

This book belongs to:

**Terrebonne High School
7318 Main Street
Houma, Louisiana
70360**

Principal: Graham Douglas
Assistant Principals: Carmen Robinson, Julio Contreras
Master Teacher: Carla Andreasen



Tiger Pride

**Main Office (985) 879-3377
Fax (985) 223-2270
Assistant Principals' Office 879-3378
Guidance Office 879-2337
Cafeteria 879-4168
Nurse's Office 853-1602
Library 879-3370
Athletics 873-7533
Marketing Education (DECA) 872-3749**

TABLE OF CONTENTS

Principal’s Message	3	Honor System	9
Our School	3	Zero Tolerance	10
Mission Statement	4	Search & Seizure	10
School Calendar	4	Student Behavior	11
Special Dates	5	Courtesy Rules	12
Bell Schedule	5	Cafeteria Rules	12
Grading Scale	5	Assemblies	13
Alma Mater	5	Hall Passes	13
Athletics	6	Dress Code Policy	13
General Information	6	Glossary	13
Guidance Office	6	Regulations	14
Library	6	Consequences	15
Emergency Drills	7	Student ID	16
Drug Testing	7	Attendance policy	17
Medication	7	Tardy Policy	17
Bullying/Hazing	7	Attendance	18
Debts owed	8	Truant Policy	19
Care of Textbooks	8	Recommendations	20
Student pick-up	8	Homework	20
Student Vehicles	8	Attendance Reward	20
Visitors	9	Technology	21
Announcements	9	Cell phone Policy	21
Discipline	9	School telephone	21
Student Code	9	Computer Use	22

**Any situation not covered in this handbook will be dealt with
by a member of the administrative staff.**

PRINCIPAL'S MESSAGE

As principal of Terrebonne High School, the staff and I extend a warm welcome to you and trust that your experience here will be a rewarding and positive one.

Student learning is the primary focus of Terrebonne High School. The administration, faculty, and staff dedicate itself to continued professional growth and development to enhance the learning environment.

At Terrebonne High School we will provide a learning environment that is committed to the following:

- A strong academic environment where all students will be given an opportunity to excel
- A partnership with families to ensure student success
- A school environment that is safe, caring, and respected by all
- An appreciation of all students, parents, faculty, staff, and administration
- A connection with the business community that forges partnerships to increase learning outcomes

All students will be afforded the opportunity to become academically, culturally, and technologically literate.

Administrators, faculty, and staff at Terrebonne are committed to serving the needs of students and creating a productive and educational environment. Terrebonne High School continues to provide a legacy of excellence and tradition in education.

Have a great year!
Graham Douglas, Principal

OUR SCHOOL

In existence since 1908 Terrebonne High School is the second oldest accredited high school in Louisiana. The Southern Association of Colleges awarded the accreditation in 1914. The class of 1908 graduated one student and has steadily grown since that time. The school building site has changed four times and the class of 1941 was the first to graduate from the present facility. For a complete history of Terrebonne High School, its curriculum, programs, and other information log on to our website <http://schools.tpsd.org/th/>.

MISSION STATEMENT

The mission of the faculty, students, parents, and community of Terrebonne High School is to establish a strong foundation for lifelong learning by nurturing, guiding, and challenging all of our students to achieve to their maximum potential.

2011-2012 SCHOOL CALENDAR

FALL SEMESTER

Staff Dev. Day #1.....Aug. 04
Records Day.....Aug. 05
Students' First Day.....Aug. 08
Progress Reports.....Aug. 22
Labor Day Holiday..... Sept. 05
1st Gr. Period Ends..... Sept. 07
Grade Posting.....Sept. 02-12
Report Cards Issued.....Sept. 13
Progress Reports..... Sept. 22
2nd Gr. Period Ends..... .Oct. 07
Grade Posting..... .Oct. 05-14
Fall Break*.....Oct. 10-11
Report Cards Issued... ..Oct. 17
Progress Reports Issued.Oct. 26
3rd Gr. Period Ends.....Nov. 10
Grade Posting.....Nov. 08-15
Report Cards Issued.....Nov. 16
Thanksgiving Holidays...Nov. 21-25
Progress Reports.....Dec. 02
Grade Posting.....Dec. 17-Jan. 05
Final Exams (1&3).....Dec. 19
Final Exams (2&4).....Dec. 20
4th Gr. Period Ends.....Dec. 20
Records Day*.....Dec. 21
Grade Posting..... Dec. 22-Jan. 02
Christmas Hol.....Dec. 22-Jan. 02

