

Anacoco High School

Student Handbook 2016-17



AHS Motto
Achieving Higher Standards

Anacoco High School Mission

AHS faculty and staff, as a community of learners, will provide every child with a rigorous and relevant education that will instill the necessary skills to become character-oriented, well-rounded, and productive citizens.

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Welcome to AHS! The staff and student body of Anacoco High School are dedicated to student success. With a record history of excellent student performance, our school is determined to enable each and every child with the academic skills needed to meet the challenges of the 21st century. We strongly support the Vernon Parish Schools' motto: Every child, every day, whatever it takes. We promote a positive learning environment where our students can excel in academics, athletics, and in a variety of character building experiences. Students learn by experience and our school provides a clean, safe environment, highly qualified teachers, tools of technology, and an extremely supportive administration.

This student handbook was designed to provide parents and students with information regarding the school and parish policies / procedures pertaining to safety, educational opportunities, and the overall well being of each student at AHS. It is imperative that you read and familiarize yourself with these policies to help ensure the best opportunity for a successful school year.

The Vernon Parish School Board and Anacoco High adhere to the equal opportunity provision of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Mr. Hub Jordan, Coordinator of Title IX, and Section 604 responsibilities, Vernon Parish School Board, 201 Belview Road, Leesville, LA 71446

According to Section 1111(h)(2)(E)(6): Parents Right-To-Know of the No Child Left Behind Act, we are required to notify parents that they may request information regarding the professional qualifications of your child's classroom teacher and/or paraprofessional. Upon a parent's request, the principal either will provide information concerning the qualifications of their child's teacher and/or paraprofessional with a written or oral response. Additionally, if a substitute teacher is assigned to a classroom for four or more weeks, the principal will inform the parents in a timely manner of the academic preparation of the substitute.

Enrollment Requirements

Enrollment must be done through the AHS front office between 7:30 a.m. and 3:00 p.m. The following items are needed:

1. School records from previous school (grades/transcripts)
2. Louisiana Health Card: Shot record with updated immunizations (must be signed by an authorized medical provider)
3. Identification: A copy of the student's social security card
4. Proof of Age: A copy of student's birth certificate
5. Proof of Residence: A utility bill or housing paperwork
6. Enrollment Packet: Provided at the front office and available on school website.



Please call the front office for any additional information: 337-239-3039.

It is vital that all information regarding students and parental contact on students enrolled be correct. Parents are responsible for providing the school with correct and accurate information pertaining to their child. Information on medications, allergies, and emergency phone numbers should be turned in to the main office.

Medication Policy

All medication, including over-the-counter medications, must be presented by parents/guardians to the medically-trained personnel/school nurse. ALL MEDICATIONS, including aspirin, Tylenol, cough drops, etc., require a physician's written statement of dosages and times to be administered. Parents/guardians must fill out a medication form with the school nurse before medication can be administered at school. Students will be expected to report to the medication office for dispensing of medication only at times prescribed.



Access to Records

The parent or legal guardian of a student will have access to student records upon written request to the principal maintaining those records within the school system.

If the student is eighteen (18) years or older, only the student has the right to determine who, outside the school system, has access to his/her records.

The parent, legal guardian or student, if the student is 18 or over, will, upon written request to the principal maintaining those records, have the opportunity to receive a copy and an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating his position. If further challenge is made to the record, the normal appeal procedures established by Board policy will be followed.

School personnel having access to data are defined as any person or persons under contract to the system and directly involved in working toward either the affective or cognitive goals of the system.

Campus Visitors

All campus visitors must report to the front office immediately upon arrival to obtain a visitor's pass which must be placed upon clothing and remain visible at all times during the visit. All visitors will sign in at the front office, state their purpose for the visit, and submit their driver's license. Any visitor on campus without a visitor's pass will be escorted to the main office and be subject to removal from school property. Visitors must return to the office and sign out upon conclusion of the visit.

Attendance and Absences

The success of any student is directly correlated to his/her attendance. Therefore, attendance policies are designed to ensure that each student strives to attend school every day and is fully aware of the allowances and consequences of absences. There are also guidelines regarding tardiness, early check-outs, and missed assignments due to absences. Note attendance recovery is addressed later in the handbook under Grade/Attendance Recovery.

According to the Louisiana Compulsory Attendance Law contained in Act 109 of the Legislature, paragraph 226 of Louisiana Law, high school students are required to attend a minimum number of days per semester in order to be eligible to receive credit for their grades earned. The days absent for students shall include excused absences and suspensions.

Failure to send your child to school may result in prosecution. Students with excessive absences (and their parent / guardian) will be required to appear in truancy court.

The only valid reasons for absences from school are as follows: personal illness, illness in the family, death in the immediate family, or observances of established religious holidays.

District guidelines regarding absences are detailed as follows:

1. When returning to school from an absence, students are expected to bring a note from his/her parent stating the reason for the absence. This note is to be submitted in the morning prior to school to the duty teacher at the concession counter in the front lobby.
2. Students absent from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith shall be given the opportunity to make up the work missed.
3. Students accumulating more than **5 days** of unexcused or temporarily excused absences in a **semester** will receive non-attendance F's on progress reports and report cards displayed as asterisks (* or #) beside grades for that six weeks.
4. Fully excused absences and absences due to extenuating circumstances must be submitted within 5 school days of return to school or the absences may be unexcused.
5. Fully excused absences and absences due to extenuating circumstances are not included in the accumulation of more than 5 days absence per semester (see definitions).
6. **Students will be allowed to make up any work missed due to temporarily excused absences, full excused absences, and extenuating circumstances (time to make up work will directly correlate**

with number of days of excused absences – Ex. 2 days excused absences = 2 days to make up missed work).

