeals for extenuating circumstances must be done within 15 school days of the issuance of the final grade. Schools are to provide students and parents with attendance letters by the 3rd, 5th, and 8th day absent. Parents must contact the school principal or school counselor to discuss attendance matters upon receipt of attendance letters.

### **Attendance Requirements to Receive Carnegie Credit and Eligibility for Promotion-**

Elementary/Middle Schools: According to the policy of the state of Louisiana, students must attend elementary or middle school for a total of 60,120 minutes to be eligible for promotion. Based on the school calendar and a standard 375 minute instructional day, a student can miss no more than 14 days of school to be eligible for promotion.

High School Students: In order to receive grades for a semester/year, high school students must be in attendance for a minimum of 30,060 minutes in a semester or 60,120 minutes in a year for schools not operating on a semester system. 10 Based on a standard 375 minute instructional day, this means that students in a high school can miss no more than 7 days each semester. Students in schools not on a

semester system can miss no more than 14 days to be eligible for promotion Carnegie units based on minutes.

### **Attendance Requirements – Carnegie Credit**

In addition to meeting overall attendance requirements, middle and high school students must also meet certain attendance requirements to receive Carnegie Credit for individual classes. When awarding credit based on instructional time, students shall be in attendance for a minimum of 7,515 minutes. In order to grant one-half Carnegie credit, students shall be in attendance for a minimum of 3,758 minutes. Please refer to the JPS Make Up Seat Time (MUST) policy for additional information regarding attendance recovery. Please contact the school principal or counselor for additional information regarding attendance recovery.

### **Make-Up Seat Time (MUST) Recovery Requirement -**

Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular day. The makeup sessions must be completed before the end of the current semester for high school students and the end of the year for elementary/middle school students. Make-Up Seat Time (MUST) is provided to students who have not met the required number of instructional minutes to receive credit. Students are required to complete additional coursework on an approved on-line learning platform. Students must complete MUST assignments before or after school, weekends, holidays, or during lunch. Students may not complete MUST assignments during instructional time. Parents should contact the school for additional information.

\*\*As a reminder, habitual tardiness will result in administrative action. Please see page 46 of the district handbook for more information on tardies.

### **Book Bag Policy:**

Only clear, see-through tote bags, backpacks, or any similar articles are permitted for students in grades 4-12. Mesh bags are no longer permitted. Small, non-clear cosmetic bags will be allowed inside clear backpacks for personal hygiene items such as feminine products. Student athletes are required to bring non see-through gym bags to a designated area at the beginning of school. Non see-through gym bags shall remain in a designated area until student athletes are under the supervision of their coach/sponsor.

During certain times of the year, a principal may institute a “no book bag” policy. Ex. Exam days, field days, testing days, field trips, end of the semester or school year, etc.

### **Cafeteria & Mealtime Policies:**

Students are able to get breakfast anytime between 7:45AM and 8:15AM. Afterwards the cafeteria closes to prepare for lunch service.

- Students are expected to clean up after themselves and be polite to all staff on duty/serving meals.
- Students must line up appropriately and must enter the cafeteria in a single file.

- On typical days, students have the option to eat either in the courtyard or the cafeteria. On days when duty staffing is limited, students may be split up into a system that allows for proper monitoring. This system is at the discretion of the duty team and administration and will put safety first.
- During lunch students are only allowed to use the Darwin Pod restrooms. Students do not have access to other parts of the building without written passes from their teachers. Students who elect to go into the library must return to the cafeteria and/or courtyard once they complete their visit.
- Microwaves are available for students to use *correctly*, if this privilege is abused we have the right to remove access to this equipment.
- On rainy days students are moved into grade level assigned areas. Students must sit in these areas and may play card games or talk with friends. Under no circumstances is there to be running or horse play.

### **Carpool Regulations:**

In order to ensure the safety of all Patrick Taylor students, staff, and families, the following rules are in effect for morning and afternoon carpool on all school days.

