

Oak Grove High School

Student Handbook

2018-19



West Carroll Parish School Board Vision Statement

The goal of West Carroll Parish Schools is to provide a happy, caring, safe, quality education which maximize student potential and ensures that students of all ability levels and ethnicity are prepared to meet the challenges of education, vocation and citizenship.

Oak Grove High School Mission Statement

The mission of OAK GROVE HIGH SCHOOL is to provide ALL students with the tools to achieve academically.

Trent Heard, Principal

John Robert Warner, Assistant Principal

Oak Grove High School

501 W Main Street

Oak Grove, LA 71263

(318)428-2308

This page intentionally left blank

BELL SCHEDULE
High School

<p style="text-align: center;"><u>High School Bell Schedule</u></p> <p>7:55 Morning Bell 8:00-8:53 1st Period 8:56-9:49 2nd Period 9:52-10:45 3rd Period 10:45-11:15 High School Lunch 11:18-12:11 4th Period 12:14-1:07 5th Period 1:10-2:03 6th Period 2:06-3:00 7th Period</p>	<p style="text-align: center;"><u>1 O'clock Dismissal</u></p> <p>7:55 Morning Bell 8:00-8:35 1st Hour 8:38-9:13 2nd Hour 9:16-9:51 3rd Hour 9:54-10:29 4th Hour 10:32- 11:07 5th Hour 11:10-11:40 High School Lunch 11:43-12:18 HS 6th 12:21-1:00 7th Hour</p>
<p style="text-align: center;"><u>Pep Rally Schedule</u></p> <p>7:55 Morning Bell 8:00-8:45 1st Period 8:48-9:33 2nd Period 9:36-10:21 3rd Period 10:24-11:09 4th Period 11:09-11:39 HS Lunch 11:42- 12:27 5th Period 12:30-1:15 6th Period 1:18-2:00 7th Period 2:05-3:00 Pep Rally *Load Bus upon leaving Pep Rally</p>	

7th & 8th Grade Grade

<p style="text-align: center;"><u>7th & 8th Grade Bell Schedule</u></p> <p>7:55 Morning Bell 8:00-8:50 1st Period 8:53- 9:38 2nd Period 9:41-10:19 3rd Period 10:22- 11:07 4th Period 11:10-11:55 5th Period 11:55- 12:25 LUNCH 12:28- 1:13 6th Period 1:16- 2:11 7th Period 2:14-3:00 8th Period</p>	<p style="text-align: center;"><u>1 O'clock Dismissal</u></p> <p>7:55 Morning Bell 8:00-8:50 1st Period 8:53- 9:38 2nd Period 9:41-10:19 3rd Period 10:22- 11:07 4th Period 11:10-11:55 5th Period 11:55- 12:25 LUNCH 12:28- 1:00 6th Period</p> <p>*No RTI on 1 O'clock Dismissal</p>
<p style="text-align: center;"><u>Pep Rally Schedule</u></p> <p>7:55 Morning Bell 8:00-8:50 1st Period 8:53- 9:38 2nd Period 9:41-10:19 3rd Period 10:22- 11:07 4th Period 11:10-11:55 5th Period 11:55- 12:25 LUNCH 12:28- 1:13 6th Period 1:16- 2:00 7th Period 2:05-3:00 Pep Rally</p>	

6th Grade Grade

<p style="text-align: center;"><u>6th Grade Bell Schedule</u></p> <p>7:55 Morning Bell 8:00-8:50 1st Period 8:53- 9:38 2nd Period 9:41-10:19 3rd Period 10:22- 11:15 4th Period 11:10-11:45 LUNCH 11:45- 12:25 5th Period 12:28- 1:13 6th Period 1:16- 2:11 7th Period 2:14-3:00 8th Period</p>	<p style="text-align: center;"><u>1 O'clock Dismissal</u></p> <p>7:55 Morning Bell 8:00-8:50 1st Period 8:53- 9:38 2nd Period 9:41-10:19 3rd Period 10:22- 11:15 4th Period 11:15-11:45 LUNCH 11:45- 12:25 5th Period 12:28- 1:00 6th Period</p> <p>*No RTI on 1 O'clock Dismissal</p>
<p style="text-align: center;"><u>Pep Rally Schedule</u></p> <p>7:55 Morning Bell 8:00-8:50 1st Period 8:53- 9:38 2nd Period 9:41-10:19 3rd Period 10:22- 11:15 4th Period 11:15-11:45 LUNCH 11:45- 12:25 5th Period 12:28- 1:13 6th Period 1:16- 2:00 7th Period 2:05-3:00 Pep Rally</p>	

ADMISSIONS

New student registration hours are 8:00 – 10:00 a.m. Monday through Friday in the Guidance Office.

Any student who was not in attendance at a West Carroll Parish School in April of the preceding school year must provide the following information in order to enroll at Oak Grove High School:

1. Birth Certificate (Copy)
2. Social Security Card (Copy)
3. Immunization/Health Record (Copy)
4. Legal Proof of Guardianship and/or Custody Papers if applicable
5. Special Education/504 Records if applicable
6. Affidavit of Residence Signed by Parent or Guardian
7. Proof of Residence (Deposit/bill for utilities, rental deposit, etc.)
8. Proof of passage of LEAP 21 from the 8th grade
9. Withdrawal Record from previous school which includes the following:
 - a. Drop Slip
 - b. Grading Scale
 - c. Numerical average of previous grading periods
 - d. Numerical average of current grading period or at time of withdrawal
 - e. Indication that student withdrew in good standing and is free of all obligations to the school including books, debts, uniforms, etc. This includes OGHS students who drop and re-enter without attending another school.

ACTIVITIES

All student social, educational, and athletic extracurricular activities shall be under the control of the local school principal or a designated representative. All such events shall have prior approval of the local school principal. At no time shall any activity be planned without the principal's knowledge and approval. Regulations concerning supervision, parental participation, refreshments, curfew, and visitor participation are to be developed by the local school authorities. Student participation in extracurricular activities will be on a voluntary basis. Students who participate in school-sponsored/related activities (even on the campuses of other schools) must comply with the West Carroll Parish Code for conduct and Dress and Appearance. Students participating in selling of products for fundraising will be responsible for items

released to them. They shall either return all unsold merchandise in original condition or pay for the merchandise.

AFTER SCHOOL/EXTRACURRICULAR EVENTS

All school rules and regulations apply to any activity held on campus or sponsored off campus by any school sponsor or organization.

ATHLETIC ELIGIBILITY

All rules of eligibility as set forth by the Louisiana High School Athletic Association are adhered to, as well as additional rules considered appropriate by the administration at OGHS. Eligibility on junior varsity squads shall meet the same requirements as varsity teams. Support groups for athletics must also meet the basic requirements of students participating in athletics, as well as the constitution for the individual organization.