7. Students exceeding 5 days of absence per semester will have opportunities to make up the excessive days missed through attendance recovery during or at the end of each six weeks.
8. All excessive unexcused and temporarily excused absences must be made up before the student will receive earned grades.
9. Any student who has failed to make up excessive absences before the end of school will have an opportunity to do so during summer school. (There is a cost associated with summer school of around \$150.)
10. After 3 days of unexcused absences, a letter will be forwarded to parent/guardian. This is the opportunity to mend any discrepancies. The Vernon Parish School Board will also be notified when a student has 5 unexcused absences.
11. Students missing school as a result of suspension shall be counted as absent and shall be given the opportunity to receive a 50% credit for all work/tests correctly completed.

The only exception to the attendance regulation shall be the delineated extenuating circumstances that are verified by the principal or designee. Extenuating circumstances are as follows:

1. Extended personal, physical, or emotional illness as verified by a physician.
2. Extended hospital stay as verified by a physician.
3. Extended recuperation from an accident as verified by a physician.
4. Extended contagious disease within the family as verified by a physician.
5. Prior school system approved travel for education.
6. Death in the family (not to exceed one week).
7. Natural catastrophe and/or disaster.

Tardy to School and/or Tardy to Class

Students are not allowed to enter class if they are tardy. School tardy infractions are cumulative throughout the year. If a student is **tardy to school**, they will:

- A. Immediately report to the main office and sign in.
- B. Not be allowed to enter class.
- C. Receive the following consequences according to the number of **unexcused school tardy** infractions:
 - a. Reprimand
 - b. Reprimand and write a “Why Be Tardy?” essay
 - c. Reprimand and write a “Why Be Tardy?” essay 2 times
 - d. Detention
 - e. Suspension

Students **tardy to class** will report to the front office and will receive the following consequences according to the number of class tardy infractions:

1. Reprimand
2. Reprimand and write “Why Be Tardy?” essay
3. Detention
4. Detention or Suspension

Failure to report to office when tardy may lead to immediate detention/ suspension.



Proper Early Check-Out Procedures

Written permission to leave campus early must be **submitted to the office prior to the first hour** and must have student's name, date, reason for checking out, parent's name, and current telephone number listed on the note. Phone calls and faxes will not be accepted. There will be times that the faculty or staff may call to verbally verify with the parent before the student will be permitted to leave campus. This is to ensure student safety. Students **may not** be checked out of school **after 2:00 p.m.** Students must be signed out prior to seventh period. Students may not be picked up by anyone who is not listed as a contact for that student. **Proper picture ID will be required upon checking out a student.**

Transportation Changes – No changes will be made by phone. A **signed note** must be sent from home for a change in transportation to occur. Secretaries are not permitted to accept changes over the phone. Notes must be signed before school by the teacher in the lobby.

Make-Up Work/Missed Assignments

Students who check out early (including school sponsored activities) are **responsible for all assignments** given in all classes for the day.

Excused Absences:

Students will be allowed to make up any work missed due to temporarily excused absences, full excused absences, and extenuating circumstances (time to make up work must directly correlate with number of days of excused absences – Ex. 2 days excused absences = 2 days to make up missed work).

Grade/Attendance Recovery

Any student who earns a grade of 50-66% in any core content subject is eligible to attend grade recovery opportunities each six weeks. Successful completion of all work assigned and attendance on all 4 consecutive days (8 hours) will allow the student to receive a grade of 67D on their report card for the six weeks.

Opportunity for attendance recovery will also be provided during the 6 weeks on Wednesdays and at the end of each six-weeks being offered concurrently with grade recovery. Other attendance recovery opportunities will be at the discretion of the administration. See Principal's message on report cards at end of each six weeks regarding exact days designated for grade/attendance recovery. Details will also be posted on the school website. For any further information, please call the school office – (337) 239-3039.

School Approved Educational Leave

1. A minimum of two weeks prior to the trip, parents must submit, in writing, a request to the principal including the destination and the dates of the trip for approval.
2. If approved, the student (within two weeks of returning) will submit a presentation of the trip. The presentation will be in the form of a slideshow. It will include the following: pictures, educational data about the area, and a personal commentary by the student on how the trip was an educational benefit to the student.
3. The presentation will be presented to a class within a time period at the discretion of the teacher.

Equipment for the construction of this presentation is available at the school except for a camera. It will be up to the student to arrange for the time to complete this task; it will not be allowed during regular class time.

Class Preparation

All students must bring to class necessary materials (textbooks, pens, pencils, paper, notebooks, gym clothes, etc.) required by each teacher. Teachers are requested to notify the administration of any continued violation of this rule. Continuous violation will be considered as willful disobedience and may result in detention and/or suspension.

Student Identifications

All students are required to purchase a school issued ID badge / lanyard. An ID badge is required every day and it is **mandatory that it is visible at all times.** School ID is to be **on a school issued lanyard and worn only around the neck.** Cost of ID and lanyard is \$10.00.

If you fail to wear your ID at school, please take the following steps:

1. Report to the library prior to the start of 1st period.
2. Request a temporary ID
3. Pay a temporary ID fee (50 cents per day)
4. Experience consequences listed below

*****If you lose your ID / lanyard,** you will report to the library and follow the procedures for obtaining a replacement at the cost of \$5.00 each time. Replacement lanyards will cost \$2.00.