- Under no circumstances is it acceptable to park and walk a child to the building during carpool.
- Carpool begins in the morning at 7:45AM and ends at 8:15AM. Teachers assigned to morning duty will leave their places at 8:10AM to arrive in their room on time for their students. Afternoon carpool begins at 3:35PM and ends promptly at 4:00PM.
- Cell phone use is prohibited in the carpool lane.
- All cars must pull all the way forward. Gaps between cars should not exceed two feet.
- Students are to enter their vehicle, buckle up, and the car should be moving. Carpool is not the time for goodbye conversations or making plans. At no point should parents be exiting the vehicles (medical exceptions).
- Under no circumstances are students allowed to walk past the front porch area and/or be picked up elsewhere in the JEDCO complex. Carpool riders may only be picked up from the porch area. Students picked up on the street, in JEDCO lots, or in the back gym area will be issued a detention for their first offense and then receive additional consequences for continuous offenses.
- Students must be picked up by 4:00PM. Teachers and staff leave promptly after school and it is not safe for students to linger. If you are habitually late to pick up your child, disciplinary action will take place. Please note that Patrick Taylor does not have afterschool care.

### **Cell Phones & Electronic Devices**

Pursuant to Act 313/SB 207: Effective beginning with the 2024-2025 school year and thereafter, no student shall possess, on his person, an electronic telecommunication device throughout the instructional day\*. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day.

\* The instructional day spans from the opening bell to the dismissal bell and includes all school-sponsored events, such as athletic competitions and field trips, that occur during this time.

Students shall be personally and solely responsible for the security of their telecommunications devices. Jefferson Parish Schools shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized calls made on a cell phone.

Phone communication during the instructional day must occur on school telephones with permission from appropriate school personnel with the exception of emergencies as deemed by the principal or his/her designee. Parents should continue to call the school for any emergencies. Students shall be prohibited from utilizing school-issued devices to access personal messaging features and social media accounts not used for educational purposes.

The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. School personnel may collect such devices before students are administered an assessment. (The electronic device will be returned to the student after the assessment has concluded.) If a student is found in possession of an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student's assessment will be invalidated. Additional disciplinary action may be taken by the school administration.

Each school will establish and communicate consequences for violating its electronic device policy. Violations could result in one or more of the following: temporary confiscation of the device (Device must be returned to parent/guardian, unless device is part of a criminal investigation, at which time Law Enforcement will dictate when the device will be returned to the parent/guardian), detention(s) not lasting more than one hour, reflective assignment, or In-school Suspension of no more than two days.

Failure to give the device to a school system employee when requested is considered a serious offense and will add to the severity of the consequence. No person, including students, shall be prohibited from using or operating any electronic device, including any facsimile system, radio paging system, mobile telephone service, intercom, or electro-mechanical paging system or beeper, 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.

The provisions of this policy are not applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.

For Patrick F. Taylor, the following consequences will be issued to students who break the electronic device policies:

- First infraction: The device is confiscated by the teacher, who will call the Dean to take it to the office, a warning is given to the student, a notification is sent to the parent, and the parent can pick up the device from the front office. (documented through minor referral)

- Second Infraction: The device is confiscated by the teacher, who will call the Dean to take it to the office, a lunch detention is given, notification to parent, parent can pick up the device from the front office. (documented through minor referral)
- Third Infraction: The device is confiscated by the teacher, who will call the Dean to take it to the office, a major referral is given with consequence assigned by the Dean, notification of parent, parent can pick up the device from the front office.
- Fourth infraction: The device is confiscated by the teacher, who will call the Dean to take it to the office, a major referral is given with consequence assigned by the Dean, notification of parent, parent can pick up the device from the front office.

**The policy means that a cellphone cannot be on the student's person. It cannot be in a jacket pocket, pants pocket, etc. at any point during the school day or a student faces disciplinary action. Apple and smart watches are included in this policy and are not allowed.**

**Note: Parent/Guardian must pick up the device between 9:00 AM and 3:00 PM. Failure to give the device to a school system employee when requested is considered a serious offense and will add to the severity of the consequence that will include at least an assignment to in-school suspension.**

### **Check Out Procedures:**

All students shall be signed out by an individual listed on the Emergency Card in the designated area before leaving the campus for any reason prior to the end of each school day. However, in order to prepare for and provide a safe dismissal process, to reduce the loss of valuable instructional time, and make certain all students are dismissed through the appropriate mode of transportation, a school may restrict student sign outs during the last 30 minutes of the school day.