I. General Information

- A. A student must have enrolled in school not later than the tenth day the opening of the school semester.
- B. To participate in any athletic event, the student must be present for at least three class periods on the day of the event.
- C. A student becomes ineligible if he has reached his nineteenth (19th) birthday before August 1st. If a student becomes nineteen on or after August 1st, he/she is eligible for the entire year.
- D. A birth certificate shall be required of all who take part in varsity athletics, to be filed with the LHSAA Commissioner before any student can participate.
- E. A student participating in athletics must not have attended high school for more than eight (8) semesters.
- F. A senior student-athlete is required to take at least (4) subjects per semester and they must pass all four subjects. If a senior takes only 5 subjects they must pass 5 subjects. If a senior takes only six subjects they must pass 6 subjects. If a senior takes 7 subjects they must pass 6 subjects.

II. Scholastic Requirements

- A. Failure to pass six (6) subjects with a 1.5 GPA at the end of each semester makes a student ineligible for the next semester.
- B. Incomplete grades are considered as non-passing until made up.
- C. Students may work toward eligibility in summer school.

- D. Students desiring to compete in college athletic programs should file a NCAA Clearinghouse Form spring of junior year. Additionally, ACT scores should be sent to the NCAA Clearinghouse by marking code 9999 on the registration form or by securing an Additional Score Report Form from the Guidance Department.
- E. Transfer students will not be allowed to participate in any athletic event until a full official transcript has been received from the previous school attended and the student is declared eligible by the LHSAA.

III. Amateur Rules

- A. A student who receives pay or signs a contract to play is ineligible for high school athletics.
- B. A student may not play with or against professional (s) without obtaining permission, prior to the contest, from the principal.
- C. Any student who anticipates playing any sport should take out the school insurance policy.
- D. Athletes not taking the school insurance policy must provide proof of insurance to school officials.

IV. LHSAA Packet

- A. No student is eligible to represent OGHS in any athletic event until ALL LHSAA paperwork is completed. See the coach of your sport for this packet.

ATTENDANCE

Oak Grove High School complies with the state regulations regarding school attendance. Louisiana State law requires that students be in school every day that school is in session unless an absence is due to one of the justifiable reasons allowed by law and school board policy. Parents are encouraged to cooperate with the school by scheduling or arranging any other activity or appointment at times other than during the school day.

Attendance Requirements

High school students shall be in attendance a minimum of 76 days per semester in order to receive one-half Carnegie unit per course. A student can accumulate no more than seven (7) ABSENCES per course during a semester by state law to be eligible to receive any grade earned that semester.

Jr. High school students shall be in attendance a minimum of 153 days per academic year in order to be promoted to the next grade. A student can accumulate no more than

fourteen (14) ABSENCES during an academic year by state law to be eligible to receive any grade earned that academic year.

Absences-WCPSB Policy

The West Carroll Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

Each school shall attempt to provide verbal notification to a child's parent or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent or legal guardian when that child has been absent from school for seven (7) days in schools operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil.

TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include *non-exempted excused absences*, *exempted excused absences*, *unexcused absences*, and *suspensions*.

1. *Non-exempted excused absences* are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
2. *Exempted excused absences* are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

3. *Unexcused absences* are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.
4. *Suspensions* are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.
6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting.

Excused absences in this situation shall not exceed five (5) school days per school year.

8. Absences as verified by the principal or his/her designee as stated below:
 1. Prior school system-approved travel for education;
 2. Death in the immediate family (not to exceed one week); or,
 3. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

OGHS Attendance Policy

The Oak Grove High School procedure for implementation of the West Carroll Parish School System Attendance Policy is as follows:

1. Attendance at school begins at the time the student gets on the bus or arrives on campus via personal transportation. The student is officially at school and cannot leave the campus until the school day is over or he/she officially checks out through Check In/Check Out. This includes prior to the first bell in the morning.
2. Any student missing more than seven (7) class periods (excused and/or unexcused) in a semester will not be given credit for the courses taken, and will receive the grade of "F*" for the semester. This applies to any or all classes that the student is taking that the student is over 7 absences.
3. Verification statements from the student's physician, legal excuses, and/or statements of death in the family must be presented within three (3) school days after the student returns to school.
4. Students returning to school after an illness, legal meeting, or death in the family must report to office with the verification statement. The dates on the excused will be documented in WebPams. Each teacher will be able to see the dates and times of the excused absence in WebPams. Should a question arise regarding the student's attendance and/or excuses, the students will be able to secure the filed statement from the office.

5. If an excuse is faxed, the doctor must send an original directly to the office; it will not be accepted from parent or student.
6. Time spent in the office and or the Nurses Office as a result of illness may count toward the student's seven (7) days in any class.
7. Classes missed as a result of checking in or out will count toward the student's seven (7) days. If the student has an excuse when checking in, the excuse should be taken to the office at this time.
8. In order to participate in extracurricular activities, a student must attend at least three class periods in the regular school day on the day of the event unless approved by the principal.
9. **Any type of illegal or fraudulent excuse, written or oral, will result in having the student suspended from school.**

Excessive Absence Letter

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's *seventh* absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student signs this form upon issuance to verify notification. A copy is given to the student. The student must take this form home to his/her parent or guardian. **Students that receive an excessive absence letter will no longer have the privilege to have phone check out during the day.**

TARDINESS

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to

suspension from school and the parent/legal guardian subject to court fines or community service.

Tardies serve as stumbling blocks and interfere with the educational process. Recognizing that our bell schedule allows a three minute interval for class change, our students should not only arrive at school on time each morning, but also consistently make a vigilant effort to be punctual throughout their daily routine. Class tardiness is defined as not being in the room when the tardy bell rings.

Students who are tardy to school must report to the office to check-in prior to going to class. Students who have been marked present for the school day, but tardy to class will report to disciplinarian for tardy slip.

Discipline Procedures for Tardy to School:

- 5th offense Saturday Detention (if student does not attend Saturday Detention, student will be suspended, ISS, for one day)
- After the 5th offense, the cycle starts over

Discipline Procedure for Tardy to Class:

- 3rd offense Morning Detention (one-day)
- 4th offense Morning Detention (two-days)
- 5th offense Saturday Detention
- After 5th offense, the cycle starts over

Tardies to class are on a semester basis

CHECK-IN/CHECK -OUT

If a student must leave school before the end of the school day, a parent or guardian must come to the Office to sign out the student. Phone checkouts will be allowed, but questions could be asked to prove identity. NO checkouts will be allowed during lunch or during testing. *If you need to checkout your student in the afternoon please do so before 2:30 PM.* Students must report to the office before leaving campus. Failure to do so will result in detention or suspension.

In order for a student to be checked out by anyone other than a legal guardian, permission must be given by the parent/guardian at the office. Anyone not approved on

WebPAMS for checkouts will not be allowed to check out. 18 year old students do not automatically have the right to check out of school without parental consent.