SPRING SEMESTER

Students return.....Jan. 03
Report cards issued.....Jan. 06
Staff Dev. Day #2.....Jan. 13
MLK Holiday.....Jan. 16
Progress Reports.....Jan. 19
5th Gr. Period ends.....Feb.03
Grade Posting.....Feb. 01-08
Report cards Issued.....Feb. 09
Mardi Gras Holidays.....Feb.20-24
Progress Reports.....Feb.27
6th Gr. Period Ends.....Mar. 13
Grade Posting.....Mar. 09-16
Report Cards Issued.....Mar. 19
GEE (Phase I).....Mar. 20
Progress ReportsMar. 28
Spring Break.....April 02-April 06
GEE (Phase II)Apr. 12-17
7th Gr. Period Ends.....Apr. 19
Grade Posting.....Apr. 17-24
Report Cards Issued.....Apr. 25
Senior Progress Reports.....May 01
Progress reports.....May 04
Senior Final Exams (1&2)... May 09
Senior Final Exams (3&4)....May 10
Senior Gr. Posting.....May 08-15
Final Exams (1&3) May 18
Final Exams (2&4).....May 21
THS Graduation.....May 21
Records Day.....May 22

***Make-up days if needed: October 10, 11, and November 21.**

SPECIAL DATES

Fall Open House.....August 22, 2011	Senior Final Exams (3&4).....May 10, 2012
Senior Progress Reports.....May 1, 2012	Senior Grade Posting.....May 08-15, 2012
Senior Final Exams (1&2).....May 09, 2012	THS Graduation.....May 21, 2012

BELL SCHEDULE

6:55	Students allowed on campus
7:15- 7:20	Entrance bell
7:20- 9:02	1 st period
9:06- 10:36	2 nd period
10:36- 11:07	Lunch
10:52	2 nd half Lunch bell
11:05	Vo-Tech Bus Boarding Bell
11:07	End of Lunch Bell
11:11- 12:40	3 rd period
12:44- 2:15	4 th period

GRADING SCALE

Regular classes		Honors classes	
A- 95-100	D- 70-75	A- 90-100	D- 60- 69
B- 87-94	F- Below 70	B- 80-89	F- Below 60
C- 76-86	I- Incomplete	C- 70-79	I- Incomplete

ALMA MATER

The praises of Terrebonne High School sing.
 Our voices raise on high.
 Her glorious name to the breezes fling,
 ‘Til echoes rend the sky.
 For noble deeds, for honor bright,
 For truth’s unbroken sway.
 For victories won in virtue’s fight.
 We herald her fame today.

ATHLETICS

ATHLETIC ELIGIBILITY

Student-athletes must have earned at least 5 credits the preceding year, must have a 1.5 GPA for the previous semester or year, have a signed parental consent form, and must have a physical exam. All LHSAA rules will apply. Log on to our website <http://schools.tpsd.org/th/> for more information.

CONDUCT AT ATHLETIC EVENTS

Any student/fan who demonstrates unsportsmanlike conduct at any extra-curricular activity will be disciplined and banned from all activities. This includes but is not limited to derogatory comments, and profanity or gestures directed to the opponent's team, fans, or support groups such as cheerleaders, dance groups, or band. For, further information, contact the Athletic Director.

GENERAL INFORMATION

GUIDANCE OFFICE

The guidance counselors provide a variety of services to students, parents, and teachers which include counseling, academic and occupational information, orientation, education and work placement. The guidance office is open before school and during the lunch break with a counselor available at all times. In order to talk to a counselor during a class period, a student must obtain a permission slip from the teacher and bring this permit to the guidance office. Each student is assigned to a specific counselor and will be monitored during his/her entire academic career at THS.

LIBRARY

Students may come to the library to browse for books, read, work on assignments, or do research before school (7:00 a.m.), during lunch, or after school until 2:35pm. Students must conduct themselves in a very orderly manner at all times in the library. Talking, eating or drinking will not be allowed without permission. All debts must be cleared before checking out new items. Fines for over-dues are five cents per day.