For cases in which a person, not listed on the emergency card is sent to pick up the student, such person must deliver to the principal/designee a note from the parent/legal guardian requesting a release of the student. The principal/designee shall verify the request by telephoning the parent/legal guardian. If the parent/legal guardian cannot be reached by telephone, the student will not be released from school.

If such written authorization is not presented and the parent/legal guardian telephones giving oral permission for the student to depart the campus with such unauthorized person, the principal/designee shall verify by telephoning the parent/legal guardian at the telephone number listed on the student Emergency Card. If the parent/legal guardian cannot be reached by telephone, the student will not be released from school.

In some cases, it will be necessary to send a driving service for the child. The parent/legal guardian shall call the company to provide transportation. The parent/legal guardian shall give the school the name of the company and give verbal permission to release the child. The driver shall sign the checkout book and list the license number of his/her vehicle. If the principal/designee feels that the parent/legal guardian cannot afford the drive service fee, the fare shall be paid out of the school's account, and reimbursed by the school system's general fund.

The parent/legal guardian may give the principal/designee oral or written permission allowing the student whatever conveyance the parent/legal guardian authorizes. Emancipated students do not need parental consent to sign out. Students who are 18 or older may check themselves out of school, however, if the principal/nurse believes the student is too ill to drive, they must deny the student the right to leave campus.

## **Discipline:**

Pages 14-27 of the Jefferson Parish Procedures & Processes Handbook outlines in great detail the definitions of various instances that would constitute the activation of a disciplinary investigation. These pages include information on bullying, hazing, general conduct, suspensions, expulsions, and more.

As stated in the aforementioned pages, “It is the policy of Jefferson Parish Schools that teachers, principals, and administrators may employ, subject to any rules as may be adopted by the parish or city school board, reasonable disciplinary and corrective measures to maintain order, provided that nothing in this section shall be construed as superseding the provisions of Section 416 of Title 17 of the Louisiana Revised Statutes of 1950 relative to the disciplining of students, suspensions, and expulsions. All such rules shall be published and distributed to students and parents/legal guardians (p.23).

Taylor would like to ensure that students are aware that bullying, destruction of school property, physical violence of any sort, and all other behaviors listed in the district's code of conduct will have disciplinary consequences.

Mandatory expulsion is to occur if a student has been suspended **a third time** within the same school year for any offense, excluding those related to dress code or tardiness.

Note: This pertains specifically to major infractions, and does not exclude the use of progressive discipline and/or interventions.

Additionally, as per the 2025-2026 parish update, juniors and seniors who are placed at an alternative site and remain there through their last day of high school will no longer graduate from their original site, they will instead graduate from Strehle Community School.

\*\*Students who are suspended from school may not attend any school activities on the day(s) they are suspended; this includes but is not limited to athletic events, dances, field trips, special events, and practices.\*\*

## **Dress Code:**

The Jefferson Parish Procedures and Policies Handbook outlines the expectations for dress and hygiene on pages 28 - 29. New for the May 2025 edition is the following policy, which Taylor students are expected to uphold:

*Dresses, skirts, and skorts, when allowed, must extend to at least two (2) inches above the top of the knee when standing upright.*

It should be noted that all school sponsored functions have a dress code. This would include sporting events, field trips, off campus dances, etc. For these events, please read the district policies and be reminded of the following:

- A student will not wear see-through clothing
- Students will not bring to or have accessories at school that may be used or converted to use as a weapon
- A student will not wear clothing that exposes their back, chest, midriff
- Dress styles should be appropriate for student participation in a school-sponsored formal event
- If a dress is questionable, students will be encouraged to provide the school with front and back pictures of the student in the dress for review well in advance of the prom

Guidance for dresses at dances:

- The back of a dress must be at or above the waistline
- Sides and midriffs are to be covered
- Slits should be no higher than mid-thigh

## **Drugs:**

The possession, use, delivery, transfer, or sale of tobacco, alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden. A look alike substance is defined as any substance that appears or resembles any prohibited substance and which the student in possession thereof specifically represents to others as a prohibited substance.