The consequences for not wearing school assigned ID / lanyard:

- 1st offense – Fine & temporary ID
- 2nd offense – Reprimand, fine, & temporary ID
- 3rd offense – Reprimand, fine, & temporary ID
- 4th offense – Fine, **detention**, temporary ID
- 5th offense – Fine, **suspension**, temporary ID



***** ID violations start over each 6 weeks.**

*****Student IDs cannot be altered in any way. Damaged IDs must be replaced.**

*****New students are required to purchase a school ID within 7 instructional days after enrollment.**

Obtaining Permission to Be Out of Class

Students must always report to the teacher's class before requesting to go to the counselor, office, or another teacher's classroom. The teacher needing the student must receive permission to use the student prior to the student leaving a regularly-scheduled class. No student may leave a teacher's class without the teacher's permission, even though requested by another teacher.

Hall Passes

If a student is in the hall, the student must have **a good reason, an approved AHS hall pass, and have signed their class student log** upon exiting and re-entering the classroom. No student is permitted in the hallway without a hall pass from the assigned teacher. The SRO or an administrator will escort students, found in the hallway without a pass, back to their designated room. Hall passes must be visible at all times. Excessive use or misuse of a hall pass will result in detention and possible suspension.

Off-Limits Areas

At no time are Junior High Students allowed in areas designated as High School only. High School students are not allowed in the Junior High Hall. Certain campus locations will be restricted from student use without a teacher. Students must not be in these areas without supervision:

1. Classrooms / locker rooms prior to school or during lunch.
2. Hallways in the main school building prior to 7:45 AM or during lunch.
3. The industrial arts building (shop).
4. PE offices.
5. Anacoco Elementary campus

*****Random "Hall Sweeps" will be conducted by the administration throughout the instructional day between class changes. Any student who did not report to class on time during "Hall Sweeps" may be assigned detention.*****

Telephone Use

No student may use any telephone on the AHS campus without expressed permission from the administration or designee. At no time will students be permitted to leave class to make or receive telephone calls unless it is an emergency situation. The use of cellular phones by students to communicate with others is prohibited. Detention may be assigned for violation of this policy on the 1st offense. Repeat violations may result in suspension.

Permission to Leave Campus

Students are not allowed to be in the parking lot at any time during the day, unless they have permission from the administration and are accompanied by the SRO.

Students are not to leave campus until their daily schedule has been completed. All students must sign out upon leaving school.

All students must obtain permission from the administration or his designee and sign the sign-out sheet in the main office in order to leave campus prior to a completed schedule. Designees are as follows: Principal, Assistant Principal, or adult staff in the office. Students who leave without permission are subject to suspension.

Students/School Related Activities

- Students who are under expulsion/suspension and/or not currently enrolled in school will not be allowed to attend or take part in any school sponsored function.
- Students who have not been in regular attendance / or are in "academic danger" (D or F) may not attend school activities, such as club meetings, athletic events, proms, class field trips, etc.

Video Surveillance Policy



The Vernon Parish School Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, student, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property. Signs will be displayed throughout the premises.

Prohibited Items

The following may not be transported to or located on the school campus. Items confiscated will be returned to the parent or guardian of the student at the discretion of the administration.

1. Tobacco or tobacco products of any kind (matches, lighters, electronic / vapor cigarettes included)
2. Weapons (to include guns, knives, brass knuckles, heavy chain, metal pipes, ice picks, razors, etc.)
3. Headgear of any kind (hat, cap, scarf, handkerchief); sweatbands, bandanas, arm bands
4. Sunshades (unless prescription). Non-prescription contact lenses.
5. Fast food / convenient store food items cannot be dropped off to students. No gum or candy. All brands of "Energy drinks" or protein / muscle drinks are prohibited. No re-sealable drinks or coffee drinks.
6. Non-approved electronic devices and cameras
7. Rubber, plastic, or colored bracelets with or without writing/pictures
8. Beepers, remote controls, pagers
9. Trading cards of any kind, yo-yos, or playing cards
10. Laser pointers

Flowers, Balloons, and Gift Policy

Due to safety precautions, balloons and glass vases are not allowed on school buses. If you choose to send these items to school, please make arrangements to have the student picked up after school.

Lockers

1. Students are assigned lockers.
2. Students are not to share or change lockers.
3. Do not put anything on the outside of the lockers.
4. Keep the lockers closed; keep things straight in the lockers so the doors will close properly.
5. Do not slam or kick the lockers.
6. Anacoco High reserves the right to inspect all lockers, book bags, and storage areas at any time.
7. Book bags will be placed in lockers in the morning and will be retrieved only when going home.
8. **P.E. students must return their book bag / gym bag to their lockers prior to going to lunch.**



Emergency Evacuation Procedures

1. The signal to evacuate the buildings will be the fire alarm system or a voice command over the intercom.
2. The teacher will make the students aware of the route for evacuating the building from their particular area.
3. All windows and doors should be closed upon leaving the room (except for tornadoes), and all students should be moved a safe distance away from any buildings.
4. All teachers are to take class attendance record with them when exiting the buildings to the area of safety.

Fire or Bomb Threat

1. Fire alarm will sound or voice command will indicate evacuation.
2. Teachers will direct students to follow teacher to designated area.
3. Teachers will clear all rooms and hallways.

4. Teachers will briefly search their individual classroom as students exit and report any unusual object in the classroom to the administration. If an unusual object is detected, no person should touch the object but report it to administration as soon as possible.
5. Teachers will carry class attendance record to evacuation area. Any missing students must be reported to administration.

Tornadoes or Inclement Weather

1. An alarm will sound or voice command will indicate dangerous weather conditions.
2. Teachers will direct students to nearest hallway.
3. If possible, leave one window or outside door to classroom open.
4. Teachers must model correct procedure for students to sit on the floor against the wall with elbows on knees and hands clasped behind head. Please locate students away from glass windows.
5. Teacher will carry class attendance record and absentee list to hallway.
6. If the school is damaged by tornado, determine any injuries to students or personnel in a calm, efficient manner.

