

All PFTSTA students  
are held accountable for the information  
in this handbook and all information in the JPPSS Policy and Procedures Manual.

**For a complete description of parish policies and procedures refer to the  
Families tab on the parish website; <http://jpschools.org/>.**

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## **INTRODUCTION**

Patrick F. Taylor Science & Technology Academy (PFTSTA) is a unique public school offering a comprehensive college preparatory program emphasizing the sciences, mathematics, and technology. Taylor provides an environment of academic rigor within a school culture of respect and responsibility. These commitments and goals are expressed in school-wide learning outcomes (SWLO), a set of goals for learning valued by all members of the academic community. Academic rigor requires both student and parent commitment to intellectual curiosity through critical thinking. A culture of respect acknowledges the importance and value of each individual within our school community. Responsibility necessitates that each student participate fully in the school culture and curriculum designed to accomplish school-wide learning outcomes.

### **Mission**

The mission of Patrick F. Taylor Science & Technology Academy is to provide a rigorous learning environment that assures college-readiness, while fostering leadership and encouraging community involvement for all students.

### **Middle School Vision**

Our vision is to be a middle school whose students accept responsibility as full participants in the school culture to ensure individual and collective success in our advanced STEAM curriculum in order to prepare all students for our accelerated high school.

### **High School Vision**

To be a top 10 nationally ranked high school where students take ownership of the school culture by demonstrating resilience in an accelerated curriculum which will ensure success for all students. Our students will have an influential impact as leaders at their institutions of higher learning and in the global community.

### **Alma Mater**

All hail to Patrick Taylor  
Your vision remains true  
You give to us the challenge  
To be all we can be  
Unite us with your legacy for opportunity  
We prepare today for tomorrow  
Patrick Taylor Academy

### **Contact Information**

701 Churchill Pkwy  
Avondale, LA 70094  
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<http://pftsta.com>

## **ACADEMICS**

### ***Academic Rigor***

Students are offered an ambitious and rigorous curriculum based on Common Core Standards and further supplemented by Jefferson Parish honors requirements. The curriculum is designed to foster higher order thinking through core academic subjects taught, with the eighth graders earning Carnegie units to allow for acceleration. In junior and senior years, advanced placement and college level classes are provided. Taylor Academy offers a well-rounded course of study that allows students the opportunity to develop special interests and talents in science, math, and technology. Honors credit in any subject is forfeited when the student fails to meet the Jefferson Parish honors requirements. Honors credit is issued at the end of course after all requirements are met.

### ***Advanced Study Academy Dismissal Policy***

Please see the Advanced Study Academy page on the main JPPSS website (<http://jpschools.org>) for more information on the ASA dismissal policy. A copy of this policy will also be given to students at the beginning of every school year.

### ***Field Trips***

Field trips are primarily educational opportunities linked to content standards and assessments. Attendance on academic field trips is mandatory and follow-up assignments must be completed. All school rules and policies are in effect for those students while off campus.

### ***Gifted and Talented Students***

Students who are identified as Gifted are enrolled in one Gifted course per school year. Students who are identified as Talented are offered arts enrichment during the school day in art, theater, and/or vocal/ instrumental music. Students who are interested in being screened for either Gifted or Talented should contact the front office.

### ***Individual Graduation Plan Requirements***

During the first two years of high school, students should focus on building on the knowledge and skills they gained in previous grades. Every 9th and 10th grade student (beginning 2014-2015 and thereafter) will take core academic classes to work towards a diploma. Following the student's 10th grade year, a student may choose to work toward a Jump Start TOPS Tech Pathway or pursue the TOPS University Pathway. Students may choose both pathways. Decisions are made with counseling and guidance, based on the student's interests, capabilities, and ambitions.

#### **Act 257 of the 2009 Louisiana Legislature**

By the end of the eighth grade, each student shall develop, with the input of his/her family, an Individual Graduation Plan (IGP). The purposes of the IGP document and related activities are as follows:

- Explore educational and career possibilities
- Make appropriate secondary/postsecondary decisions as part of an overall career plan
- Plan based on the student's talents and interests
- Consider graduation requirements relevant to the student's chosen area of concentration and postsecondary entrance requirements.

### ***School Records***

Requests for transcripts/grade reports can be made through Parchment.com. All other school records pertaining to the student's academic achievement should be requested by emailing the school counselor. These documents will be received by the student by the third school day of the request. For example, if a request is made on Friday for a transcript, the student will receive the transcript by the following Tuesday. : Any changes to a student's record (name/address/guardianship) must be submitted to the school with proper verification - e.g.: legal identification, lease or proof of sale, custody paperwork.

### ***School-Wide Learning Outcomes***

Students are assessed on the outcomes listed below. School-wide outcome category weights are determined by PFTSTA academic departments and approved by administration. They must adhere to the JPPSS Grading policies.

#### **Knowledge and Thinking**

The ability to reason, problem-solve, develop sound arguments or decisions, and create new ideas by using appropriate sources and applying the knowledge and skills of a discipline.

#### **Written Communication**

The ability to effectively communicate knowledge and thinking through writing by organizing and structuring ideas and using discipline appropriate language and conventions.

#### **Agency**

The ability to develop and reflect on growth mindset and demonstrate ownership over one's learning.

#### **Collaboration**

The ability to be a productive member of diverse teams through strong interpersonal communication, a commitment to shared success, leadership, and initiative.

#### **Oral Communication**

The ability to communicate knowledge and thinking through effective oral presentations.

## **ASSESSMENT and GRADING**

### ***Grading Philosophy and Practice***

Grades are posted online for viewing at any time by students and parents. Parents and students must check grades frequently by going to <https://pftsta.echo-ntn.org/> and the Student Progress Center of JCampus to stay informed about progress. Students may receive grades for assignments, projects and papers in each learning outcome.

The PFTSTA online grade book tallies and averages the scores of each category separately and cumulatively. For example, in calculating the student's score in writing, the grade book finds all writing scores from any assignment evaluated in that category and calculates an average grade based on the sum of those evaluations. The grade book then generates a report that shows the student's performance in each of the learning outcomes being evaluated by that course, as well as an overall course grade based on a weighted average of all categories.

Jefferson Parish Grading Scale:

A	100 - 93
B	92 - 85
C	84 - 75
D	74 - 67
F	66 - 50

All final grades will be rounded to the nearest whole number. (For example, 92.5 would round to a 93.) As per JPPSS policy, a score less than 50% may not be entered in the electronic gradebook.

JPPSS Grading Categories and Weights is as follows:

**Semester 4x4 block courses**

1st Marking Period	2nd- Marking Period	Exam/EOC	Final Grade	Final Grade- Special Education
Summative/ Major Assessments- 50%	Summative/ Major Assessments- 50%	Exam (Regular and SPED)- 25%  EOC(Regular, Gifted or Talented)- 25%  EOC (SPED only)- 5%	1st Marking period- 37.5% 2nd Marking period- 37.5% Exam/EOC- 25%	1st Marking period- 47.5% 2nd Marking period- 47.5% Exam/EOC- 5%
Formative/Minor Assessments- 30%	Formative/Minor Assessments- 30%			
Participation- 20%	Participation- 20%			

## 6th and 7th Math and ELA courses

1st Marking Period	2nd- Marking Period	3rd Marking Period	4th Marking Period	Final Grade
Summative/ Major Assessments- 50%	Summative/ Major Assessments- 35%	Summative/ Major Assessments- 50%	Summative/ Major Assessments- 35%	1st Marking period- 25% 2nd Marking period- 25% 3rd Marking period-25% 4th Marking period- 25%
Formative/Minor Assessments- 30%	Formative/Minor Assessments- 25%	Formative/Minor Assessments- 30%	Formative/Minor Assessments- 25%	
Participation- 20%	Participation- 15%	Participation- 20%	Participation- 15%	
	Exam- 25%		Exam- 25%	

Learning outcomes percentages will be determined by each department and approved by administration. The percentages will adhere to the JPPSS grading categories and weights listed above.