### 1. Manufacture/Possession/Distribution (Drug Related)

When the principal/designee has reasonable cause to believe that a student is in possession or has manufactured, distributed, or possessed with intent to distribute alcohol, controlled dangerous substances, any mood-altering chemicals, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agencies shall be contacted immediately. Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be recommended for expulsion from school according to the following procedures:

- a. Any student in grades six through twelve who is found guilty of being in possession of, or knowledge of an intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance (including alcohol) on school property, on a school bus or at a school-sponsored event (pursuant to a hearing) shall be expelled from school for a minimum period of four complete school semesters and shall be referred to the district attorney for appropriate action.

- b. Any case involving an elementary student shall be referred to the Jefferson Parish School Board through a recommendation for action from the superintendent.
- c. No student expelled under items “a” or “b” shall be allowed to return back to a Jefferson Parish public school without the expressed approval of the Jefferson Parish School Board.

## 2. First Offense (Drug Related)

When the principal/designee has reasonable cause to believe that a student is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. In addition, the school must also immediately contact the Director of School Safety, and the Special Education Department if the student is in Special Education. (Immediate contact means on the date of discovery.) Upon such violation, criminal charges may be filed with the appropriate law enforcement agency. The student shall be suspended from school for nine (9) school days and be ineligible for participation in all extra-curricular activities for a period of nine (9) school weeks provided:

- a. The student is assessed by a Jefferson Parish Schools approved community agency prior to returning to school.
- b. The student and at least one (1) parent/legal guardian must participate in a three (3) hour educational program presented by an agency approved by Jefferson Parish Schools.
- c. The student will complete a hair/drug test at an approved agency.
- d. The student is referred to the school counselor/social worker.
- e. Failure to comply with these procedures shall result in a suspension from school for the remainder of the school year. Compliance with all provisions must be met before returning to school.

## 3. Second Offense (Drug Related)

When the principal/designee has reasonable cause to believe that a student is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or in possession of any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. In addition, the school must also immediately contact the Director of School Safety and the Special Education Department if the student is in Special Education. (Immediate contact means on the date of discovery.) Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school for the remainder of the school year.

## 4. Drug Paraphernalia

When a student is found to be in possession of materials used as drug paraphernalia, including but not limited to rolling papers, roach clips, stones, bongs, etc., the student shall be suspended according to the school suspension policy. The student shall also be referred to the school counselor or social worker.

## 5. Tobacco Products/Vapes

Pursuant to Act 337 / SB 358: Any student in grades six through twelve found guilty of being in possession of tobacco, alcohol, or vaping product on school property, on a school bus, or at a school-sponsored event, may be recommended for expulsion. Tobacco products/e-cigarettes, vapes while in school buildings, on school premises, on school buses, or at school-sanctioned events are prohibited and shall be handled according to the number of offenses. Tobacco/vaping products, including but not limited to: lighted cigars, cigarettes, pipes, e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens, and vape mods, or any other form of smoking objects or devices. If the school has reason to suspect the contents of a vaping device has an illegal substance contained therein, the school must follow the guidelines set forth for suspicion of drug possession.

- a. First Violation - When a student is found to be in possession of or using tobacco products/e-cigarettes, vapes, etc., the student shall receive an In-School Suspension and will be referred to the school counselor/social worker
- b. Second Violation - When a student is found to be in possession of or using tobacco products, /e-cigarettes, vapes, etc., the student shall be suspended from school according to the school suspension policy and will be referred to the school counselor/social worker
- c. Third Violation- When a student is found to be in possession of or using tobacco products, e-cigarettes, vapes, etc., the student shall be recommended for a suspension to an alternative site. (Grades 3-12)

#### 6. Student Referral to Alcohol/Drug Abuse Treatment after an Arrest

Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances. If evidence of abuse is found, the principal or his/her designee shall refer the student to an alcohol and drug abuse treatment professional chosen by the student's parent or legal guardian. If it is determined by the professional that the student needs treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

### **Early Release & Dual Enrollment Students:**

High school upperclassmen may be eligible for early release or off-campus dual enrollment opportunities. These students should follow all scheduling guidance to ensure they're successfully following all regulations.

All students who either have early release or off-campus dual enrollment on their schedule must leave campus immediately after their last scheduled course. If a student is enrolled in a third period, they may remain through lunchtime.

Student athletes/club members must leave campus (including the parking lot) and return for after school events.

Students found on campus during periods in which they have no on-campus course scheduled will be issued a disciplinary consequence.