CELL PHONE/ELECTRONIC DEVICES USE OF CELL PHONE

NOT ALLOWED TO BE CARRIED ON CAMPUS. (updated 8/19/18)

This includes any electronic device such as IPOD, IPAD, MP3, CD player, headphones/earbuds, and earphones.

STATE LAW REGARDING STUDENT USE OF CELL PHONES OR ANY ELECTRONIC TELECOMMUNICATION DEVICE DURING REGULAR SCHOOL HOURS

As outlined in Louisiana law R.S. 17:239, students are prohibited from using cell phones or any electronic telecommunication device in all public school buildings and on school buses used to transport public school students. Cell phone “use” is defined for this policy as the cell phone being in the “on” position or mode. During regular school hours, student cell phones are required to be kept out of sight and turned off while in a school building, on school grounds, or on a school bus. This policy is inclusive of any electronic telecommunication device in a student’s possession.

**ACT No. 472 signed into state law June 2016 states the use of wireless communication devices in school zones is punishable by a fine of not more than \$500 for the first offense and each subsequent violation a fine of not more than \$1,000 and suspension of driver’s license for 60 days.

1st Offense: Confiscated for 14 days and parent must pick up.

2nd Offense: Confiscated for 14 days, assigned Saturday Detention and parent must pick up

3rd Offense: Confiscated for 14 days, two days of suspension and parent must pick up

4th Offense: Confiscated for 14 days, three days of suspension and parent must pick up

5th Offense: Suspension pending expulsion hearing

*Inappropriate use of cell phones with camera capabilities MAY result in immediate suspension and/or expulsion.

*Any student responsible for bringing pornographic materials onto school grounds or school busses at any time MAY be subject to suspension and/or expulsion from school.

This includes books, magazines, pictures on clothing, and pornography via the phone, fax, or computer.

*Unusual situation: Parent supports student to keep phone. Situation: Student is caught using cell phone in violation of the student cell phone policy. Student REFUSES to turn over phone to Administrator. Administrator contacts parent, and parent is in agreement with student (will not tell student to turn over the phone).

Action to be taken:

1) Administrator will inform student/parent the student is being suspended until phone is turned in to administrator.

CLASS RANKINGS – WCPSB POLICY

The West Carroll Parish School Board recognizes the purpose of student ranking is to determine where a student stands in comparison to his/her classmates in the same school. Senior class ranking of students shall be based on total quality points on all subjects taken in grades nine (9) through twelve (12).

Advanced Placement and Dual Enrollment course grades, with the exception of the Dual Enrollment Vocational course, shall be calculated using the same grading scale as the Pupil Progression Plan.

VALEDICTORIAN AND SALUTATORIAN

In order for principals to determine the graduating class honors of valedictorian and salutatorian, the following criteria shall be followed:

1. Grade point average (GPA) shall be determined by using semester letter grades rounded to the nearest hundredth place. (Example: 4.00, 3.06) In case of ties, the principal shall declare students with the same GPA as co-valedictorians/co-salutatorians.
2. Letter grades will be used.
3. Those letter grades will be assigned the following quality point value:
A=4.0, B=3.0, C=2.0, D=1.0 and F=0.0.

4. Advanced Placement and Dual Enrollment Courses will use the following grading scale:
A=4 Quality Points, B=4 Quality Points, C=3 Quality Points, D=2 Quality Points and F=0 Quality Points.
5. Courses taken at the college/university level will be included in the process of selecting valedictorian and salutatorian.
6. The following courses shall be excluded in the process:
 - a. Physical education, drivers' education, correspondence courses, and,
 - b. All other courses in which repeat credit or additional credit is earned at below college level.
7. To be eligible for either honor, a student must have attended the entire senior year in the designated school. Furthermore, a senior who transfers into that school must earn a minimum of five (5) academic credits during that senior year within that school.
8. To be eligible for valedictorian and/or salutatorian honors, a student must successfully complete the following courses:
 - a. English (4): English I, English II, English III, and English IV
 - b. Mathematics (3): Algebra I, Algebra II and one of the following: Geometry, Advanced Mathematics, Trigonometry, or Calculus
 - c. Science (3): Biology I, Chemistry I, and one of the following: Environmental Science, Earth Science, Physical Science, Biology II, Chemistry II, or Physics
 - d. Social Studies (3): Civics (½), Free Enterprise (½), American History, and one of the following: World Geography or World History

DISCIPLINE

STUDENT MISCONDUCT AT END OF YEAR

Non-Graduating Students

Any non-graduating student who commits offenses during the last ten (10) days of the school year which carry recommendations for suspension or expulsion beyond the end of the school year shall have such recommendation extended into the next school year.

Graduating Students

Any graduating senior who commits a major offense or criminal infraction after the last regular class period, as upheld by the Superintendent upon the principal's or his/her designee's recommendation, shall be excluded from year-end activities, including graduation exercises. Diplomas may be given or

mailed to the student after the close of the school year. The School Board shall also mandate that all schools shall include this regulation in their senior orientation prior to the end of the year, and each senior shall sign a slip indicating knowledge of these regulations. Parents shall receive a letter including information about these regulations from individual schools.

DISCIPLINE POLICY VIOLATIONS

Students may be disciplined via: In School Suspension(ISS), Saturday Detention, out of school suspension(OSS), and/or expulsion recommendation for the following violations:

1. **SKIPPING ANY CLASS** -students are assigned a class each hour of the school day. They are expected to be in this assigned area every day.
2. **SKIPPING SCHOOL** –students skipping school will not be allowed to make up work that is missed.
3. **LEAVING THE CAMPUS WITHOUT PERMISSION** -the student is officially at school from the time he steps on the bus or arrives on any part of the school campus including the parking lot. Unless the student is properly checked out, he cannot legally leave campus until the school day ends. This includes running errands for a teacher. Teachers cannot authorize a student to leave campus unless it is approved by administration.
4. **LEAVING CLASS WITHOUT PERMISSION**-Students should never leave class unless it is an emergency. During class time no student shall be in the hall or on the campus without a travel slip issued by an administrator, counselor, or the teacher in charge of the student during that time. This includes trips to the restroom, locker, library, office or water fountain. If a student is out of class on a pass, he/she is expected to go to the designated area and only that area by the shortest route possible. It is the student's responsibility to ask for a pass before leaving a class or special area. Students without passes are subject to detention. The student should never leave a class without permission. Never just walk out of a class.
5. **HAVING ALCOHOLIC BEVERAGES OR BEING UNDER THE INFLUENCE OF ALCOHOL WHILE ON CAMPUS OR AT SCHOOL-SPONSORED FUNCTION**- If a student is caught using, possessing, or distributing any form of illegal drugs, prescription drugs, alcohol, marijuana, or any other mood altering substance on campus or at a school function or having obtained same without a prescription, the parent(s) will be notified and the police, if necessary. The student will be recommended for expulsion per state mandate.
6. **FIGHTING**-OGHS continues to hold a zero tolerance view toward fighting. Fighting on the school campus or at school-sponsored events is strictly

forbidden. It is each student's responsibility to report any problem encountered with another student or any problem observed between other students that may need administrative attention. Each student is to do whatever is necessary to avoid being in a fight or to stop a possible fight between classmates. When approached by a student who you are having a problem with, do not get involved. Turn around and walk to the nearest teacher, principal, or counselor or go to the office and report the problem. Any student involved in a fight will be subject to suspension on the first offense and may be recommended for expulsion on subsequent offense. Any type of vicious attack or assault (unprovoked physical attack on one student by another) could be cause for suspension and expulsion recommendation on the first offense. Instigating a fight through verbal and/or social media methods will be viewed as equal to participating in a fight by the administration.