In courses scheduled for two marking periods, a student earning an F in the second marking period does not pass the course. In courses scheduled for four marking periods, a student earning an F in the fourth marking period does not pass the course. All courses require a total of 4 quality points to receive credit and pass.

End of Course Tests:

EOC tests are state assessments issued at the end of the following courses:

English I  
 English II  
 English III  
 Algebra I  
 Geometry  
 Biology  
 US History

A student's score on an EOC test will count towards 25% of their final grade in the course.



EOC Conversion Table\*

EOC score	Grade Equivalent	Percentage
Excellent	A	100-93
Good	B	92-85
Fair	C	84-77
Needs Improvement	D F	74-67 66-50

*\*New EOC conversion information will be updated by the LDOE.*

Please refer to <http://jpschools.org> for assessment requirements to earn a standard diploma.

For courses without an end of course assessment, the students will take a final exam. The final exam will count for 25% of their final grade in the course. Students who are absent for a final exam will receive a score of 50% until the student makes up the exam.

## **ATTENDANCE**

### ***Absences/Make-up Work***

Students must consult the school's online course management system (Echo) for all assignments and grades. Group work requires members to remain in contact with group members during the course of a project. To avoid unnecessary delays in meeting project deadlines due to absence of a group member, students must make individual work available to all members during a project.

Upon returning to school, the student must submit an excuse note to the front office. Following an excused absence of less than five days, students have three days to makeup all work. For an excused absence of five or more consecutive days, the student must make up work within ten (10) school days after returning to school. It is the student's responsibility to contact the teacher to arrange for completion of work in that time frame. An assignment that is not made up within three days will not receive full credit. Students must be aware that grades are updated weekly and may not reflect the status of assignments on a daily basis.

Middle school students may not be absent for more than 10 days of the school year in order to be eligible for promotion.

To receive Carnegie credit for a course, students must be present 94 percent of the required time.

Full Unit courses

4.5 days 1st semester

5.5 days 2nd semester

LHSAA rules state that a student must be in attendance for at least half of the day in order to participate in a school athletic event the same day. Please see the athletic handbook for more information about rules and guidelines.

### **Check-out Procedure**

Students requesting to check-out must have an Emergency Card on file in the office with the signature of a parent or guardian. A student not having a current Emergency Card on file will not be allowed to check out. Only an adult listed on the Emergency Card will be able to pick up a student. Proper ID must be shown when checking out a student. Any changes to a student's record (name/address/guardianship) must be submitted to the school with proper verification - e.g.: legal identification, lease or proof of sale, custody paperwork. In order for a student to check himself or herself out, an email or call from the parent must be submitted to the school.

### **Classroom Tardies**

Students are dismissed three minutes prior to the next class. A student is tardy to the next class if they arrive after the third minute switch period. Consequences for excessive tardies to class are up to the discretion of each individual teacher.

### **School Tardies**

Students will begin moving to class at the 7:20AM bell. Students arriving to class after the 7:25AM bell will be considered tardy to school and must report to the school office to receive an admittance slip.

Actions for excessive unexcused tardies are as follows:

- 1st and 2nd tardy in each semester - Verbal warning to student with student signature on the Emergency Card.
- 3rd tardy - A non-suspension conference shall be held with the parent/legal guardian.
- 4th and 5th tardy - After school detention for one hour.
- 6th or more tardies in each semester - Suspension.

## **EXPECTATIONS**

TIGER IDEALS are posted throughout the school and are reinforced during Friday morning announcements.

*Thoughtful of others*

*Independent*

*Global Thinker*

*Engaged in learning*

*Responsible*

*Serious when using technology*

It is expected that students represent these ideals every day and in every classroom.

Students are also expected to follow classroom expectations set forth by their individual teachers and Jefferson Parish's student code of conduct. The code of conduct can be found at <http://jpschools.org>.

Consequences for violating the below expectations can be found in this handbook on pages 32-35.

## ***Academic Honesty***

Students must produce work that truly reflects their own efforts and thinking. Students at Taylor are required to maintain the highest standards of academic integrity and intellectual honesty. Cheating, plagiarism, and using cell phones during assessments 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.
- Searching for answers using any unapproved online resources, including but not limited to, the work of peers and past assessments.
- Taking or sharing copies of assessments or other graded work regardless if it is a physical copy of the assessment/work or photograph of the assessment/work.
- Discussing the test at any time with anyone
- Using notes, books, or other aids, including cell phones and other electronic devices during an assessment.

Plagiarism includes, but is not limited to:

- Duplicating another student's response or an external source without using proper citation.
- Self-plagiarism or reusing/submitting your own work from a previously graded assignment without proper acknowledgement.

Cell Phones during Assessments:

According to JPPSS Policies and Procedures, "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."

## ***Cell phone/Communication Devices***

According to JPPSS Policies and Procedures, "Students are allowed to possess electronic devices on campus. However, all electronic devices must be COMPLETELY OFF and must not be visible or audible while students are on the school grounds or on the school bus except under the conditions described below.

Electronic devices may be used as part of the instructional process only with prior permission of the principal or his/her designee. Individual school principals will establish and communicate guidelines involving electronic device use after school hours for students who participate in field trips, extracurricular activities, athletic events, or any other school sponsored activity.

Electronic devices must be stored in a secure location. Students shall be personally and solely responsible for the security of their telecommunications devices. The Jefferson Parish Public School System 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.

As stated previously, 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, detention(s) not lasting more than one hour, punish work, In-school Suspension of no more than two days, and out of school suspension.

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 telecommunication 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."

### ***Dances***

Like any school sponsored event, students are expected to follow all rules and regulations. Students attending a middle school dance must be in grades 6th-8th. Students attending the high school dance must be in at least 9th grade. Please refer to the dress code policies listed in this handbook and the JPPSS Policy and Procedures.

### ***Dress Code/Uniforms***

Taylor's uniform policy is guided by this motto:

**School colors head-to-toes  
Shirts tucked in  
Spirit shows!**

1. School-issued IDs must be visibly worn on a lanyard or on a clip attached to the collar. Student IDs may not be defaced or altered in any manner. Patrick Taylor lanyards may be purchased from the office. If forgotten or lost, students may purchase a temporary ID in the office for \$1.00 or a new ID for \$5.00.
2. Students must remain in uniform while on campus. Students are not allowed to change prior to leaving school unless it is for an extracurricular or athletic event.
3. Students should purchase blue or white Taylor shirts available at area uniform shops, Schiro's School Time LLC (5008 West Esplanade Avenue, Metairie), Uniforms by Logo

Express (109 Wall Blvd. Gretna and 3141 Gentilly Blvd. New Orleans), and Johnson's Uniform, Inc (619 Westwood Drive, Marrero). Students may wear plain white, royal blue, black, or grey T-shirts or P.E. shirts only under their uniform shirts. Undershirt must not be visible at the sleeve or hem-line. A school polo shirt must be worn at all times unless otherwise noted. Seniors may wear their class t-shirts or the blue PFTSTA button down Senior shirt.

4. Students should purchase light grey uniform pants for boys and girls. **They cannot be jean style, with stitching across the knees, cargo, or carpenter pants. Baggy pants, skinny jeans or pants with elastic at the ankles are not allowed.** Pants must be neatly hemmed, not rolled up or with slits cut on the sides. All pants must be the correct waist size and worn at the waist with a plain, solid, black, or grey belt.

5. Girls may wear neatly fitted uniform skirts at the waist that are no shorter than 3 inches above the knee. Skirts cannot be rolled or shortened in any way. Shorts are not allowed to show below the skirt hemline.