### **Field Trips:**

Prior to participating in school-sponsored trips, all students must return a completed field trip form signed by a parent or guardian. All students must report to school before leaving for the field trip and return to school after the trip concludes.

Students must be in good academic and behavioral standing and must have paid for their trip if there was a fee charged. All Jefferson Parish rules and policies (including dress code) apply to students on these trips.

### **Google Classroom, School Communication, & Email:**

Taylor teachers and administrators make use of Google Classroom, Email, and our weekly family newsletter Paw Prints to communicate with families. It is expected that all Taylor students and parents/guardians are checking these avenues for answers before reaching out with questions. This is particularly important regarding deadlines. Deadlines will not be extended due to not seeing our communication attempts. If you realize during the month of August that you are not receiving Paw Prints and you've checked email settings and junk/spam folders, please contact the front office for assistance.

### **Hall Passes:**

Students at Taylor are given a hall pass at the beginning of each quarter. This documents student arrival and departure times as they move about the campus. Students must have their pass on their person when they are not with a teacher/administrator/staff member and it must reflect they were granted permission to be out of their assigned area. Should a student lose their pass or fill it up early, they should purchase a new one for one dollar in the front office.

### **IDs:**

All Taylor students are expected to wear a picture ID card over the chest area at all times. The ID must be worn over the outer garment. These cards shall be purchased at the beginning of the school year, or when entering or registering late.

A student ID card is necessary when attending off-campus events. Students shall present an ID card upon checking out library books and getting breakfast/lunch. Student IDs are extremely important to our school safety plan, failure to have a visible ID will result in disciplinary action.

### **Illness & Medicine:**

Per district policy, students with the following symptoms should be kept home until symptoms have been resolved for 24 hours without medicine:

- Persistent Cough, Shortness of Breath or Difficulty Breathing - Severe, uncontrollable coughing or wheezing, rapid or difficulty in breathing OR repetitive dry cough.
- Diarrhea – Resulting in more than two bowel movements beyond what is usual in a 24-hour period.
- Fever - A temperature at or above 100.4F (99.4F or higher if taken with a non-contact infrared thermometer).
- Nasal Congestion/Runny Nose/Sore Throat - Large amount of thick or discolored nasal discharge.
- Rash - Undiagnosed
- Vomiting – 2 or more times within 24 hours, unless cause can be determined (known food allergy or motion sickness)
- Head Lice - Live lice and/or nits.
- Pink Eye (Conjunctivitis) - One or both eyes are itchy, pink or red, with drainage or crusting.

As a reminder, Jefferson Parish Schools do not have medical supplies for the daily treatment of students. School nurses cannot provide ointments, over the counter medications, etc. to students at any time. Only students with medicine that has been properly checked in through the district office is allowed to be given to students. Patrick Taylor does have two types of emergency, life-saving medicines on campus that can only be used in the event of a true emergency.

### **Immunization Requirements:**

As a reminder, because we serve students in grades 6-12, our parents should read page 35 of the district policies, as there are immunization records due as students enter 6th grade and 11th grade.

### **Internet Use & Chromebooks:**

Having access to the Internet and one's district issued Chromebook is a privilege. Students who are found to be misusing either will be subject to disciplinary action and may, depending on the severity of the disuse, be held financially responsible for damages.

Students visiting sites during their school day that are outside of those allowed by their teacher may be given a paper version of an assignment to complete. Depending on the nature of the site the student visits and the teacher's usage policy students may be subject to disciplinary consequences.

### **Late Work & Make-Up Policy:**

Patrick Taylor holds students to high expectations in order to ensure they're prepared for their future. Meeting deadlines and being held accountable for completing their schoolwork in a timely fashion is incredibly important preparation for their futures. Because of this, Taylor has a campus-wide late work policy that will be used in every teacher's classroom.

For student athletes and those attending school sponsored field trips, the expectation is that students reach out to their teachers before the missed class(es) for their work and to plan any make-up dates. It is the responsibility of the student, not the teacher, to reach out regarding assignments.

If a child received an assignment at school but is absent on the date an assignment is DUE, the child is expected to turn in that assignment on the day he/she returns to school.

Please read this policy and familiarize the expectations to avoid any misunderstandings.