7. FIREWORKS ON CAMPUS-possession of fireworks while on campus will result in the loss of the fireworks and a detention or suspension penalty. Exploding fireworks on campus will mean automatic suspension and recommendation for expulsion.
8. STEALING
9. CARRYING FIREARMS, KNIVES, AND OTHER WEAPONS- for everyone's safety, it is imperative that no one bring to school or a school sponsored function any item that can be used as a weapon or would endanger the life of a fellow student or teacher. Such items as knives, firearms, chains, explosives, metal combs, forks, rakes, cake cutters, and jewelry designed as a protective device, leather straps, etc. will not be allowed.

NOTICE OF STATE LAW CONCERNING MINIMUM PERIODS OF EXPULSION OF STUDENTS FOR KNIFE, FIREARM, AND DRUG OFFENSES. EFFECTIVE DATE IS AUGUST 15, 2007 TO ALL SCHOOL ADMINISTRATORS, PARENTS, AND STUDENTS: R.S. 17:416 was amended by Act 385 of the 2007 Legislature to change the required minimum periods of expulsion of students for knife, firearm, and drug offenses. Governor Blanco signed the bill as of July 10, 2007. The effective date of the new law is August 15, 2007.

This new law requires the following changes:

Grades 6-12: A firearm or knife offense requires an expulsion from school for four complete semesters. A drug offense requires an expulsion of two complete semesters. *This is at the discretion of Superintendent.

10. DISTURBING CLASS
11. WILLFUL DISOBEDIENCE
12. DESTROYING OR VANDALIZING SCHOOL PROPERTY OR THE PROPERTY OF ANOTHER STUDENT WHILE ON THE SCHOOL CAMPUS OR AT A

SCHOOL FUNCTION -the student will be suspended and not allowed to return to school until full restitution is made.

13. PUBLIC DISPLAY OF AFFECTION- the high school campus is not the place for obvious displays of affection. Students are expected to adhere to the policy of "keeping your hands to yourself." Failure to comply will result in disciplinary action.
14. BEING DISRESPECTFUL TO ANY SCHOOL BOARD EMPLOYEE
15. USING PROFANE OR OBSCENE LANGUAGE OR MATERIAL, EITHER PHYSICALLY OR ELECTRONICALLY- this behavior is totally unacceptable and will not be tolerated at any time at OGHS. If you are guilty of using any type of profanity or obscenity, you will face disciplinary action. Using profanity or obscene gestures toward any school employee will mean automatic suspension or recommendation for expulsion.
16. GAMBLING
17. HAVING ANY FORM OF TOBACCO WHILE ON CAMPUS-state law mandates that there be no tobacco products allowed on any school campus.
18. CHEATING/PLAGIARIZING- any student caught cheating, plagiarizing, falsifying or changing any records will be subject to suspension. A zero (0) will be given if class work or a test is involved.
19. FOOD, DRINK, OR GUM IN THE BUILDING- only water in a clear container with a cap will be allowed in the classrooms. In-classroom food (snack days) must be approved by principal. NO FOOD will be delivered to students once the school day has started. Concession or cafeteria trash should be properly deposited in the trash cans. Abuse of this rule will result in loss of concession privileges for the student body.
20. MISCONDUCT ON ANY WEST CARROLL PARISH SCHOOL BUS- The school bus is an extension of the OGHS campus whether the student is in route to/from school or on a school sponsored trip. The privilege of riding the bus is conditioned on a student's good behavior and the observance of all school rules and regulations. Students are reminded that the bus driver is a school board employee and is in full control during the time the student is a passenger. The administration will handle all disciplinary problems which develop on a school bus. Students may be removed from the bus, suspended or expelled for non-compliance. Students may ride only the bus that they are assigned. Students who move from one location to another must make arrangements for bus transportation in advance.
21. REFUSAL TO ACCEPT OR COMPLETE DETENTION WHEN ASSIGNED-students will be warned for missing detention, if missed again after final warning student will face other punishment.

- 22. FAILURE TO COMPLY WITH DETENTION RULES
- 23. FAILURE TO COMPLY WITH VEHICLE REGISTRATION AND PARKING REGULATIONS
- 24. PRESENTING ANY KIND OF FRAUDULENT EXCUSE, NOTE, OR PASS
- 25. NON-COMPLIANCE WITH THE SCHOOL DRESS CODE
- 26. CAUSING A FALSE ALARM WITH THE EMERGENCY SYSTEM
- 27. HABITUAL TARDINESS TO CLASS- tardies and discipline pertaining thereto are on a semester basis. Habitual tardiness to school or class could result in suspension and/or expulsion and is reported truant.
- 28. INTERFERING WITH OR ALTERING THE SCHOOL SURVEILLANCE SYSTEM
- 29. ENTERING WITHOUT PERMISSION- students should stay off school property unless he/she has business to be on school property. No student should be on school property without permission and accompaniment by a WCPSB Employee. Students who do not follow this rule is subject to disciplinary actions.

PBIS MINOR INFRACTIONS ASSIGNMENT

Intervention strategies used by the classroom teacher which include warning, parental contact, and writing assignments documented by classroom teacher prior to referral to administration.

EARLY MORNING DETENTION

As a means of discipline, a detention class is held in the morning for various school violations. When the student is assigned this detention he must provide his/her own transportation to school. Students assigned detention should remember that it is being served as punishment. Refusal to accept and report to assigned detention will result in further disciplinary action.

Early Morning Detention Policies:

1. The administrators reserve the right to place students in Early Morning Detention from 7:00 AM- 7:25 AM for violations of school rules.
2. Tardiness to detention will result in an additional day of detention.
3. Failure to report to detention without being properly excused by the school's administration will result in Saturday Morning Detention.
4. Absolutely no talking, eating, gum chewing or sleeping.
5. School material (books, paper, and writing tool) must be brought to detention for study. Students who fail to bring study materials will be dismissed from detention and an additional day added to detention time.