6. Shoes must be mostly black, grey, royal blue, or white. For safety purposes tennis shoes are recommended. If socks are worn, they must match and be solid black, grey, or white. Students may not wear backless shoes. Shoes must be tied and/or fastened securely and must not exceed ankle height. Boots are not a uniform option.

7. Students must tuck shirts in neatly inside pants/skirt with the belt or waistband visible.

8. All uniforms must be properly sized and in good repair.

9. ALL winter attire worn indoors (sweatshirts, windbreakers, and jackets) must be **SOLID** grey, white, black, or royal blue. No words may be visible on the jacket or sweatshirt other than the PFTSTA logo or a small logo on the left chest pocket. Jackets and sweatshirts should not be from other local schools. No jean jackets are allowed. Seniors may wear the Senior cardigan and, when announced, their college sweatshirts.

10. Students may wear long sleeve shirts under their uniform shirt provided they are solid royal blue, white or grey. No logos or words may be visible on the sleeve or elsewhere.

11. Solid royal blue, grey, black, or white full length tights may be worn. The tights must reach the ankle. No fishnet, sheer, or lacy material allowed. Sweat pants/joggers/track pants may not be worn (except during P.E.) according to Jefferson Parish policy.

12. Students must follow these rules on dress-down days (in addition to rules that may be given on special dress-down days): no capris, no shorts, no t-shirts with violent, offensive, or illegal images, no midriff shirts or immodest necklines, no sleeveless shirts or tank tops, no backless or open-toed shoes, no jeans with holes, no sunglasses, no leggings as pants, no joggers or track pants, and any skirt worn should follow the length guidelines of the uniform skirt.

12. No hats, hoods, or winter apparel (scarves, gloves) can be worn indoors at any time. No hair wraps allowed except those worn for religious purposes.

13. Students may not have writing on hands or other parts of their body at any time.

14. Per parish policy, a student will not dye or color his/her hair in an extreme hair-color.

It is also the obligation of the school to enforce the attributes of personal hygiene, neatness, and safety. Therefore, all students must maintain a physical appearance in keeping with stated policy. Students are held accountable for all JPPSS dress code guidelines which are posted at <http://jpschools.org>.

### ***Hands-off policy***

While on campus, students should refrain from physical contact including, but not limited to public displays of affection, rough housing, or invading another's personal space in any way. Students should not touch another student in a manner judged inappropriate by staff. Examples of inappropriate physical contact include: pushing and shoving, touching another student's personal property, and using any form of physical violence against other students, even in fun or as a practical joke. Examples of PDA: Holding hands/interlocking arms, kissing, sitting on another person's lap, inappropriate touching or massaging, inappropriate hugging, sexual advances toward anyone. If the student violates this policy a full investigation will take place before issuing disciplinary consequences.

### ***Off-Limit areas***

Students are not allowed in the pods or teacher classrooms before 7:20. During lunch, students are not allowed in the common areas (lobby, stage, and upstairs), pods, student parking lot (unless playing basketball), and teacher classrooms. Students should only be in teacher classrooms or the band room for the purpose of a club meeting or academic purposes. Students are only allowed to use the microwaves in the cafeteria to heat up their food. When the library is closed at lunch, students are only allowed in the cafeteria or outside.

Students are not allowed in the weight room located in the Newton pod before school or during lunch. Students may use the weight room after school, but must be supervised by a coach or by a teacher from the PE department. Students using the weight room must be participating in a school sanctioned sport with a physical on file.

Students are to be off campus by 3:00pm, unless they are participating in a school activity. Students waiting for a ride must wait in the lobby or outside. Students are not allowed to use the basketball courts after 2:40.

Students are not allowed to return to their vehicle or a friend's vehicle parked in the student parking lot during the school day without permission from a staff member.

Students caught in off-limit areas are subject to disciplinary consequences.

### ***Personal Property***

Students are cautioned not to bring personal property such as large amounts of money, cameras, headphones, electronic devices, etc..., to school. The student, not the school, is responsible for the property if brought on campus.

### ***Positive behavior Support (PBIS)***

The TIGERS ideals are the basis for **Star Tiger** recognition by teachers and staff each week. These students will receive a Star Tiger spirit monkey and their photo will be taken. There is also a quarterly celebration for Star Tigers who were nominated in that quarter.

### ***Technology***

Please refer to pages 27-30 for the expectations when using technology on campus.

### ***Vending Machines***

Students are allowed to purchase water from the vending machines throughout the school day. Students can also buy snacks from the vending machine before and after school only. Students cannot purchase snacks from 7:20 - 2:40.

## **EXTRACURRICULAR ACTIVITIES**

### *4-H (MS)*

4-H prepares middle school students to step up to the challenges in their community and the world. The 4-H mission empowers youth to reach their full potential, working and learning in partnership with caring adults. The 4-H vision includes a world in which youth and adults learn, grow and work together as catalysts for positive change. This club meets monthly to perform service projects and have fun!

### *4-H (HS)*

The content of 4-H programs focus on science, engineering and technology; healthy living; and citizenship. These subject areas provide a framework to organize and focus program development, management, and implementation strategies. The 4-H program is based on a proven experiential learning model that creates an educational climate through planned learning by exploring, doing, and receiving feedback. They also work directly with LSU Ag Center's 4-H University, a summer program that prepares and promotes high school students for college living.

### *Academic Games*

The PFTSTA Academic Games club began in 2005. Students compete in Equations, On-sets, Linguistics, Presidents, and Propaganda in the Jefferson Parish League. The Jefferson Parish League is a member of the Academic Games League of America (AGLOA) which holds national tournaments every April. Students must compete at all five Jefferson League tournaments in order to be eligible to compete at nationals and must rank in the top of their division.

PFTSTA's Academic Games club meets after school twice a week for practice and instruction. Students must maintain an overall C average and attend more than 50% of the practices in order to compete at the tournaments. All students in grades 6th through 12th are invited to join. Visit <http://agloa.org/> for details about the individual games. Club dues are collected at the beginning of the year and members of the Academic Games club are required to participate in fundraisers to help pay fees for games and tournaments.

### *Art Club*

Art Club meets every other week throughout the year with the exception of holidays and various scheduled days. Members of art club will participate in various art, craft and design activities. Art Club is open to all PFTSTA students and faculty, you do not have to be in an art class to join art club. We are a light hearted, social group of creative makers.

### *Bookmarked*

<http://www.pftstalibrary.com/bookmarked.html>

This high school club was created in 2007 and is sponsored by the school's librarian, Elizabeth Kahn. High school students are invited to join the weekly book discussion every Monday in the library during lunch. Students meet to talk about their favorite books, authors and trends in literature. Highlights of the year include helping the librarian plan for Teen Read Week, Teen Tech Week, Poetry Month, and other library special events as well as meeting authors face to face and virtually. All readers welcome.

### *Bookmarked Jr. Edition*

This club was created in 2016 for the 8<sup>th</sup> graders because their lunch schedule did not coincide with middle school. It is run in the same way as Bookmarked but for 8<sup>th</sup> graders only and meets weekly on Wednesdays. All readers welcome.

### *BRiMS (Books Rule in Middle School)*

<http://www.pftstalibrary.com/brims.html>

This group was created in February, 2012 by the school's librarian, Elizabeth Kahn. Students in grades 6<sup>th</sup> – 7<sup>th</sup> are invited to join Ms. Kahn for a monthly discussion of a pre-selected book or genre. The meetings are held in the library on the last Wednesday of the month, during lunch. The meeting schedule and list of books for the year can be found on the library website. At each meeting, a snack is served and students will engage in a lively book discussion. No experience is necessary, just an interest in good literature. All readers welcome.