EMERGENCY DRILLS

Emergency drills and fire drills will be held throughout the school year and monitored under the THS Crisis Committee. During an emergency drill, students **must quietly follow the instructions of the teacher.** New Rising Sun Baptist Church will serve as the secondary relocation center for student pickup in the event of a campus evacuation.

DRUG TESTING

Beginning with the 1999-2000 school year, the Terrebonne Parish School Board passed a plan that allows for the random drug testing of all students involved in extra-curricular activities.

MEDICATION

According to school board policy, students cannot take, have in their possession, or be given non-prescription medication such as Tylenol, aspirin, cold medications, ointments, etc. by school personnel during school hours. Students also may not possess prescription medication. If prescription medicine must be taken during school hours, written parental consent and a completed doctor's form must be on file in the Main Office. It is the student's responsibility to report at the proper time for medication. A parent or guardian must bring all medicine/medications to school. Students in possession of any medication (prescription or over-the-counter) will be subject to disciplinary action. Contact the Main Office for more information.

BULLYING/SEXUAL HARASSMENT/HAZING

The Terrebonne Parish School Board states that intimidation, harassment, hazing, and bullying (physical, verbal, relational, and cyber bullying) are not acceptable. Sex and gender discrimination is unlawful. State criminal law such as laws against child abuse prohibits sexual harassment.

DEBTS OWED TO SCHOOL

If a student owes a debt of any kind to the school which is not paid in a timely manner, that student will not be allowed to participate in any extra-curricular activity sponsored by the school. Debts carry over from year-to-year and they also carry from school-to-school. Once the debt is cleared or an acceptable payment plan is agreed upon and implemented, then the student will be restored to all privileges accorded to all students in good standing. The Terrebonne Parish School board has entered into an agreement with TigerTranz, Inc. for the collection of all returned (NSF) checks issued to schools. TigerTranz will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee which is currently \$25.00. The follow information is required an all checks written to school: Full name, Street address (not P.O. Box), Phone number where you may be contacted, Child's name on Memo line.

CARE OF TEXTBOOKS

Students are responsible for textbooks issued to them. Students not returning textbooks at the end of each semester, at the end of a half unit course (or upon withdrawal from school) will be charged full textbook replacement costs. The student's name and amount owed will be placed on the textbook debt list until cleared.

STUDENT PICK-UP/DROP-OFF RULES

Students may be dropped off or picked up only in front of the school on Main Street. Students may not arrive prior to 6:55am.

STUDENT VEHICLES/REGISTRATION

Each student must register the vehicle he/she drives to school. Parking permits cost \$10.00 and will be available in the Main Office. The permit must hang from the rearview mirror and be easily seen. Each student registering a vehicle will receive a copy of the driving and parking regulations. Violation of driving and parking regulations will result in loss of parking privileges.

VISITORS

All visitors must report to the Main Office immediately upon arrival. Students are required to direct visitors to the Main Office. Students are not allowed to have visitors during school hours. No fast food, plate lunches, flowers, food, balloons, gifts, etc. will be delivered to students during school hours. Such deliveries will be turned away at the office.

ANNOUNCEMENTS

Announcements are read to all students over the intercom each morning. Students are accountable for all information read over the intercom.

DISCIPLINE

STUDENT CONDUCT CODE- RIGHTS AND RESPONSIBILITIES

Students have the right to pursue through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program. In order to obtain a quality education, students are expected to consistently practice our school maxim,

PRIDE: Personal Responsibility In Daily Effort.

It is the goal of this administration, faculty, and staff to provide each student with a quality education and to see that these students grow in a mature and responsible fashion.

HONOR SYSTEM

For those students not abiding by the honor system in examinations, the following guidelines will be used.

1. A student who is guilty of cheating on a daily quiz, weekly assignment, major test, or semester examination, will receive a grade of "F" on the test or assignment and will receive a grade of "F" in conduct for the grading period.
2. Testing irregularities and plagiarizing: A student who fails to follow teacher-prescribed testing procedures (e.g. silence, facing forward, not having test notes or study sheets in the testing areas, etc.) shall be given a grade of

“F” and shall not be permitted a further evaluation on the same material. Turning in the copied work of another or plagiarizing will be dealt with in the same manner.

3. The consequence may also include removal from an office or position of responsibility, loss of eligibility for scholarship consideration, or for special awards or recognition, and possible disciplinary action.