6. Any disturbance caused by a student in detention will result in the detention teacher dismissing the student. A referral will be written to the appropriate administrator.
7. Dress for detention will be the same as for a regular school day.
8. Chairs, equipment or materials are not to be changed in any way or removed from the detention area. A "hands off" policy will be followed at all times.
9. Tests are not to be taken in detention.
10. When detention starts, you will not be permitted to leave the room for any reason.
11. If a student is absent from school the day of the assigned Early Morning Detention, he/she is expected to report to detention the next day. If the student fails to do so, Rule #3 is in effect.
12. All rules that apply to the regular school day will also apply to detention.

SATURDAY MORNING DETENTION

As a means of discipline, a detention class is held on Saturday morning for various school violations. When the student is assigned this detention he must provide his/her own transportation to/from school. Students assigned detention should remember that it is being served as punishment. Refusal to accept and report to assigned detention will result in further disciplinary action.

Saturday Detention Policies:

1. The administrators reserve the right to place students in Saturday Morning Detention from 7:30 AM-11:30 AM for violations of school rules.
2. Tardiness to detention will result in an additional day of detention.
3. Failure to report to detention without being properly excused by the school's administration will result in ISS.
4. Absolutely no talking, eating, gum chewing or sleeping.
5. School material (books, paper, and writing tool) must be brought to detention for study. Students who fail to bring study materials will be dismissed from detention and an additional day added to detention time.
6. Any disturbance caused by a student in detention will result in the detention teacher dismissing the student. A referral will be written to the appropriate administrator.
7. Dress for detention will be the same as for a regular school day.
8. Chairs, equipment or materials are not to be changed in any way or removed from the detention area. A "hands off" policy will be followed at all times.
9. In order to be excused from detention, a parent must make the request. The student must report to the principal who assigned the detention before 1:00 PM

on the Friday before the assigned Saturday detention. If the student fails to do so, Rule #3 is in effect.

10. Tests are not to be taken in detention.
11. When detention starts, you will not be permitted to leave the room for any reason.
12. If a student is absent from school the Friday before the assigned Saturday detention, he/she is expected to report to detention. If the student fails to do so, Rule #3 is in effect.
13. Transportation must be arranged prior to detention dismissal. Detention dismisses at 11:30 a.m. NO ONE (coordinator or instructor) will be on duty after 11:40 a.m.
14. All rules that apply to the regular school day will also apply to detention.

IN-SCHOOL SUSPENSION (ISS)

In accordance with the “School-Wide Positive Behavior Support” program, Oak Grove High School will incorporate the use of in-school suspension (ISS) as a method of discipline. In-school suspension is an in-house program to which a student may be assigned for a short period of time in lieu of out-of-school suspension (OSS). Students can be isolated from the learning environment of the regular classroom but remain in a school setting with work provided and adult supervision. Developed for success in stopping negative, undesirable behavior, our ISS program will possess the following characteristics:

1. A setting which is isolated from the rest of the students and conducive to work.
2. A supervisor who is firm, has a good relationship with staff and students, and can keep students on task.
3. A set of rules which promotes task-oriented behavior.
4. A process where administration and teachers establish work/assignments for ISS students. Based upon these general characteristics, ISS is a denial of attendance in regular classes and interaction with peers for a period of hours/days, to be determined by the assistant principal. The purpose of ISS is to prevent and correct discipline problems. The philosophy permits a student who has been suspended as a result of a rule violation to return to school at the discretion of the administration and continue his study in a structured, non-disruptive, rule abiding, self-contained room. Students who successfully honor the “ISS contract” will be allowed to make up missed classroom assignments with 100% credit.

OUT OF SCHOOL SUSPENSION (OSS)/EXPULSION RECOMMENDATION

Louisiana Law provides that a student may be recommended for suspension/expulsion at any time for any serious violation of school regulations. On the fourth suspension, the

student shall be recommended for expulsion from all public schools for an undetermined length of time.

****A suspended student is not allowed on campus during his/her suspension for any reason including extra-curricular events.**

*******Out of School Suspension days count in the seven (7) day rule for attendance.

DRESS CODE

The West Carroll School Board and Oak Grove High School consider appropriate dress a vital part of the learning process. Students are expected to keep themselves well-groomed and neatly dressed at all times. The classroom is not the proper place to display outlandish, distracting or inappropriate grooming and dress fads. Students shall be in compliance with the dress code upon arrival to campus. Students who violate the dress code will not be allowed to attend class. Every effort will be made to contact a parent and get the issue corrected. The student will be detained in ISS until he/she can model the proper attire. **Absences due to dress code violations will not be excused**

Discipline Procedures for Dress Code

- 1st offense: Warning-Parents notified to bring a change of attire- student will wait in office. If parent cannot be reach a timely manner, student will wait in ISS.
- 2nd offense and subsequent offenses: ISS remainder of school day and parent notified to bring a change of attire.

The final decision regarding the appropriateness of attire for school will be left to the discretion of the administration. Because fashions, trends, styles, and fads change very rapidly, the administration reserves the right to adjust the dress code to meet the needs of adverse changes in the way students dress. Any type of injury or extenuating circumstance that would cause a student to have to deviate from the established dress code must be approved by the administration.

Bulletin 741 Section 1139 and RS 17 gives local education agencies (LEA) the authority to establish student dress codes and Board Policy JCDB approved the following guidelines (August 2009) for student dress.

1. Must wear their hair in a standard, acceptable style. Hair in rollers, curlers, head covering, excessive teasing, in the face, or any other style that is detrimental to

the students' performance or that creates undue distraction from school activities is prohibited.

2. Dresses, skirts, or shorts worn to school must be of acceptable length. That length may not be shorter than 5 inches from the floor when in the kneeling position.
3. Blouses and shirts are to be worn inside when so designed. Sloppy, unconventional blouses or sweaters shall not be allowed. Sun dresses, bare midriff, tight dresses, etc., will not be acceptable. Tee shirts designed as undergarments are not permitted as outer garments. Shoes shall be worn, as bare feet are prohibited.
4. Low-neck-line or see-through garments are strictly prohibited. The width of shoulder straps must be at least 3 inches on all clothing.
5. The use of excessive or unusual cosmetics is prohibited. A student will not be allowed to wear or to use a hygiene product, cosmetic, or aroma that creates a health problem for a teacher or any other student.
6. Any unusual dress, jewelry, or ornaments that are deemed to be distracting are not permissible, including piercings and tattoos. Any writing, symbols, patches, or other means of communications that are suggestive, provocative, obscene, vulgar, political, or antagonistic will not be permitted on clothing. This includes advertising of alcoholic beverages, tobacco products, or illicit drugs.
7. Male students must have their hair combed and well groomed. Hair length does not touch eyebrow, collar, or come over entire ear. Any unconventional style or combing will not be acceptable.
8. Males shall wear conventional school clothes. Shirts are to be worn inside trouser.
9. Shoes shall be worn, as bare feet are prohibited. Shoes must have a back that covers the heel or a heel strap.
10. Males must wear belt when trousers have belt loops.
11. Shirts must be buttoned up (collar button excluded). A tee shirt designed as an undergarment and sleeveless shirts are not acceptable. Any writing, symbols, patches, other means of communications that are suggestive, provocative, obscene, vulgar, political, or antagonistic will not be permitted on clothing. This includes the advertising of alcoholic beverages, tobacco products, and illicit drugs.
12. Boys must be clean-shaven. Sideburns shall be no lower than the ear lobe or wider than 1.5 inches. Mustaches, goatees, or beards shall not be worn.
13. Piercings are prohibited in males. Females may have piercings only in the ear. Any other unusual jewelry or ornaments that are deemed to be distracting, including piercings and tattoos are prohibited.