### *Chi Alpha Mu (CAM Creative Adventures in Mathematics)*

The PFTSTA Chapter of Chi Alpha Mu was granted its charter in Fall 2014. The goal of Chi Alpha Mu is to encourage all Taylor students to improve their mathematical abilities, appreciate the power of mathematics, and enjoy the beauty of mathematics. Students in 8<sup>th</sup> and 9<sup>th</sup> grades can join CAM if they have a 3.5 average in their previous Math courses and are currently enrolled in Algebra I or Geometry. They must be recommended by a Taylor mathematics teacher. Chi Alpha Mu students attend Mu Alpha Theta general meetings and participate in the mathematics activities and competitions. The expectation is that Chi Alpha Mu members join Mu Alpha Theta once they are eligible.

### *Cheerleaders*

The purpose of the PFTSTA Cheerleader Squad is to uphold school spirit, develop a sense of good sportsmanship and encourage enthusiasm of spectators at athletic events. They also serve to positively represent Patrick F. Taylor Science & Technology at school and throughout the community.

### *Coastal Roots*

Students take part in the LSU Coastal Roots Program to learn about and become environmental stewards of their natural resources. Students maintain a seedling nursery on school grounds planting the trees on a yearly field trip to our restoration partner.

### *Dance Team*

The mission of Patrick F. Taylor Science and Technology Academy Tiger Elite Dance Team is to render service to the school by promoting school spirit at various school and athletic events.

Dance team members must exemplify high standards, have high morals, and integrity. Each girl will be expected to conduct herself as a respectable young lady, whether in or out of uniform.

The dance team will provide students with an opportunity to develop dance skills, confidence, and leadership skills in a positive and safe environment. The dance team is open to middle and high school girls and we practice every Tuesday during the season from 2:45-4:45.



### *Drama Club*

The Drama Club was born out of a greater need to develop interest and understanding of the performing arts beyond the Talent Theatre & Music programs. Here students can become aware of school and local auditions, performances and other activities, play various improvisation games, or practice performances for peer feedback. 8th-12th grade students are encouraged to search "Paw Prints" for our bi-monthly meetings located at or around the stage!

### *District/State Rally*

Established in 1909, State Rally is an educational institution in Louisiana. High school teachers recommend one student per course to participate in competitive testing. District Rally is held in the spring at a Louisiana University. Students who place first or second in their division are invited to participate in State Rally in in the spring. PFTSTA participated in Rally for the first time in 2009 as a Division IV school.

### *Extra-curricular/Sports Activities*

In order to participate in any sports including cheerleading and dance, students must meet academic requirements of JPPSS and LHSA guidelines for eligibility. Tryouts are open to all present and entering students of Patrick Taylor High School who are academically eligible, and have good attendance and discipline records. Additional information may be found in the athletic handbook or at: <http://www.patricktaylorathletics.org/>

### *GirlUp*

GirlUp PFTSTA is a new club at Patrick Taylor, which operates through the UN organization GirlUp. The mission of the club is to help young girls in developing countries to stay in school as long as possible, stay out of human trafficking and childhood marriages, and be counted in their census for demographic data purposes. The PFTSTA Chapter, as well other chapters nationwide, seek to advocate for girls where it's hardest to be a girl. GirlUp is geared toward high school students and meets approximately every other week. Members participate in a series of service projects and fundraising activities throughout the school year in order to promote and fund educational events for girls in developing nations.

### *Graphic Design/MakerSpace Club*

Designers, inventors, and tinkerers are welcome. The high school Graphic Design/MakerSpace Club is for those students in grades 9-12, who are interested in using technology to create. Students will have access to state of the art hardware and industry standard software that will allow them to design and "make" almost anything. The club currently has access to a variety of 3D printers, iSense 3D scanners, an Epilogue laser cutter, Vinyl cutters, Arduinos, Raspberry Pis, and MaKey MaKeys, as well as the Adobe Creative Cloud Suite (Illustrator, Photoshop, InDesign, Premiere, Dreamweaver, etc.)

### *Health Club*

The Health Club is open to students grades 9-12 with the goal of promoting health related issues that are relevant for the students. In addition, the club will promote healthy activities for the school community. The club meets every other week during lunch in Dr. Worthylake's room.

## *HOSA*

The HOSA club (Health Occupation Student Association) is a national student organization. HOSA's two-fold mission is to promote career opportunities in the healthcare industry as well as to promote community service for health related community organizations.

## *Key Club*

Key Club International is the high school organization sponsored by Kiwanis International. Key Club assists Kiwanis in carrying out its mission to serve the children of the world. High school student members of Key Club perform acts of service in their communities, such as cleaning up parks, collecting clothing and organizing food drives. They also learn leadership skills by running meetings, planning projects and holding elected leadership positions at the club, district and international levels.

All high school students are enthusiastically encouraged to join us.

## *Literary Club*

The Literary Club, open to students in grades 6-12, provides members with the opportunity to generate and share creative writing and visual arts pieces in a workshop-style environment. The club meets regularly to create content for *Veni Vidi Scripsi*, Patrick Taylor's own literature and arts magazine. Editors devote additional time to preparing submissions for publication. New members are always welcome!

## *MATHCOUNTS*

MATHCOUNTS is a national enrichment club and competition program that promotes mathematics achievement at the middle school level, grades 6-8. One of its main goals is to inspire excellence, confidence and curiosity in middle school mathematics. With the leadership of the National Society of Professional Engineers at local and state levels, MATHCOUNTS provides today's students with the foundation necessary for success in science, technology, engineering and mathematics careers. By participating in MATHCOUNTS, Taylor students work together to solve problems and learn that academic competition can be quite fun as well as challenging!

## *Mission Ignition*

Mission Ignition is a high school program started by the United Way of Southeast Louisiana and two New Orleans area Charter Schools. The mission of the program and of the student board is to make service fun and engaging for high school students by turning it into a competition and encouraging a sense of community while inspiring philanthropic lifestyles that transcend graduation requirements. The students participate in multiple community service activities throughout the year, and help put on Mission Ignition service events. Mission Ignition's main service events take place in the spring semester as a competition between High Schools to see who's school can complete the most service hours. All students are encouraged to participate in the service events whether they are a member of the group or not.

### *Mu Alpha Theta*

The PFTSTA Chapter of Mu Alpha Theta was granted its charter in Spring 2009. The goal of Mu Alpha Theta is to encourage all Taylor students to improve their mathematical abilities, appreciate the power of mathematics, and enjoy the beauty of mathematics. High school students who have completed two or more courses in a college preparatory mathematics sequence and are currently enrolled in a higher level mathematics course at Taylor Academy are eligible for full membership in the Patrick F. Taylor Chapter of Mu Alpha Theta provided (1) they are recommended by their mathematics teachers and (2) their mathematical work was done with distinction. On the 4-point grading scale, this means at least a 3.25 grade point average on qualifying mathematics with no grade lower than C on the official high school transcript. Students who are new to Taylor must meet these requirements plus complete at least one qualifying mathematics course with distinction at Taylor. To maintain good standing and graduate with MAO honor cords, members must participate in MAO activities and competitions and complete at least one honors level mathematics course each year with a grade of C or higher.

NOTE: All Taylor students are welcome to attend Mu Alpha Theta general meetings and participate in the mathematics activities and competitions, whether they are members or not.

### *Multicultural Club*

The Multicultural Club encourages appreciation of various cultures and groups in the United States through discussions and campus activities. It is open to middle school and high school students.

### *National Honor Society*

The charter for the PFTSTA Chapter of the National Honor Society was granted in 2007. The purpose of the school's chapter of this national organization is to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. Students in grades 10 through 12 are invited to join NHS at the end of the fall semester. They must have a 3.5 grade point average on a 4-point grading scale. The students are asked to complete an information form detailing their leadership and service activities in and out of school. The faculty is asked to report on the character of each student. An induction ceremony for new members is held yearly in the early spring along with induction of new officers. Once students become members, they must keep their academic standing as well as engage in 50 hours of community service each year that they are members of NHS. Service is a major component of NHS activities. Officers will plan monthly activities for members to volunteer in the community or within the school. NHS also provides twice weekly tutoring at school during high school lunch. The librarian, Elizabeth Kahn, is the chapter's faculty adviser.