### **Policy:**

Late major/minor assignments will affect a student's grades. The following policy is in effect for our entire student body.

#### *Late Work-*

Turning an assignment in late will affect a student's grades in the following ways:

- **Assignments categorized as participation are not eligible for submission after the original due date provided by the teacher of record. A 50% F will be earned.**
- **For assignments that are categorized as major or minor, they may be turned in on the next day their class meets and in exchange they will have 10 percentage points deducted from their earned grade. This opportunity qualifies as their opportunity for grade recovery.**
- **Major/minor assignments submitted later than one day earn a 50% F and are ineligible for grade recovery. Students may submit this work for teacher feedback, as long as that is the teacher's policy. This ensures that students do not fall behind in academic progress.**
- **Students that miss an assessment will be given an alternative version of the assessment. These assessments must be completed within three days of their return. Students should communicate with their teacher to establish the make-up time and location.**

#### *Make-Up Work (due to an excused absence)-*

When a student is absent from a class and is excused, the following guidance must be followed to earn a grade for their missed work:

- Students absent for one to two days are given three days to complete all make-up work due while they are absent. For example, a student absent on Monday only would have until the end of the school day Thursday to complete all missed assignments from Monday.
- Students absent for three to five days are given one calendar week from their return to complete all make-up work due while they are absent. For example, a student absent Monday, Tuesday, and Wednesday would have until the end of the school day on the following Thursday to complete all missed assignments.
- Students out six or more days must meet with their teachers to determine a plan for completion of work in a timely fashion.

**In all cases of a student being absent and wishing to complete make-up work, it is the responsibility of the student to communicate in writing with their teacher about makeup work. If a student fails to discuss their responsibilities with their teacher within ten days of their return, they will earn 50% for all missed work including major assessments.**

*Special note for students with the “extended time” notation on a 504 or IEP document:*

Extended time students fall within the above categories, unless their plan specifically states that they have “flexible deadlines.” In this instance students would have to communicate in writing with their teacher on the exact due date plan for them to ensure accommodations are met.

If there is any confusion regarding this portion of the policy, please reach out to the assigning teacher for specifics regarding their expectation.

### **Leaving Class:**

The number of students leaving class at a time is one. Students must use the restroom or complete their approved office visit in a timely manner and return promptly to class. When using the restroom, students must use the open restroom closest to their classroom. Students who are found to be wondering will be written up for being in an unauthorized area.

### **Lost and Found:**

The Patrick Taylor lost and found is located outside of the cafeteria. Should you misplace an item, it is recommended to check here. If you find an item, please be sure to place it in the lost and found.

Students needing additional help or guidance, should contact the front office.

### **Schedule Changes:**

Students enrolled in grades six, seven, eight, and nine are not allowed to request schedule changes.

Students in tenth through twelfth grade may make certain changes to their schedule, but must have written parental permission to do so. Changes must be legitimate in nature and will not be honored to switch teachers.

### **Student Vehicles/ Student Drivers:**

Students wishing to park in the gymnasium lot must register their vehicle either at the beginning of the school year or once they obtain their license/vehicle registration. A parking permit will be issued once all necessary steps are completed. Students should work with Ms. Dee in the office to complete their registration.

Students who do not park in the lot will park on the street. Students are not allowed to park in any JEDCO or Delgado lots.

At no point during the school day are students allowed to sit in cars parked on campus or on the streets around campus. The school board has a bulletin that goes in depth on the guidelines in place for student drivers, should you wish to have more information. Note that any student who operates a vehicle in an unsafe manner will get no more than a single warning before they lose their parking privileges.

## **Substitute Teachers:**

It is the expectation that students will provide the substitute educator with respect in the event their teacher is absent. All students will be assigned work in this event and should spend their time with the substitute completing said assignment.

## **Work Permits:**

Students between the ages of fourteen and seventeen can see Ms. Dee in the front office to obtain a work permit. Please note there are required documents that must be completed ahead of time.

## ***Final Reminder***

Again, we encourage all stakeholders to read the school board policies, as well as the district handbook. These texts work in conjunction with the Taylor handbook to create a more complete sense of the policies in place to allow all students to be safe on our campus. Stakeholders will find detailed procedures and policies for bullying, sexual harassment, medicine administration, grade calculation, and more in these documents.