GENERAL DRESS/APPEARANCE REGULATIONS

1. Caps, visors, beanies, hats, bandanas, head wraps (males and females) (Subject to confiscation for the entire school year)
2. School authorities may require or permit certain types of clothing to be worn in special extracurricular activities or in physical education classes. PE teachers will have information on uniform required for physical education class.
3. Shorts worn by students in grades 4-12 must not be shorter than 5 inches from the floor when in the kneeling position.
4. No athletic shorts/pants (elastic waistband) may be worn (except during physical education class).
5. Trench coats are prohibited.
6. Extreme hair styles which is determined to be a distraction. Unnatural hair coloring is not allowed.
7. Excessively tight clothing or excessively baggy clothing is prohibited.
8. Cut off clothing is not allowed.

For problems of dress or appearance which are not covered by these regulations, school administrators are authorized to use their discretion in determining what is appropriate and suitable for school wear.

Athletic teams will not be allowed to wear travel suits (i.e., wind pants/warm ups) to school.

STUDENT USE OF PERSONAL VEHICLES

The West Carroll Parish School Board shall require any student operating any motor vehicle on a school campus to have a valid personal driver's license, vehicle license, and proof of liability insurance for the vehicle driven.

At the time of student registration, each student shall register his/her vehicle and vehicle license number with the principal or his/her designee. Registration of the vehicle with school officials shall constitute permission by the owner to consent to a search of the vehicle by school officials or other properly authorized individuals when circumstances warrant, in accordance with Board policy or for health, safety, or security reasons. Students that have registered vehicles with the office will receive a parking permit, for a \$5 deposit. A student failing to register his/her vehicle shall surrender his/her right to operate vehicles on the school campus.

If a school staff member or faculty member observes a student operating a vehicle in an unsafe manner on the school campus or at school related activities, the student may lose his/her privilege to operate a vehicle on campus. The staff or faculty member

observing such actions shall report them to the principal or to his/her designee. No more than one warning shall be given a student concerning unsafe vehicle operation. A second instance of unsafe operation shall result in loss of parking privileges.

Safety rules shall include the following:

1. All cars, trucks, motorcycles, motorbikes, and bicycles shall be parked in the prescribed place designated by the principal.
2. Students will not be allowed to park on TIGER DRIVE or S CHATMAN STREET. Students also must not park in designated pickup or drop off places. Students also must not block the drives and/or the dumpsters.
3. Students may not sit in cars parked on the campus or the streets surrounding the schools any time during school hours.
4. After students arrive at school, they shall not be allowed in the parking area again until it is time to leave school, unless it is with the expressed permission of the principal.
5. Any student guilty of speeding, skidding tires, or of any reckless operation of any type of vehicle on campus at any time shall be deprived of driving any type of vehicle on the campus. They will lose this privilege for one week on the first offense and for the remainder of the school year on the second offense.

GRADING SCALE

The following uniform grading system for all students enrolled in all grades K-12 for which letter grades are used.

Grading Scale for Regular Courses

Grade	Percentage
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

I =INCOMPLETE (Becomes F if not made up at the end of the following nine weeks)

F* = NO GRADE BECAUSE OF EXCESSIVE ABSENCES

HALL PASSES

Students that are given permission to leave class for any reason, must have a travel slip filled out by the teacher. Any student caught without a travel slip will be subject to disciplinary action and is considered truant.

BULLYING

The West Carroll Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

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

Bullying shall mean:

A pattern of any one or more of the following:

1. Gestures, including but not limited to obscene gestures and making faces.
2. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
3. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
4. Repeatedly and purposefully shunning or excluding from activities.
5. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and

occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

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

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

LOCKERS

Lockers will be assigned. The student is responsible for seeing that it is kept in a neat, orderly manner and that it is kept locked. These lockers are not security lockers. Do not leave valuables in a locker. Although the school will attempt to investigate any reports of stolen property, it cannot be held responsible for items lost, damaged, or taken from the locker.

Teachers may elect to not allow large backpacks into the classroom due to class safety and physical constraints of the classroom. Students should use lockers to store materials needed for class.

LUNCH

The West Carroll School Board has adopted a parish wide policy that designates all school campuses as closed and all students will remain at the school the entire day. Students are not allowed to leave the campus at lunch. No lunch passes are issued and any student who goes off of the campus and has not been properly checked out will be disciplined. When the bell signals the beginning of a lunch shift, students should move to the cafeteria in an orderly manner. Students will be required to clear the halls. The OGHS Cafeteria is prepared to serve students a nutritionally balanced full lunch. Free, reduced-price, and paid meals are served. Each person will have an

account number in the cafeteria computer system. Students must secure a free/reduced-price application from the cafeteria manager and return it for eligibility to be determined. Meals can be paid for at the time of service; however, students are encouraged to pay the account in advance to assist in quicker service of the cafeteria line. The account owner can only use money placed in this account. Prepayment money will automatically be deducted from this account as the student selects a meal. Prepayments are accepted before school. Students who wish to bring a lunch from home will be expected to consume the lunch inside the cafeteria or in the commons area. Students are not allowed at any time to take cafeteria food outside the cafeteria. Students are responsible for clearing tables and returning trays and waste to the proper place. Fast food items are not allowed in the cafeteria due to federal school lunch regulations. Food and/or drinks shall not be consumed in the classroom or the hallways of the building. All food items are restricted to the cafeteria and/or pavilion/commons area. Both gyms are off limits to students at lunch time. Students, who wish to go to the Guidance Office, Main Office, or Nurse's Office are not required to have a pass to go to these areas. He/she simply needs to tell the duty teacher his/her destination and the duty teacher will permit the student to do so.

Students who wish to report to a teacher's room during the lunch shift for a conference, make-up work, or doing extra work must have a travel slip from that teacher giving the student permission to come to his/her room. The duty teacher cannot allow a student to report to the teacher's room if the student does not have the travel slip.

No students will be allowed to congregate in the lobby by coke machines. If line forms at candy store the line should be single file and run out of the door.