### *National Junior Honor Society*

The National Junior Honor Society gives recognition to middle school students grades seven and eight with a 4.5 GPA who show outstanding characteristics in leadership, service, and citizenship. In addition to recognizing students, the club helps members further develop traits in these key areas through active involvement in school activities and community service. New members are inducted into the organization during a ceremony held in the spring. Once accepted into the NJHS, students must attend monthly meetings and then complete ten community service hours, including one school-based NJHS activity, during the academic

year. The club officers plan and enact service projects both inside school and in the community.

#### *Needle Arts*

Needlework is a traditional skill and art form that is often passed on to others outside of formal classes. Students supply their own materials and work on projects at home, then bring in their work to show or seek assistance. This club is open to all as a monthly chance to share mutual interests and learning.

#### *Robotics (MS)*

Each semester, we field a team of up to 10 middle school students who have demonstrated experience in robotics. In the fall, we compete in the First Lego League. In the spring, we compete in the World War II Museum's competition.

Coaches: Ms. Klusendorf and Mrs. Leonard

#### *Robotics (HS)*

Each year, we field a team of 20 high school students who have demonstrated experience in robotics. We participate in the FIRST Tech Challenge which invites students to design, build, program, and operate robots in a head-to-head challenge in an alliance format.

#### *SAFE*

SAFE is a club that promotes understanding through communication. The Club members discuss, debate, and present political and social issues surrounding the LGBT community and its allies.

#### *Science Fair*

Students in 8th-12th grade have the opportunity to prepare projects for submission in the Greater New Orleans Regional Science Fair. Categories and documents are located at <http://gnosef.tulane.edu>.

Participation requires prior approval from either Mrs. Godshaw or Dr. Worthylake. Students who completed an excellent Independent/Honors Research Project completed in an Honors Science course are encouraged to participate. Students with a desire to develop a project with a Science department faculty mentor, and who are willing to commit the time and effort to complete a project are also encouraged to participate.

Mrs. Godshaw and Dr. Worthylake meet with students during study hall and after school to prepare a competitive display for the Regional Fair held at UNO in February or March. Participation in the Regional Science Fair provides an excellent opportunity for developing science skills, networking, and earning recognition and awards at State and International Science Fairs.

#### *Student Government Association*

Students are encouraged to participate in either middle or high school student government. SGA is responsible for planning all student-related activities including dances, pep rallies,

and spirit weeks. Class Spirit is also monitored throughout the year by the SGA, rewarding the middle school and high school class that demonstrated the greatest school spirit.

At the middle school level, students are elected from each grade to serve as representatives; there will be as many representatives per grade level as study halls in that grade level.

At the high school level, each grade level elects a class president and vice president. The entire high school also elects an executive board that consists of a student body president, vice president, secretary and treasurer. Any high school student interested in running for an elected office must file an "Intent to Run" form with the SGA adviser. Students who meet the qualifications on the "Intent to Run" form will be informed by the adviser, and then will attend a mandatory campaigning meeting. After a short campaigning period, speeches will be given and elections will be held. A run-off will only take place in the event of a tie. Qualifications to run for an elected office and remain in office include (but are not limited to): holding a minimum 2.0 GPA, no D's/F's or referrals on record, not on academic/behavioral probation, maintain academic honesty and uphold TIGER ideals, adhere and follow the school code of conduct, actively participate in SGA activities and meetings, and maintain good character. Any concerns with meeting or maintaining these qualifications will be at the discretion of the school principal.

Any high school student who wishes to be a part of student government, but not hold an elected office, can participate as a general member. Meetings are held once a week during lunch and attendance is mandatory.

#### *Youth Alive*

Youth Alive exists to promote the spiritual and social life of students by presenting a message of hope. It shall provide opportunities for discussion, fellowship, and sharing God's Word, and for growing into a strong Christian witness. The club is evangelistic and service-oriented, striving to develop a community of support and encouragement. High school students meet during their lunch period once a week - day is determined annually.

#### *Youth & Government (Model UN)*

Members of Youth & Government prepare throughout the year to attend the Model United Nations Conference in Baton Rouge. At the MUN conference, student delegates represent different countries in the General Assembly, the Security Council, and the Economic and Social Council of a mock United Nations. The conference occurs in December, and students must complete extensive research about their assigned country during the fall semester. This club is open to all high school students, but preference for new membership will be given to 9th and 10th graders.

## **GENERAL INFORMATION**

### ***Access to Class Agendas, Grades, and Calendar***

Echo, the New Technology Network learning platform can be accessed at <https://pftsta.echo-ntn.org/>. Echo provides links to instructional documents and objectives of each day's lessons, including homework assignments, test days, and grades. The Patrick Taylor school calendar is located at <http://bit.ly/kJvkUU>.

**Bus Riders**

According to JPPSS policies, students are to only ride the bus to which they have been assigned. A parental note will not be accepted as permission to ride another bus. This is a safety issue.

**Elevators**

Students are not allowed to use the elevator unless there is a medical reason. A doctor's note must be on file in the main office in order to use the elevator. If a student is caught using the elevator without permission disciplinary action will occur.

**E-mail Communication**

Communication via e-mail is an essential part of the work ethic expected of every student. All communication should be polite and respectful. Students are expected to adhere to the email etiquette policy, when communicating electronically. This policy includes, but is not limited to the following guidelines:

- Read your email regularly-at least once a day.
- Reply promptly.
- Keep it professional and formal avoiding abbreviations and slang.
- Include an appropriate subject.
- Include a polite appropriate greeting.
- Keep the body of your email brief and to the point.
- Use proper grammar and spelling.
- Do not use all capital letters.
- Include a polite appropriate closing.

Teachers consider announcements sent by e-mail concerning classroom issues to be official notification. Students are expected to maintain regular contact with group members and teachers through e-mail.

School announcements are delivered by daily "Paw Prints" to students, parents, and staff via e-mail. Parents can subscribe to receive Patrick Taylor email and text messages.

**Emergency Information/Closings**

The School Board has designated Radio Station WWL-870 AM as the official broadcaster of information on school closings during inclement weather. However, all news media outlets are notified about such closings as soon as possible. Parents are advised to listen to their radios, search social media, or watch television reports during these periods.

**Honor Roll**

Academic achievement earns recognition through honor roll based on weighted grades. Quality points from honors classes are not included in calculations for TOPS, or academic probation. However, for honor roll, students are awarded an extra quality point for honors classes.

The three categories of Honor Roll recognition are as follows:

Principal's list – 5.00 or all A's  
A Honor Roll – 4.00 – 4.99  
B Honor Roll – 3.50 – 3.99

A D or an F on the report card disqualifies a student from making the honor roll.

**Interventions**

Homework Support and Personal Academic Works Sessions or PAWS are two interventions that take place during the school day to support student achievement in the classroom. Students issued a homework support spend time during lunch completing missing or incomplete homework assignments to earn some of their points for that assignment. PAWS happens once a week and are assigned by teachers based on classroom or standardized test data. Students are assigned to different rooms to either focus on remediation or enrichment in core subject areas. PAWS sessions last for one hour and every student in the school participates.

**Lunch**

Breakfast	Students	\$1.00	Lunch	Middle/High	\$1.75
	Adults	\$2.00		Adults	\$4.00
				Extra Milk	\$0.50

Cafeteria personnel will issue applications for free and reduced lunch. Students may not charge lunch. Parents are encouraged to create a student lunch account at [mypaymentsplus.com](http://mypaymentsplus.com). Register a student using his or her student person ID number. If parents prefer to make payments or check balances via telephone, parents can use this special JPPSS toll-free number: 1-877-713-5436.