In case of power outage, teachers are to remain in their classroom with their students until further instructions are given by the administration.

Emergency Codes

A Code Red will indicate that a major occurrence has happened or is happening on our campus. The following codes will be used in case of an emergency:

Code Red: A school wide lock down and students must remain in class with teacher.

Code Blue: All clear and classes will resume schedule as announced over intercom

*****During Code Red, no student will be permitted to leave class or campus.*****

Emergency Closings

In the event that the school is to be closed due to emergencies (weather, electrical outages, etc.), each faculty and staff member will be notified by office personnel as early as possible. In inclement weather, please tune your radio to KVVV Country 105, KJAE 93.5 or your local television station.



Search and Seizure

Students are subject to be searched if there is reasonable suspicion by the principal, teacher or other school administrator, or when the health, safety, and welfare of other students and faculty are believed to be in jeopardy. Any or all vehicles parked on school campus are subject to being searched at any time when reasonable suspicion warrants such action.

AHS Academic Code

Expectations

- Each student is assumed to be an honorable person.
- Each student is a person who can be trusted at all times.
- Each student is up-front under all circumstances.
- Each student is a person who, if he says he will do something, will do it, because he is giving his word and pledging his honor.
- Each student is expected to help others achieve their personal best. Student will always be ready to judge honorable and dishonorable behavior when they see it around them.

Students must neither permit behavior of a dishonorable type nor must they accept anything that results from dishonorable behavior.

What Is Academic Dishonesty?

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Examples:

- Looking on someone's paper/computer screen or using a "cheat sheet" while taking a test.
- Turning in a research paper that you bought from a service or received from some other source.
- Submitting your same work more than once for credit without the teacher's permission.
- Using memory calculators with stored exam information while taking a test.
- Using someone else's answers for a lab/homework assignment.

Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Examples:

- Making up data on a lab or research assignment.
- Making up a source to use as a citation in a paper.

Facilitation: Intentionally or knowingly helping or attempting to help another student violate any provision of the academic honor code.

Examples:

- Giving another student one's homework so that he/she can copy the answers.
- Letting someone copy one's answers during an exam.
- Giving test information to a student in another hour of the same class.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Examples:

- Quoting a source (copying information word for word) and failing to give the proper citation.
- Putting a source's text into one's own words (paraphrasing) and not citing the source.
- Copying someone else's computer disk for a project and submitting it as one's own.

Consequences of Honor Code Infractions

1. Students committing academic dishonesty will receive a zero for their work.
2. Parents of the students will be notified by the teacher(s) of honor code violations.
3. Additionally, students may face one or more of the following consequences as determined by their teacher(s) and the principal:
 - Removal from the National Honor Society
 - Removal from the honor roll
 - Removal of teacher recommendations from the student's file



NOTE: The ramifications of academic dishonesty can be far-reaching. It can impact a student's GPA and class standing, and/or it can impact the chances of a student's acceptance to a college or a job. Additionally, it can impact potential recommendations for scholarship awards.

AHS Dress Code

The policy of AHS shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum, creates a safety concern or possibly creates a health concern. The principal will make the final decision as to what is considered proper or improper dress according to the following minimum guidelines. Students are expected to dress in a neat and appropriate manner at all times. Clothing should be clean and in good taste. Extremes in style or grooming will not be permitted. A record of student dress code violations will be maintained by the teachers / administration. Student signatures will be recorded, denoting the infraction. Repeat violations will result in detention / suspension.

Hair:

1. The hair of all students must be kept clean and neat and not covering the eyes at any time.
2. Male students may have hair no longer than the shirt collar and must have hair cut above the eyebrows.
3. Designs, colors, and/or styles that distract from the learning environment and/or student's performance are prohibited.
4. No extreme distracting hairstyles (ex. Asymmetrical one side shaved, Mohawks, unnatural dyes such as pink, blue, purple, green, extreme reds etc.)
5. Designs shaved into the hair are also prohibited.
6. No picks or combs may be worn in the hair.

Facial Hair:

1. Students will maintain a clean shaven face.
2. No facial hair on neck, chin, or cheeks.
3. Male students are prohibited from wearing beards or goatees.
4. Sideburns may be worn to the base of the earlobe.
5. Students may wear a neatly trimmed mustache.
6. Students with a skin condition will be dealt with on an individual basis. Current doctor note is required.

Tattoos/Body Art (Permanent or Nonpermanent): May **not be visible** at any time. Male students are prohibited from wearing nail polish or make-up. Students are not allowed to draw pictures, symbols or words on their bodies or clothing.