All students should be on the inside of the courtyard, no standing on the sidewalk. Area between metal building and old gym is not for students to stand.

* At no point should students congest the walkways.

** Only bathrooms that will be used will be those on the Jr High Hall. Permission from Duty Teacher must be given prior to entering the hall.

Jr High Students will congregate closest to the Jr High Wing.

- 8th Grade under the walkway
- 7th Grade under the tree
- 6th Grade Under the Walkway

Bad Weather Lunch

Jr High Students

- Girls will report to the old gym.
- Boys will remain under the walkway, if warranted students may sit in the Jr High Hall.

High School Students

- Boys will sit in the cafeteria
- Girls will report to Mrs. Henderson's Room

Any student found in an unauthorized area without permission is subject to disciplinary action.

Students are asked to be good citizens and take pride in the appearance of OGHS by helping to keep the campus as clean as possible. Place all trash and cans in the trash receptacles located about the building and grounds. The monumental task of keeping OGHS attractive could become an easy one if each student would do his/her part in keeping it clean. Every teacher, whether they teach a student or not, has the right to question any student's actions or give any student directions while the student is on the OGHS campus.

MAKE-UP WORK POLICY

The following will constitute the make-up policy of this school.

1. Student's absences that are excused will be permitted to make up all work missed including tests and graded material unless the teacher is notified otherwise by the office. Students will not be allowed to make up work missed due to skipping class or other unexcused absences.
2. Missed tests will be made up individually.
3. Make-up tests will be given during a regular class period or a mutually agreed upon alternative time.
4. Teachers will, at this time, establish the time and place of make-up.
5. Students in school when a test or activity is announced and who are absent the day of the test or activity only will be expected to take the test or complete the activity immediately upon their return. This is designed to discourage students who are habitually absent on test days.
6. Students missing more than one consecutive day will be allowed a minimum of one day for each day missed before being required to make up a test, turn in

material, or complete an activity. This will in no case exceed five days. If after notification, the student fails to accomplish make-up in the allotted time, the proper grade is zero (0).

7. We believe that teachers can solve some of the problems of absences on test day by not administering the same test as a make-up test. Teachers have the right to design a different makeup test that covers the same material as the original test.
8. It is recognized that there will be situations and extenuating circumstances that will have to be resolved by the office. It is hoped that all will continue to use good judgment and that all actions be to the advantage of our students.

MEDICINE ON CAMPUS

The school does not dispense medication of any kind to any student. This includes simple medication such as aspirin products and other "over the counter" medicines. Students are not to have medicine of any kind on the OGHS campus. If a student is on a prescribed medication that must be taken during the school day, the parent will need to get the proper forms from the Nurse's office and have completed forms returned before the medication can be given.

SCHOOL SPIRIT

School spirit is the feeling of loyalty and pride toward one's school and all that it symbolizes. It is the most important factor in a successful and eventful school year. Students should at all times boost and hold high the name of our school in an effort to live up to the history and traditions. School spirit means cooperation and participation in all school activities, for each has a part to play. Each part is important, large or small; and if one does not play his/her part, a student body that could have been strong becomes weak and divided. School spirit is that feeling that makes one keep on trying when a cause seems lost; it is the feeling of joy when one wins or the feeling of pride knowing that one has tried and done his best for his school. If each and every student will study, respect the feelings, property, and rights of others, take pride in the appearance of the school, cooperate with others, develop school loyalty and school pride, then OAK GROVE HIGH SCHOOL cannot be beaten.

SENIOR YEAR INFORMATION

If information is needed to purchase a class ring, contact the Guidance office for assistance. Supplies relative to graduation will be ordered through Josten.

Graduation is a very special time for the seniors at OGHS. We strive to maintain a sense of pride and dignity in all that is associated with this memorable event. The Class of 2019 will graduate on Thursday, May 16th, 2019 in ceremonies to be held on Tiger Field on the campus of Oak Grove High School at 7:30 P. M. Seniors who wish to participate are required to attend the rehearsals. If a senior does not report for rehearsals, he/she will not be allowed to participate in the ceremonies. Regular school dress is required at the rehearsal. Students not conforming to the OGHS Dress Code will be sent home from rehearsals. This may result in the student missing rehearsal and not being allowed to participate that evening.

Any student involved in any pranks will not be allowed to participate in graduation ceremonies. The cap and gown must be worn at all times during the ceremony. If a student chooses to dress inappropriately that student's transcript will not be released until the fine is paid. The consequences of any inappropriate behavior could vary depending on the severity of the incident. Any senior taking an online course to meet graduation requirements is reminded that the final grade for the course must be completed and the grade to the counselor by the end of the last senior final exam. Final transcripts for any senior will not be available until after graduation ceremony. Students wishing transcripts to be sent to a specific college or university should notify his/her counselor prior to graduation. The school will mail the transcript when it is available.

TECHNOLOGY ACCEPTABLE USE POLICY

Internet and network resources access is available to students, employees, and guests in the West Carroll Parish School System. We are very pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to all of our users. Our goal in providing this service to students, employees, and guests is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The Terms and Conditions of Use are provided on a additional handout so that network users are aware of their responsibilities. These responsibilities include efficient, ethical, and legal utilization of the network resources. Please read the Terms and Conditions of Use carefully.

TELEPHONE USE/MESSAGES/DELIVERIES

A student is not allowed to use school phones unless he/she has reported to the office with a pass from a teacher indicating that the student is ill and needs to call home.

Students should not ask, and teachers should not allow, a student to leave the classroom to make a phone call unrelated to the health of a student. Personal phone calls should be made before or after school. Students cannot receive deliveries of any type during the school day, the principal reserves the right to make exceptions. All books, materials, money, etc. should be brought when the student comes to school. If an emergency occurs and the parent/student has made arrangements prior to the beginning of the school day, a parent may leave an item in the Office for a student. The office staff assumes no responsibility in seeing that the delivery is made or that the student is notified.

STUDENT TRANSPORTATION

An undisciplined school bus is a hazardous bus. Student misbehavior can lead to accidents. The driver must concentrate on driving and cannot be expected to constantly supervise the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules as a minimum.

Rules to Follow While Waiting for and Boarding a School Bus

1. Have written permission authorized by the principal to get off at a stop other than your own.
2. Arrive at bus stop PRIOR to the designated time for bus to arrive.
3. Avoid scuffling, pushing, and shoving while waiting for bus.
4. Stand far enough from the road in case the bus skids while stopping.
5. Wait until the bus come to a COMPLETE stop before boarding the bus.
6. Be careful when stepping on slick steps in rainy weather.
7. Locate your seat and sit down as soon as possible.