**Parent Teacher Organization (PTO)**

All parents are invited and encouraged to join the Patrick F. Taylor PTO. The PTO hosts parent meetings and social gatherings, and coordinates fundraisers for the school, providing many opportunities for parents who wish to be involved. PTO also keeps parents informed of events and activities throughout the school year via emails and website reminders.

**Parent Pickup/Drop off**

Students may not be dropped off before the 6:50 AM bell and must be picked up by 3:00 PM. There is no supervision for students before or after these times. Due to safety concerns, parents may not park in the faculty lot during carpool times. Parents must remain in the carpool line. Students may not enter vehicles in other location except in the student loading zone. Please be aware that cell phone use is illegal in school zones.

**Parent/Student Communication during School Hours**

In case of an emergency the office should be contacted to deliver a message to a student. For non-emergency issues, parents should email their child or contact the office prior to 2:00pm. Messages that are received in the front office, after 2:00pm, are not guaranteed to be delivered. Parents are discouraged from using text messages to communicate with their child during the school day, since students are not allowed to use cell phones for personal communication.

**Parent/Teacher Communication and Conferences**

Parent teacher conferences will take place from 4:00pm - 7:00pm on two designated days throughout the school year. The dates can be found on both the district and the Patrick Taylor school calendars. All parents are encouraged to attend. Parent teacher conferences are not limited to these days. Parents can contact the teacher through email or by leaving a

message in the front office to schedule an appointment. The teacher's PFTSTA email can be found on the school website.

### ***Schedules***

#### Daily Schedule:6th/7th

1st 7:20 - 8:47  
2nd 8:50 - 10:17  
Study hall 10:20 - 10:57  
Lunch 11:00 - 11:37  
3rd 11:40 - 1:07  
4th 1:10 - 2:40

#### Daily Schedule: 8th/9th

1st 7:20 - 8:47  
2nd 8:50 - 10:17  
3rd 10:20 - 11:47  
Study hall 11:50 - 12:27  
Lunch 12:30 - 1:07  
4th 1:10 - 2:40

#### Daily Schedule:10th-12th

1st 7:20 - 8:47  
2nd 8:50 - 10:17  
3rd 10:20 - 11:47  
Lunch 11:50 - 12:27  
Study hall 12:30 - 1:07  
4th 1:10 - 2:40

#### Activity Schedule/ PAWS Schedule: 6th/7th grade

1st period 7:20 - 8:32  
2nd period 8:35 - 9:47  
Study Hall 9:50- 10:17  
Lunch 10:20-10:57  
3<sup>rd</sup> period 11:00- 12:12  
4th period 12:15 - 1:30  
Study Hall 1:35-2:05  
MS Pep Rally 2:10-2:40  
-or-  
PAWS 1:35-2:40

#### Activity Schedule/PAWS schedule: 8<sup>th</sup>- 12<sup>th</sup> grade

1st period 7:20 - 8:32  
2nd period 8:35 - 9:47  
3rd period 9:50 - 11:02  
10th-12th Lunch/8<sup>th</sup>-9th Study Hall 11:05 - 11:37  
10th-12th Study Hall/ 8<sup>th</sup>-9th Lunch 11:40-12:12  
4th period 12:15 - 1:30  
HS Pep Rally/6<sup>th</sup>- 8<sup>th</sup> Study Hall 1:35-2:05  
6<sup>th</sup>- 8<sup>th</sup> Pep Rally/HS Study Hall 2:10-2:40  
-or-  
PAWS 1:35-2:40



Exam Schedule: 6th-12th

Periods one and two:

Study hall - 7:20 - 7:35

1st period - 7:40 - 9:25

2nd period - 9:30 - 11:15

Periods three and four

Study hall - 7:20 - 7:35

3rd period - 7:40 - 9:25

4th period - 9:30 - 11:15

*On exam days, lunch will be available in the cafeteria for students to go and pick up and bring back to the classroom from 10:30 - 11:00.*

Early release days: 6<sup>th</sup>/7<sup>th</sup> grade

1st 7:20 - 8:20

2nd 8:23 - 9:23

Lunch 9:26 - 10:02

3rd 10:05 - 11:05

4th 11:08 - 12:10

Early release days: 8<sup>th</sup>/9<sup>th</sup> grade

1st 7:20 - 8:20

2nd 8:23 - 9:23

3rd 9:26 - 10:26

4th 10:29 - 11:29

Lunch 11:32 - 12:10

Early release days: 10<sup>th</sup>-12<sup>th</sup> grade

1st 7:20 - 8:20

2nd 8:23 - 9:23

3rd 9:26 - 10:26

Lunch 10:29 - 11:05

4th 11:08 - 12:10

*Please check the JPPSS school calendar for scheduled early release days.*

## **Student Fees**

### **Middle School Fees**

<b>Grade</b>	<b>Fee</b>	<b>Cost</b>
6th	Class Dues	\$20.00
	Technology	\$75.00
	Printer	\$5.00
	Department	Math-\$5.00 ELA-\$5.00 Sci.-\$10.00 S.S.-\$5.00 PE-\$5.00
	<b>Total</b>	<b>\$130.00</b>
7th/8th	Class Dues	\$20.00
	Technology	\$75.00
	Printer	\$5.00
	Department	Math- \$5.00 ELA-\$5.00 Sci.-\$10.00 S.S.-\$5.00 PE-\$5.00
	<b>Total</b>	<b>\$130.00</b>

### **High School Fees**

<b>Grade</b>	<b>Fee</b>	<b>Cost</b>
9th	Class Dues	\$40.00
	Technology	\$75.00
	Printer	\$5.00
	PSAT	\$18.00
	Department	Math- \$5.00 ELA-\$5.00 Sci.-\$10.00 S.S.-\$5.00 PE-\$5.00
	<b>Total</b>	<b>\$168.00</b>

10th	Class Dues	\$60.00
	Technology	\$75.00
	Printer	\$5.00
	PSAT	\$18.00
	Department	Math- \$5.00 ELA-\$5.00 Sci.-\$10.00 S.S.-\$5.00 PE-\$5.00
	<b>Total</b>	<b>\$188.00</b>
11th	Class Dues	\$60.00
	Technology	\$75.00
	Printer	\$5.00
	PSAT	\$18.00
	Department	Math- \$5.00 ELA-\$5.00 Sci.-\$10.00 S.S.-\$5.00
	<b>Total</b>	<b>\$183.00</b>
12th	Class Dues	\$100.00
	Technology	\$75.00
	Printer	\$5.00
	Department	Math- \$5.00 ELA-\$5.00 Sci.-\$10.00 S.S.-\$5.00
	<b>Total</b>	<b>\$205.00</b>

### ***Student Parking***

Students must park in designated student parking lot behind the school which can be accessed by turning onto Churchill Parkway from Nicole Boulevard. All student vehicles must remain in the student lot for the entire school day. Numbered parking passes are obtained from the account clerk for \$10.00. **Students are not allowed to return to their vehicle or a friend's vehicle during the school day unless they have permission from a staff member.**

## **Telephone Numbers**

Office	838-2249
FAX	436-0257
Web address: <a href="http://www.pftsta.com">http://www.pftsta.com</a>	
JPPSS Information	349-7600
School Bus Information	349-7730

## **GUIDANCE and COUNSELING**

The school counselor is available to assist every student in the following domains: Personal/Social, College/Career, and Academic. This includes helping students plan for dual enrollment, academic endorsement, advanced placement, college readiness, and any other academic/personal goals. Students may visit the counselor's office freely before school, between classes, during lunch, or after school. Student's must ask permission from their teacher to visit the counselor during class. All students and parents are always welcome to speak directly to the counselor by telephone or through email. Student school records may be obtained by emailing the school counselor directly, or requesting the documents through Parchment.com.

Your school counselor is trained in both Mental Health and School Counseling, serving as a facilitator between parents, teachers, and the student in matters concerning the student's well-being, goals, abilities, and any areas needing improvement. The parent knows their child best, but the school counselor can help the parent better understand the child as a student.