Articles of Clothing

- Shirts/blouses, jerseys, and T-shirts will be sized appropriately, buttoned and tucked in at the waist. **Tucked shirt policy is for male students.** Shirts that have been altered by cutting, tearing or removal of seams are prohibited. Any shirt that exposes the side torso is unacceptable.
- Sweaters and sweatshirts should be no longer than hip length.
- Sleeveless blouses or shirts which reveal undergarments, see-through, sheer, or lace tops, tank tops, spaghetti straps, muscle shirts, cut off shirts, bare midribs, halter tops, crop tops, tube tops, and mesh shirts shall not be worn. Shoulders of sleeveless shirts must be a minimum width of three fingers.
- No exposed cleavage is permitted.
- Pants and trousers must be appropriately sized, must be of regular ankle length, and have a hem or cuff. Shorts and pants must be hemmed. Leggings / tights, "jeggings" are unacceptable. Excessively tight "skinny pants" are prohibited. Yoga pants, compression shorts / sport tights are prohibited.
- Pants, trousers, and shorts shall be worn at the waist (not in a "sagging" manner). Pants with loops require a belt. No excessively tight or loose pants/trousers shall be permitted.
- No mesh, nylon, or athletic shorts may be worn at school (other than in P.E. class).
- No cargo shorts or pants with oversized pockets will be allowed.
- No trench coats or dusters (oversized long coats) will be permitted.
- Skirts, skorts, shorts, jumpers, and dresses are permitted. Length will be no shorter than a 3 inch measurement from the floor in kneeling position. Boxers, short-shorts, mini-skirts, sarongs, sundresses, backless, strapless, and/or cut-out/see-through dresses are not permitted.
- Appropriate footwear must be worn at all times during the school day. Shoes with laces will be kept tied and neat at all times. No athletic slides, flip-flops (rubber, plastic or leather), house slippers, or shower shoes are permitted. Also no rollers on tennis shoes are permitted.
- Warm-ups, jogging and/or sweat suits are permissible only in physical education classes as long as they are sized appropriately and are not sheer and/or see-through. No pajama clothing is permitted.
- No holes or patches are allowed in clothing. All clothing must be hemmed.
- Clothing that advertises any alcoholic beverages, tobacco, or drugs, or those with obscene or offensive printing on them will not be permitted.
- No student (male or female) will be permitted to bring or wear cap(s), hat(s), and/or bandana(s) on school property, including school buses, during the regular school day, unless otherwise notified by the administration. Bandanas cannot be worn as head scarf / headband. Caps are permitted for baseball practice.
- **School dress code extends to all school activities** such as basketball games, dances, proms (no two piece dresses), school related field trips taken by students during the instructional school year, and **at visiting school sites.** For outdoor athletic events at AHS and at visiting school sites, the dress code shall be modified to include clothing that is **appropriate and modest** as defined by the administration.
- Jewelry - Male students may not wear earrings. **Female students are limited to two earrings in the ear lobe only.** Clear stud holders, strings, or any other piercing devices are also prohibited from being worn. Ear gauges are prohibited. Tongue rings, facial piercings are prohibited.
- Plain T-shirts designed / designated as "undershirts" are not acceptable attire as an outer shirt.
- Students are prohibited from wearing a chained wallet. Bracelets or necklaces with oversized, heavy chains or those containing sharp objects that could be used as a weapon are prohibited.
- Frayed clothing of any kind is prohibited.

Discipline

Rights and Responsibilities of the Students

All are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. This school shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of students, teachers, and staff. Students shall exercise their rights responsibly, in compliance with rules established to achieve and maintain order in school. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and promote adherence by all students to the responsibilities of citizens in the school community.

Student's responsibilities for achieving a positive learning environment at school or school related activities shall require them to **refrain from the following behaviors**:

- Use or possession of alcohol, tobacco, or drugs
- Fighting or disruptive arguing – Students will be suspended for fighting.
- Disrespect or disobedience of school personnel
- Dishonesty or stealing
- Extreme dress or appearance
- Skipping class or school
- Leaving school without permission
- Excessive tardiness/absences
- Gathering in the parking lot for long periods of time
- Destroying/defacing school property
- Display of affection
- Rowdy behavior, picking, loud yelling or running in the building
- Profanity or verbal harassment
- Visiting the parking lot or any unsupervised area without permission
- Guns and other illegal weapons (stick, club, knife, razor, box cutter, brass knuckles, or fireworks, etc.)
- Chewing gum, eating, or drinking in undesignated areas
- Walking in the hall during class without a hall pass
- Cheating on tests/class work – The teacher will be in full possession of the facts. See honor code.
- Hazing: the intentional knowing or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health of a student
- Disruptive class behavior
- No glass containers, open containers, or re-sealable bottles are permitted on campus
- Possession of, and/or use of lasers
- Sexual harassment

Violation Guidelines

A **general** guideline to the response of violations **may** be the following:

(Note that responses will vary due to the severity of offense as determined by the administration). Also, this listing is by no means to be considered an all inclusive listing of possible student behaviors. All disciplinary decisions are at the discretion of the administration.

1 st offense	reprimand / counseling
2 nd offense	detention
3 rd offense	detention / suspension
4 th offense	suspension

*** Students will be placed on a behavior contract after the 2nd suspension. Students receiving a 4th suspension will be referred to the Child Welfare and Attendance Supervisor for a hearing and possible placement at the Optional School.

Willful disobedience

1 st offense	1 Day Suspension
2 nd offense	2 Days Suspension
3 rd offense	3 Days Suspension

Profanity Verbal/Written

1 st offense	1 Day Suspension
2 nd offense	2 Days Suspension
3 rd offense	3 Days Suspension

Disrespect for Authority

1 st offense	3 Days Suspension
2 nd offense	5 Days Suspension
3 rd offense	7 Days Suspension

Immoral or Vicious Practices

1 st offense	3 Days Suspension
2 nd offense	5 Days Suspension
3 rd offense	7 Days Suspension

Tobacco Use/Possession

1 st offense	1 Day Suspension
2 nd offense	3 Days Suspension
3 rd offense	5 Days Suspension

Leaving Class without Permission

1 st offense	1 Day Suspension
2 nd offense	2 Days Suspension
3 rd offense	3 Days Suspension

Use/Possession of Alcohol

1 st offense	3 Day Suspension
2 nd offense	5 Days Suspension
3 rd offense	7 Days Suspension

Leaving School Grounds without Permission

1 st offense	2 Days Suspension
2 nd offense	3 Days Suspension
3 rd offense	5 Days Suspension

Use/Possession of a Controlled Dangerous Substance

1 st offense	5 Days Suspension/recommend hearing
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Class/School Disruption