Rules to Follow While Riding a School Bus

1. Do not abuse your privilege to ride a bus.
2. Cooperate with the bus driver when he/she asks you to do something.
3. Remain seated while riding the school bus.
4. Always keep hands, arms, and all objects inside the bus.
5. Report any emergency to the driver.
6. Keep the aisle clear of feet, books, and any objects that may obstruct the pathway.
7. Avoid unnecessary, disturbing noises.
8. Do not fight, play, or participate in any activity that would involve excessive movement.
9. Help keep your bus clean.
10. Do not mark on, take apart, cut, tear, or abuse interior or seats.

11. Report anything which is unsafe, harmful, obscene, offensive, or needs repair to the driver.
12. Be courteous, mannerly, and understanding of the driver and other passengers.
13. Eating and drinking are not allowed on the bus.
14. Smoking is prohibited.
15. Do not bring animals onto the bus.
16. The school bus is a classroom on wheels; act in a school bus as you should in the classroom.
17. Students who do not cooperate are subject to disciplinary action, suspension, and expulsion from riding the bus and/or school.

Rules to Follow When Exiting a School Bus

1. Remain in your seat until the bus comes to a COMPLETE stop.
2. Leave the bus only at your designated stop.
3. Get off the bus promptly and orderly after it comes to a complete stop.
4. Use the path in front of the bus when crossing the street or roadway, making sure the driver sees you.
5. Look in all directions before you cross the street.
6. Obey all crossing guards and traffic lights.
7. Walk across the street or roadway only if the traffic is stopped.

Emergency Evacuation Procedures

1. Identify emergency exits that could be used.
2. Be sure you know how to open emergency exits (windows and doors).
3. Passengers closest to the door should leave first.
4. Kick windows out if doors are stuck.
5. Keep your hands free; leave everything behind. Your life is worth more than your lunch or books.
6. Clear the exit area so that others can follow.
7. Get off the roadway or street after exiting.
8. If driver or riders are injured, seek help.

Role of the Parents

Parents should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers transporting their children. Responsibilities of parents are as follow:

1. Have children ready and at their designated pickup points along the route.
2. Cooperate with the school and the bus driver in teaching children safety precautions and good manners and habits.
3. Assist when there are disciplinary problems.

4. Sign all documents required by the local system to acquire transportation for their children.
5. If you want your child dropped off at a different stop than his/her own, notify the school prior to 1:00 P.M. Earlier notification is preferred. Student can bring written permission to office for approval during free time. Students who have difficulties with other students while riding on the bus should report the problem to the driver. If the problem cannot be resolved by the driver, then it should be reported to the principal of the school which the student attends.

ZEROS AREN'T PERMITTED

Zeros Aren't Permitted (ZAP) is a program designed to increase expectation of students who habitually, or occasionally, fail to complete and turn in assignments on time. Students who have zeros are likely to continue not handing in assignments, and therefore are at greater risk of failure and dropping out. ZAP, which involves the entire staff, clearly emphasizes the belief that assignments/projects/homework are important and must be completed.

This program will direct students to use their abilities to acquire self-discipline and establish work habits that will serve them in an educational or work setting. When the belief is expressed and maintained that a student can and will be successful, in most cases the student will meet the level of expectations. He/she will take pride in completing an assignment and doing it to the best of his/her ability. Students will hopefully adopt the same value, which translates to success in all areas. We realize that for many students a zero is not an immediate consequence since most students who repeatedly receive zeros are students who are struggling in school anyway. This is just one more strategy to help a child experience more success in school. Preparing a student for high school and for life requires teachers to ensure each child knows the curriculum, and if he/she is not completing assignments a teacher cannot possibly provide an accurate measure of that student's knowledge.

The ZAP program is not a form of punishment rather a program to send a message that failure is not acceptable. For this program to be effective all staff must adopt the following policy: assignments must be completed in a timely manner. Failure to do so will result in a student being assigned a lunch session because **"Zeros Aren't Permitted" (ZAP)**. There are two ways for a student to attend ZAP. One: a referral by his/her teacher or counselor because of missing assignments or low grades. When this is the case, your child, child's teacher or counselor will contact you. Two: a student may

volunteer to get a jump-start on homework. Either way, the purpose of ZAP is to give students an opportunity to complete schoolwork, study for tests, ask for help.

*ZAP is not, however, meant to take the place of Attendance Laws and Regulations. If a student has an unexcused absence, they will not be permitted to make-up any work missed on the date of the unexcused absence.

WEST CARROLL PARISH SCHOOL CALENDAR 2018 – 2019 SCHOOL YEAR

DATE	DAY OF WEEK	DESCRIPTION
August 15, 2018	Wednesday	Teacher Professional Development
August 16, 2018	Thursday	Teacher Professional Development
August 17, 2018	Friday	Students Report – 11:00 Dismissal
August 20, 2018	Monday	First Full Day of School
September 3, 2018	Monday	Labor Day Holiday
October 8, 9, & 10, 2018	Monday, Tuesday, Wednesday	Fall Break
October 11-12, 2018	Thursday & Friday	Teacher PD/ No students
October 23, 2018	Tuesday	Last day of 1 st 9 weeks
November 19-23, 2018	Monday-Friday	Thanksgiving Holidays
December 20, 2018	Thursday	Christmas Dismissal at 1:00 p.m.
January 7, 2019	Monday	Teachers Return/PD/No Students
January 8, 2019	Tuesday	Students Return
January 14, 2019	Monday	Last Day of Fall Semester
January 15, 2019	Tuesday	First Day of Second Semester
January 21, 2019	Monday	Martin Luther King Holiday
February 18, 2019	Monday	Presidents Holiday
February 19, 2019	Tuesday	Teacher PD/No Students
March 18, 2019	Monday	Last day of 3 rd 9 weeks
March 25-29, 2019	Monday-Friday	Spring Break
April 19 & 22, 2019	Friday & Monday	Easter Break
May 24, 2019	Friday	Last Student Day
May 27, 2019	Monday	Memorial Day Holiday
May 28, 2019	Tuesday	Final Report Cards

FALL SEMESTER:	August 17, 2018 – January 14, 2019	83.5 Days
SPRING SEMESTER:	January 15, 2019 – May 24, 2019	84 Days
TEACHER DAYS:	August 15, 2018 – May 28, 2019	175 Days
STUDENT DAYS:	August 17, 2018 – May 24, 2019	167 Days

	DATES	REPORT CARD	DAYS
1	Aug. 17, 2018 – Oct. 23, 2018	October 30, 2018	41.5
2	Oct. 24, 2018 – Jan. 14, 2019	Jan. 22, 2019	42
3	Jan. 17, 2019 – Mar. 18, 2019	April 2, 2019	42
4	Mar. 19, 2019 – May 24, 2019	May 28, 2019	42

This handbook is a guideline for students, that has been adopted from the West Carroll Parish School Board Policy located on www.wcpsb.com. This handbook is a living document that the principal of the school reserves the right to update if required to do so at any time hence forth. Not every situation can be anticipated and covered by this handbook, therefore, the administration reserves the right to address other issues at its discretion.