### **School Records**

Requests for transcripts/grade reports can be made through Parchment.com. All other school records pertaining to the student's academic achievement should be requested by emailing the school counselor. These documents will be received by the student by the third school day of the request. For example, if a request is made on Friday for a transcript, the student will receive the transcript by the following Tuesday.

## **LIBRARY**

Librarian: Ms. Kahn, email: [ekahn@pftsta.jppss.k12.la.us](mailto:ekahn@pftsta.jppss.k12.la.us)

Library website: [www.pftstalibrary.com](http://www.pftstalibrary.com)

Like the library on Facebook: [facebook.com/pftstalibrary](https://www.facebook.com/pftstalibrary)

Follow the library on Instagram: [instagram.com/pftstalibrary](https://www.instagram.com/pftstalibrary)

Hours: 7:00 AM-2:40 PM, Monday-Friday

The Library is open to all students from 7:00 AM-7:20 AM and during each lunch period.

The Library OPAC or catalog can be accessed on-line 24/7. You can find the OPAC here:

<http://bit.ly/a5pgEG>. Click on the "Catalog" tab to search the library collection. You can also find a link to the OPAC on the library website: [www.pftstalibrary.com](http://www.pftstalibrary.com)

You can also search here for all library materials in print or electronic form:

<https://www.gofollett.com>

To access the ebooks, ask the librarian for the username and password.

You can download apps for library resources on your smartphone or tablet including: Destiny Quest to view the library catalog (<http://bit.ly/L1JkAf>) or Gale Databases to find information (<http://bit.ly/Galeapp>). The librarian can help you log in to the correct accounts for these apps.

When students check out a book from the Patrick Taylor Academy Library, they agree to the following: policies:

- The loan period for a book from the general collection is 2 weeks. Students may renew books as needed.
- There will be a 10¢ a day fine for each day that a book is late, not counting weekends and holidays.
- The loan period for a reference book or magazine is overnight only.
- There will be a 50¢ a day fine for each day that this type of material is late.
- Students will be responsible to pay for any lost or damaged library materials.

Suggested Sites for Research:

Gale Databases (see librarian for login information)

<http://bit.ly/IUy6BC>

Gale Virtual Reference Library (see librarian for login information)

<http://bit.ly/IBpIy5>

Britannica Encyclopedia Online Edition: (see librarian for login information)

<http://academic.eb.com/>

Britannica Image Quest: (see librarian for login information)

<http://quest.eb.com/>

Jefferson Parish Public Library databases (parish: Jefferson, Password: your library card number)

<http://lplibcon.state.lib.la.us/>

For online note taking and creating citations (see librarian for login information)

<http://my.noodletools.com>

Try the following Search Engines before you go to Google:

InstaGrok gives you a visual picture of your search: <http://www.instagrok.com/>

Sweet Search, a search engine for students: <http://www.sweetsearch.com/>

Research Papers

Need help with a research paper or assignment?

Taylor has purchased a subscription to NoodleTools. (see librarian for login information).

With NoodleTools, students can take notes on-line, make an outline and create citations.

Taylor subscribes to Turnitin.com to combat plagiarism. Teachers may ask students to submit written work to Turnitin to check for originality.

At Taylor, students will use MLA 8 format for all research papers.

Students should follow these guidelines when preparing a research paper for a class:

- Typeface—Use Times New Roman in 12 pt. size.
- Margins—Use 1 inch margins on all sides (top, bottom, left, and right), except for the page numbers, and do not “justify” the type on the right (i.e. don’t have all the lines end evenly on the right).

- Paper—Use 8 1/2 by 11 inches white paper.
- Spacing—All pages should be double spaced.
- Page numbers—Number all your pages consecutively throughout your paper in the upper right-hand corner, one-half inch from the top and even with the right margin. Type your last name before the page number, just as a precaution in case any of your pages get separated or misplaced. Do not use the abbreviation p. with the page number, any other symbol, or punctuation. Set this up under View on the toolbar menu and select “Header and Footer.”
- Heading and title—Do NOT use a title page. Instead, one inch from the top of the first page and even with the left margin, type your name, your instructor’s name, the course name, and date on separate lines, double-space between the lines. Double-space again and center the title, and double-space between the title and the first line of your paper. Do not underline your title or use quotation marks or put it all in capital letters.
- Writing a report or full-length research paper involves synthesizing information you obtain from other sources. To avoid plagiarism, it is very important that, within your paper, you cite the exact sources of the ideas and facts you mention (This can be done briefly, in parentheses at the end of the sentence that contains the idea or fact, using the author’s name--or one or two-word title if there is no author name--with page number). At the end of your paper you need to include a Works Cited page that gives the complete bibliographic information about each of the sources you used.

The Works Cited page should:

- List the sources alphabetically according to the letter that occurs first in the entry (ignoring a, an, and the).
- Align the first line of each entry even with the left margin.
- Indent a half an inch for the second and each subsequent line of an entry.
- Double-space all lines including within and between entries.

For further information regarding formatting research papers ask the librarian or go to [NoodleTools.com](http://NoodleTools.com).

## **TECHNOLOGY ACCESS and USE**

Students at Taylor are provided with a unique, technology-rich learning environment. In addition to laptops, students may use digital cameras, printers, scanners, and video recorders to enhance projects. Along with the privilege of access to this equipment comes the responsibility of appropriate care and use. Students must have the required technology in class daily, in order to complete assignments.

### ***User Accounts and Safety***

Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their password to another person. Logging into another student’s account is considered unauthorized use. Consequences are listed below.

Students will not post online personal contact information about themselves or other people. Some examples of personal contact information are addresses, telephone numbers, the school address, and work addresses.

Students will promptly disclose to a parent or teacher any message they receive that is inappropriate or makes them feel uncomfortable.

### ***Printing***

There are various print stations located throughout the campus. Students may print no more than 10 pages per print job. There is a charge of \$ 0.10 per printed page. Students are expected to keep sufficient funds in their printing accounts and should see the account clerk to add money to printer accounts.

### ***Student Email***

School email is to be used for school related business only. Furthermore, students are not allowed to email all students or to use any of the student email groups without good reason and express permission from the principal. Students should use proper email etiquette in all electronic communications.

### ***Laptop Care***

The laptop must be carried in a separate, padded laptop bag. Book/laptop bag combinations are not acceptable as the screens often crack due to pressure from the weight of the books. Maximum laptop dimensions are 14 ½ in. by 10 ½ in. by 1 ½ in. Student laptops must be closed and stored before leaving a classroom. At the end of the day, students must shut down and synchronize before leaving class. Laptops are not allowed out while waiting for bus or carpool. Students must maintain a backup of all documents. Students must report any laptop related problems to the IT department.

### ***Appropriate Use of School-Issued Laptop***

Laptops are property of Jefferson Parish Public Schools and must not be treated as "personal" computers. Placing decals and writing on laptops are not allowed.

Students are expected to use the laptop and school network resources for school-related activities only while on campus. By law, the school system and the school technology staff continuously monitor network activity for inappropriate use. Refer to the JPPSS Internet Usage Policy and the PFTSTA Laptop Usage Policy for more information.

It is the parent's responsibility to monitor use of the laptop at home or on networks other than the school's network. Neither PFTSTA nor JPPSS is responsible for information accessed by students while using outside networks.

If it is discovered that a student has violated the technology policy while using the laptop, whether the violation occurs at school or at home, then disciplinary action will be taken.

### ***Bring Your Own Device/ Technology (BYOD/T)***

With their parent's permission, students may decide to use her/his own device as opposed to the school issued laptops. In which case the following BYOD/T policies apply:

Any parent who wishes that their child use a personally owned electronic device within Patrick F. Taylor Science & Technology Academy (PFTSTA) must read and sign the BYOD/T Parent Permission Agreement form and submit to the school office. IT will register the device allowing access to the school network. One device per student may be registered.