1 st offense	1 Day Suspension
2 nd offense	2 Days Suspension
3 rd offense	3 Days Suspension

Fighting

Each offense	3 - 7 Days Suspension for each offense (depending upon severity of the incident)
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Stealing/Theft/Possession of Stolen Property

1 st offense	3 Days Suspension
2 nd offense	5 Days Suspension
3 rd offense	7 Days Suspension

Firearms

1 st offense	7 Days Suspension/Recommended Expulsion
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Harassment/Bullying

1 st offense	3 Days Suspension
2 nd offense	5 Days Suspension
3 rd offense	7 Days Suspension

Vandalism to School

1 st offense	3 Days Suspension
2 nd offense	5 Days Suspension
3 rd offense	7 Days Suspension

Bus Disruption

1 st offense	3 Days Suspension from bus
2 nd offense	5 Days Suspension from bus
3 rd offense	7 Days Suspension from bus

Unfounded Charges against School Personnel

1 st offense	3 Days Suspension
2 nd offense	5 Days Suspension
3 rd offense	7 Days Suspension

Detention

Detention prevents a student from being suspended while providing them an excellent opportunity to complete assignments. Detention is to be assigned only by the administration or designee. Students are to report to detention with all materials for all subjects as directed by administrator. Any disturbance or disruption in detention may result in suspension. Failure to report to an assigned detention will result in suspension and detention will be reassigned. Any student receiving 3 detentions in any 6 weeks period may be suspended.

Wednesday Detention: Rules and Information

1. Students who mark, scratch, write, or in any way damage school property while in detention face automatic suspension. Willful disobedience (refusal to complete assigned work) or disrespect to the detention supervisor will result in suspension.
2. Students will not be permitted to leave the detention room.
3. There will be no talking to other students while in detention.
4. The student shall not make noises with their mouth, hands, or feet.
5. There will be no sleeping or resting. The student will be assigned adequate work ranging from research reports, words from the dictionary, essays or journal entries to write. The detention supervisor may assign work as deemed necessary.
6. No notes or letters will be written. No candy, drinks, or gum will be allowed.
7. Raise your hand and get permission to speak before sharpening pencils or asking any other questions.
8. No paperbacks or library books will be read without permission. If a student has a book report or has been assigned extra reading for a particular course, the detention student must inform the detention supervisor. The detention supervisor will check with the teacher for verification of the assignment.
9. Students in detention cannot participate in extra-curricular activities during detention time.
10. All school rules apply during detention (electronic devices, dress code, etc.)

*****Violation of any of the above rules will result in the student being assigned additional detention and/or suspension.*****

Suspended Students

Suspended students are restricted from the AHS campus and all school activities (including athletic events, school dances, prom, field trips, etc.) during their suspension. Students who transfer into the Vernon Parish Optional School because of disciplinary reasons will not be permitted to attend AHS activities.

Students suspended more than one time during the school year are also restricted from going on any field trips to off campus events for the remainder of the school year.

No suspended or expelled student is allowed on campus at any time. Once a suspension is assigned, the student suspended must not return until the suspension is completed. All suspensions/expulsions end at the beginning of the next school day, following said suspension/expulsion.

Textbooks

The cost of textbooks has risen considerably in recent times. Make every effort to take care of these texts. It is the responsibility of the student to keep and maintain their books. If lost or damaged, the student must pay for it. **Students must pay the cost of a new text if they lose theirs.**

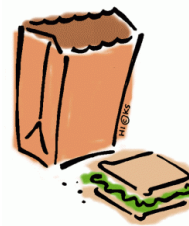


Grade Reporting & Report Cards

1. All students receive progress reports and report cards every six weeks.
2. The progress reports are sent out at or about the third week of the six weeks.
3. **It is the responsibility of the student to transport his/her progress and/or report card to parents.**
4. Forgery or alterations of these documents will result in suspension.

Lunch

- All students are eligible to apply for free or reduced lunches.
- Students will maintain an orderly manner while in the cafeteria and clean up after themselves. Throwing of food items is prohibited.
- Lunch prices will be posted.
- Lunch money will be collected every morning in the lobby. Students are encouraged to pay for at least one week at a time.
- Students who have purchased or brought their lunch from home will be allowed to enter into the cafeteria during lunch. Sodas are prohibited in the cafeteria.
- Students (**who are not eating lunch**) will not be allowed to sit in the lunchroom.
- Food or drinks purchased during lunch are not allowed in hallways, lockers, or classrooms.
- No fast food / convenient store food items, or prepared lunches can be delivered or brought to students during the school day.
- Reward refreshments distributed / consumed will be based upon administration's discretion.



Full Cost Meals (Guests):

Breakfast.....	\$2.10
Lunch.....	\$3.90

Adult Charge (School Personnel):

Breakfast.....	\$1.50
Lunch.....	\$3.10

Student Meals:

Breakfast:	
Full Price.....	\$1.00
Reduced Price.....	\$0.30

Lunch:

Full Price.....	\$2.00
Reduced Price.....	\$0.40
Extra Milk/Juice.....	\$0.50

Schedule Changes

Schedule changes after the beginning of school will be rare. Students requesting changes should complete a request form in the counselor's office. Reasons for changes are the following:

- Student was placed in a class by data entry error.
- Student has previously passed the course.
- It is determined that the student is not appropriately prepared for a course (tested, prerequisites).
- Student has failed the course under the instructor teaching the class. (Since we have a limited faculty, adherence to this rule may not always be feasible.)
- All class changes should be accomplished within the first week of the first semester and two days into the second semester.

Dual Enrollment or Advanced Placement Courses

Students may enroll in Dual Enrollment and/or AP under the following conditions:

1. The student must have at least a 3.0 Grade Point Average.
2. The student must have at least a 19 composite ACT score.
3. The student must be in good standing with the school.
4. The course(s) is not offered under the dual enrollment program already established at Anacoco High School (i.e. English IV = English IV NSU).

Grade Averaging

The final grade shall be computed using seven grades (the six separate six weeks grades and the final exam grade). Convert all grades to quality points and divide by seven. EOC exams are weighted as 16% of the final class grade.

The following scores should be used to determine final grades:

Grading Scale for Regular Courses

Grade	Percentage	Quality Points	Distribution
A	100-93	4	5
B	92-85	3	10 – 30% of pupils
C	84-75	2	34 – 45% of pupils
D	74-67	1	20 – 30% of pupils
F	66-0	0	5 – 10% of pupils

*Dual Enrollment classes will use the respective college grading scale.

Credit Requirement: In order to receive credit for courses pursued, students must earn a minimum of seven quality points per year, with at least four of those quality points earned in the second semester.

Grading Scale – cont.

A – Excellent....Classroom work is on time and is of the highest quality. The student demonstrates initiative and interest to work independently beyond class assignments, and makes valuable contributions in class work. The student who produces superior work achieves this grade.

B – Above average.....A major portion of the subject material is mastered. Assignments and classroom work are completed on time and in a creditable manner. The student frequently makes valuable responses in class. The student who does high quality work achieves this grade.

C – Average.....Most of the subject material is mastered. Most assignments and classroom work are completed on time and in an appropriate manner. The student who does high quality work achieves this grade.

D – Below average.....Some of the assignments and classroom work are completed on time and in an acceptable manner. This grade is earned by the student whose work is below average because of lack of effort or lack of ability in that subject. A “D” is an indication of possible failure.

F – Failure or Unsatisfactory.....An insufficient amount of material is understood. Classroom work and assignments are unsatisfactory. Poor response in class and poor quality of work indicate a need of additional time and effort in that subject.

*If an asterisk is listed as a grade: Failure or Unsatisfactory...due to excessive absences.

I – Incomplete.....If student receives an incomplete on their report card, it is the **responsibility of the student** to start the proceedings to remove the incomplete grade. Unless there are reasons that have been sanctioned by the principal, an incomplete grade will convert to an “F” by the third week of the following six weeks.

****It is the student’s responsibility to double-check his/her records or report cards for errors or omissions.**

End of the Course Testing

EOC – End of Course tests will be 16% of the final course grade for the applicable course. EOC tests are Algebra I, American History, Geometry, English II, English III and Biology I.

Graduation and Credit Requirements

Refer to the Vernon Parish Student Handbook for complete and detailed Graduation and Credit Requirements.

Since AHS has a contractual relationship with its parents and students and since the handbook is an integral part of the contractual agreement, all parties are reminded of the following:

- Full participation in the graduation ceremony at AHS is a **privilege**, not a right for the individual student and his/her parents. Therefore, the privilege of graduating with one’s class, on the stage, on graduation day is governed by the following principles:
 1. Successful completion of the course of studies required by the State of Louisiana.
 2. Successful completion of the course of studies required by the Vernon Parish School Board.
 3. Successful completion of state high stakes testing requirements / remediation.

The certification by the AHS administrators is that by having followed the rules and regulations of the school to such a degree that the student is worthy of the privilege of being an active participant in the graduation ceremony. These rules and regulations specifically include the section on suspension and expulsion as found in the handbook. However, other breaches of rules and regulations may be considered by the administration before bestowing on the student the privilege of being able to participate in the graduation ceremony. Any decision adversely affecting a student's privilege of being an active participant in the graduation ceremony may be appealed to the Vernon Parish School Board. The decision of the board is final.

Minimum Requirements for Junior High Students

Seventh and eighth grade students must pass Math, Language Arts, Social Studies, and Science in order to be promoted to the next grade level. Eighth grade students must also pass the LEAP test (ELA and Math portions) to be promoted. Any student who does not score above the 35th percentile on the ILEAP/LEAP will be placed into tutoring classes to enhance skills in language arts and math.

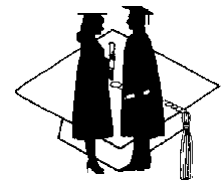
All students, grades 7-12 must earn a total of seven quality points for the year with four being earned in the second semester. Quality points are determined as follows: A=4 points, B=3 points, C=2 points, D=1 point, F=0 points. Final grades are determined using the 1st, 2nd, 3rd, 4th, 5th, 6th six weeks and the final exam grades. Any student not meeting the above requirements will be referred to the School Building Level Committee (SBLC).

Honor Graduates

Students will be recognized as **honor graduates** using the Vernon Parish School Board policy defined below:

Academic Recognition for Graduating Seniors

- Any graduating senior who has attained a 3.0 cumulative grade point average in a diploma completion curriculum will be recognized as an honor graduate.
- A graduating senior, who has completed the LA CORE FOUR Curriculum with a minimum 3.5 cumulative grade point average, will be recognized as a "Distinguished Honor Graduate". Distinguished Honor Graduates will be noted according to their cumulative grade point averages:



Cum Laude
3.50 – 3.699

Magna Cum Laude
3.70 – 3.899

Summa Cum Laude
3.90 – 4.0

Organizations/Sports Sponsors

4-H.....	Mrs. Haymon, Mrs. Taylor
Baseball.....	Mr. Roy, Mr. Prichard
Boys' Basketball.....	Mr. Prichard, Mr. Reese
Boys' & Girls Track.....	Mrs. Cecil, Mrs. Goins
Cheerleading.....	Mrs. Dowden, Mrs. Toney
Chorus & Yearbook.....	Ms. Gibbs
Cross Country.....	Mrs. Cecil, Mr. Kirkwood
FBLA.....	Mrs. Becky Draughn
FCS.....	Mrs. Horton
Girls' Basketball.....	Mrs. Goins, Mrs. Cecil
Golf.....	Mr. Ferguson
HOSA.....	Mrs. Haymon
Jr. 4-H.....	Mrs. Brittany Draughn, Mr. Merchant
LEO.....	Mrs. Cecil
NHS.....	Mrs. Haymon
Quiz Bowl.....	Ms. Gibbs



Rodeo..... Mrs. Weisgerber
 Softball..... Mrs. Taylor, Mr. Reese
 SGA..... Mrs. Taylor, Mrs. Weisgerber
 Prom..... Mrs. Bradford, Mr. Kirkwood
 *October 1st Deadline for joining the organization and paying dues. Students enrolling in school after October 1st will be offered an opportunity to join on an individual basis.

Bell Schedule

7:25 Buses Unload
 7:45 First Bell
 7:49 – 8:47..... First Hour
 8:51 – 9:46..... Second Hour
 9:50 – 10:45..... Third Hour
 10:49 – 11:44..... Fourth Hour
 11:48 – 12:42..... Fifth Hour
 12:46 – 1:14..... Lunch
 1:18 – 2:12..... Sixth Hour
 2:16 – 3:10..... Seventh Hour



Student Parking

For students that provide their own transportation, they must adhere to the following rules:

- Must have a valid driver’s license.
- Upon arriving at the campus, you may not leave for any reason. You must follow the regular check-out procedure.
- Students are assigned parking areas and are to park only in those designated areas.
- Seniors will park in the lot across from the elementary school. The only exceptions are those seniors who will be involved in activities that will keep them at school past 3 p.m. The rest of the drivers are to park in the back parking lot. Do not park in the first line or close to the elementary side. All vehicles must park within the single designated spaces.
- Students must drive safely. The final determiner of the question of safety will be the principal and/or his designee.
- Students may not linger in parking lots, on sidewalks, in halls, or bathrooms before or after school.

Any violation of these rules may result in a loss of driving privileges and/or regular disciplinary measures.

Only students involved in extracurricular activities may be on campus past 3:30 p.m. and only then under the supervision of school personnel.

Cell Phone and Approved Electronic Devices

Students **will not be** allowed to have electronic devices **in view or turned on** during the school day *unless* the device is being used in a designated instructional setting / area, and the student has the explicit permission of the administration or teacher.



Consequences:

- 1st offense Confiscation of the device and parent must pick up device.
- 2nd offense Confiscation of the device, detention, and parent must pick up device.
- 3rd offense Confiscation of the device, suspension and parent must pick up device.

***Any subsequent offense would be treated as the 3rd offense.

NOTE: SIMS card may not be removed from confiscated phones while being held by the school. Parents may retrieve the cell phone from the administration after the end of the instructional day on which the phone violation occurred, or on any day thereafter during normal office hours. The instructional day ends at 3:10 PM. Normal office hours are 7:00 AM – 4:00 PM. Parents must sign a technology violation / release form before retrieving the phone.

Bus Loading and Unloading

Students must report directly to the bus loading area (without loitering in the hallways) upon the dismissal bell. All students must exit the building via one of the front 4 main lobby doors only. Students are not allowed to cut through the elementary campus while proceeding to the bus loading area. All students are dismissed from the bus un-loading area at 7:25 AM.

Accelerated Math and Accelerated Reader

These programs are managed by the school librarian and work within the general guidelines of the teacher's classroom policies / procedures. Parents can monitor student progress by accessing the AHS school website and clicking on the Renaissance Home Connect icon. Students who are absent, or do not complete a test within the designated class time frame are required to take an AR test prior to school or during lunch in the library. All students in grades 7 – 11 have a designated AR test day in the library during the last week of each 6 weeks.

Parent Pick-Up and Drop Off

Parent pick-up and drop-off for junior high and high school students is in the **back parking lot only**. Junior High students are to be dropped off at the first building (new annex). High school students are to be dropped off at the main building. After being dropped off, junior high students will report to the designated area in front of the junior high building. High school students will report to the main lobby. Students are not allowed to enter the main building / hallways until 7:45 AM. During inclement weather, all students will report to the designated areas. The front parking lot area is designated as a "bus only" area. Cars are not allowed to access this area for student drop-off or pick-up in the AM or PM.

Physical Education Uniforms

All students enrolled in a physical education class are required to purchase an official AHS physical education uniform (gold top & purple bottoms). The uniform can be purchased from the school or from a local vendor. Students are required to dress out in full uniform each day, be present for roll call, perform basic calisthenics, and participate in the daily instructional unit. Yoga pants, leggings / tights or non-uniform shorts are unacceptable. Failure to dress out will result in consequences such as: verbal reprimand, reduction to daily grade, detention and / or suspension, depending upon the infraction level.

Extra-Curricular Activities

Classroom teachers reserve the right to withhold students from field trips, club activities, sporting events and extra-curricular activities due to excessive absences, or because the student currently has a "D" or "F" grade within the academic class that would be missed due to his / her participation in the extra-curricular event.

Senior Early Dismissal

All seniors are required to stay through 5th period. Students may leave after 5th period if **ALL** academic / school requirements are being met and a signed note from the parent / guardian is submitted to the office. Requirements include, but are not limited to: a minimum ACT composite of 18, passing grade in assigned classes, and being in compliance with attendance guidelines. Early dismissal is considered a privilege, not a right. Seniors failing to sign out on office sign-out form will be subject to disciplinary actions.