The student is responsible for the security and proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school. PFTSTA is not responsible for any damage or theft that may occur.

PFTSTA reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school or parish policies, administrative procedures, school rules, or has engaged in other misconduct while using their personal device. Violations of any school or parish policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

Personal technology devices are to be used only during the instructional class period with express permission of the classroom teacher. The student must comply with the teacher's request to shutdown the computer or close the screen.

The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher. The student should only use their device for educational purposes. The student will use the district's secured and CIPA compliant wireless network. Use of 3G/4G wireless connections are not allowed. The student should have full working knowledge of how to use their device. Teachers are not responsible for the training and use of student devices.

Antivirus software should be installed and maintained on all devices.

### ***PFTSTA Student Computer/Technology Usage Rules***

**These school-wide rules must be followed in order to keep the school network functioning efficiently. Any violation might disrupt the teaching/learning process at PFTSTA and will be treated as a *serious offense*.**

- Students may not install anything on student laptops or other school computers. Your parents may request permission to install programs (antivirus, printer software, etc.) on student laptops by filling out an Install Request Form.
- Students may not play games of any kind (on student laptops or school computers) **at any time**. [This does not apply to game-like / interactive academic websites that have been recommended to students by their teachers.]
- Students may not access, read, or post to any social networking websites at any time on a school-issued laptop or school computer. Social networking between students and faculty/staff is prohibited except for course-related contact. Photos taken at school or in school uniform must not be posted on social networks.
- While students are on campus, no streaming music or video files of any kind is allowed on student laptops or other school computers unless students are told to play something by the teacher as part of an assignment. Students can listen to music or watch videos on student laptops at home only if the original media source is used. No music or video files of any kind can be placed on or downloaded to student laptops or other school computers.
- Students may not change their homepage, screensaver, and desktop. Students may not set the password prompt on the screensaver.
- Students may copy personal pictures from a digital camera, scanner, disk, or the Internet to student laptops or other school computers as long as they are appropriate for school. Appropriateness is determined by the school staff.



- During class, students may visit only those websites that the teacher has given permission to view. Outside of class, students may use student laptops to visit sites that are in compliance with the school district Internet Usage Policy.
- Students must get permission to send and receive email during class. Students may use only the school-issued email account during class. Outside of class, students may use other email accounts.

### ***Computer / Technology Ethics***

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in electronic communications at any time.
- Students will not harass another person. (Harassment is persistently acting in a manner that distresses or annoys another person.) If a person requests or tells a student to stop sending her/him messages, the student must stop.
- Students will respect and protect the intellectual property of others. Students will not infringe on copyrights (music, games, movies, graphics, etc.). Students will not plagiarize by copying information directly from the Internet.
- Students will respect and protect the privacy of self and others. Photos and videos should not reveal any personal or school-related information. Explicit permission must be obtained from any person who will be photographed or videotaped prior to their picture being taken or a video of them being recorded.

### ***Appropriate Use of Portable Media Devices***

Handheld or portable media devices are classified as small electronic equipment capable of playing, storing, transmitting, or recording sounds, images, or data, such as digital cameras, video cameras, iPods, PSPs, headphones, hand-held games, wearables, etc. Usage of portable electronic media devices will be limited to academic purposes only while on the Taylor campus. Earbuds and headphones are not to be worn without teacher permission, specifically, students are not to wear earbuds when changing classes or speaking to an adult.

Handheld or portable media devices are used on campus only when required for approved projects and while under the direct supervision of the teacher who assigned that project. Student usage of handheld media devices on campus but outside the classroom also requires the presence of the supervising teacher. This restriction applies to cell phones, audio players and tablets.

Students may take photos or record videos on campus only under the direct supervision of a teacher within the context of an assigned project or task. Photos and videos should not reveal any personal or school-related information, including easily identifiable logos or campus scenery. No photograph or video should be taken of anyone unless that person has given his or her permission first. No photos or videos taken on school campus may be posted online by students without all appropriate media releases and teacher permission.

## **VIOLATIONS of SCHOOL EXPECTATIONS**

It is expected that the students of Patrick Taylor follow the TIGER ideals and school-wide expectations (listed on pages 9-13) every day and in every classroom. Students are also

expected to follow classroom expectations set forth by their individual teachers, as well as, Jefferson Parish's student code of conduct. The JPPSS code of conduct can be found at <http://jpschools.org>. Failure to follow or violation of any classroom, school, or parish expectation can result in one of the following consequences.

#### Behavior Reports

Behavior reports can be issued by anyone on staff when a student violates a classroom, school, or parish policy. Behavior reports serve as documented warnings. Multiple behavior reports will result in further disciplinary action.

#### After School Detention

After school detentions are held every Tuesday from 2:45 - 3:45 in a designated teacher's classroom. The student will be notified where to report prior to Tuesday. Failure to serve an after school detention will result in the student receiving two after school detentions. Continued failure of not serving after school detentions will result in further disciplinary action.

After school detentions can be issued by administration depending on the severity of the violation. After school detentions can also be issued as a result of receiving a referral or receiving multiple behavior reports for the same violation.

#### JCampus Referral

Depending on the severity, a staff member may issue a JCampus referral for violation of any class, school, or parish rule. Referrals are maintained in the JPPSS JCampus database. Students can receive additional consequences including, but not limited to, an after school detention or suspension, as a result of receiving the referral.

#### ***Academic Honesty Violation***

If the results of the investigation determine that cheating has occurred, the student will receive the following consequences. In addition, the grade of the assignment will be affected.

##### 1st Offense

The student receives a behavior report.

##### 2nd Offense

The student will have to serve an after school detention.

##### 3rd offense

The student will receive a referral in JCampus by the administration. A parental conference will be held with administration.

#### ***Cell Phone/Unauthorized personal device Violation***

##### 1<sup>st</sup> Offense

Loss of item, behavior report and student may retrieve the item from the office after school.

##### 2<sup>nd</sup> Offense

Loss of item, behavior report and student may retrieve the item from the office after school.

3<sup>rd</sup> Offense

Loss of item, behavior report, parent must pick up item from the school office and after school detention is issued.

***Technology Violations:***

Misuse or Neglect of Laptop or Computer

1<sup>st</sup> Offense

Loss of item, behavior report and student may retrieve the item from the office after school.

2<sup>nd</sup> Offense

Loss of item, behavior report and student may retrieve the item from the office after school.

3<sup>rd</sup> Offense

Loss of item, behavior report, parent must pick up item from the school office and after school detention is issued.

Severe offenses with technology will be handled directly by the school administration.

Violation of BYOD/T Policy

Use of an unregistered electronic device is strictly prohibited. Connecting to the school's wireless network without permission constitutes unauthorized access. Students are required to register all personal devices properly according to the Bring Your Own Device (BYOD/T) Policy.

1<sup>st</sup> Offense

Loss of item, behavior report and student may retrieve the item from the office after school.

2<sup>nd</sup> Offense

Loss of item, behavior report and student may retrieve the item from the office after school.

3<sup>rd</sup> Offense

Loss of item, behavior report, parent must pick up item from the school office and after school detention is issued.

Severe offenses with technology will be handled directly by the school administration.

Technology Infractions Involving a Properly Registered BYOD/T Device

1<sup>st</sup> Offense

Loss of item, behavior report and student may retrieve the item from the office after school.

2<sup>nd</sup> Offense

Loss of item, behavior report and student may retrieve the item from the office after school.

3<sup>rd</sup> Offense

Loss of item, behavior report, parent must pick up item from the school office and after school detention is issued.

Severe offenses with technology will be handled directly by the school administration.

***Uniform Violation:***

1st Offense

The student will try to correct the violation and will be issued a behavior report.

2nd Offense

The student will try to correct the violation and issued a behavior report. Parents will be notified.

3rd Offense

The student will be issued an after school detention.