ZERO “0” TOLERANCE VIOLENCE PREVENTION PROGRAM

Violence: Once a physical fight takes place as determined by the principal/designee/SRO, the City Police/Sheriff’s Office will be called if deemed necessary. Each participant in the fight will be arrested, if deemed necessary, handcuffed, and taken into custody, unless it can be established that one or more students were the sole aggressor(s) and the other involved student(s) acted only in self-defense. **Firearms/Weapons:** A student who possesses, sells, distributes, displays, transfers, or uses any firearm/explosive/weapon of any type, including a look-alike, shall be suspended and the principal shall recommend expulsion.

Alcohol/Drugs: A student who possesses, sells, distributes, transfers, uses, or is under the influence of alcohol, a controlled substance, a legal substance to attain a mood-altering effect, and any equipment or device for preparing or taking drugs shall be immediately suspended from school and the principal shall recommend expulsion. Full details on the prohibition of firearms/weapons and alcohol and drugs are provided in the Terrebonne Parish School Board Code of Student Conduct.

SEARCH AND SEIZURE

School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable suspicion that the student may be in possession of drugs, alcohol, weapons, or other materials in violation of school policy or state law. Property (cars, lockers, book bags, purses, etc.) shall remain under the control of school officials and shall be subject to search. Students are responsible for all items found on their person or in their possession, including in cars, lockers, book bags, purses, etc.

STUDENT BEHAVIOR EXPECTATIONS

1. Students are obliged to follow instructions from any teacher at any time. Teachers will not make unreasonable requests of students.
2. Maintain a free flow of traffic (stay on right side) in the halls, stairs, and walkways.
3. Excessive or loud noise is prohibited on campus.
4. Students are to leave campus in an orderly manner at the designated time. Only students directly supervised by a teacher may remain in the halls.
5. Students are not to go to their cars during the school day unless permission is given by an administrator. Students may not remain in their cars upon arrival to campus.
6. Upon arrival on campus, students may not leave campus without checking out through the Main Office. Even if the 7:15 am bell has not rang you must check out prior to leaving campus.
7. Students should report to the Student Circle when arriving at school. In the event of bad weather, they will report to the Field House bleachers. They are to stay off the playing floor. No food or drinks are allowed in the gym.
8. Use or possession of tobacco products is prohibited.
9. Altering or forging of any official school document such as doctor's excuses, teacher notes, etc. is prohibited and will result in disciplinary action.
10. No student shall use, possess, or operate any electronic telecommunication, gaming, audio or video device in any school building, grounds, or bus. **No cell phones!**
11. Any threat, verbal or written, will be taken seriously.
12. Obscenities/inappropriate material or any kind, verbal or written, will result in disciplinary action.
13. State law prohibits students from carrying firearms, knives, or other implements which can be used as weapons. This regulation includes sharp combs, manicuring devices, game items, headbands, jewelry, etc.
14. Non-compliance with any rule, verbal or written, will result in disciplinary action.

GENERAL COURTESY RULES

Stairwells/Hallways: Walk to the right and keep moving; have hall pass during class time; respect others' space; talk quietly; use appropriate, non-offensive language or gestures.

Main Office: Be respectful; follow dress code, including shirt tucked, ID on, no facial piercings; sit in designated areas and await your turn; follow all directives.

Classrooms: Be in your seat when the tardy bell rings; be respectful of teacher, fellow students, and visitors; be prepared for class with text, paper, pencils, and homework; be attentive and participate from bell to bell; use appropriate language at all times; keep your seat until the bell rings; follow dress code, including shirt tucked, ID on, no facial piercings.

Computer lab: Sit in assigned seat; no food or drinks allowed; follow directions and procedures; work only on specific assignments.

Bus loading: Respect duty teachers and bus drivers; walk in designated areas; refrain from horseplay; board the bus in an orderly fashion; obey all bus rules.

Restrooms: Keep walls and floors clean; be respectful; be polite and flush; wash hands with soap before exiting, dress for success before exiting.

GENERAL BREAKFAST/LUNCH RULES

1. Students who are in line are to stay in single file, and not cut line.
2. Once students leave the serving area, they may not return to the serving area.
3. Students will walk to and from the cafeteria in an orderly manner, staying in line.
4. Students must wash their hands with water and soap.
5. Students are to stay seated until they are finished eating, and then leave the cafeteria after clearing their table and floor in their area.
6. Food, drinks, straws, utensils, etc. may not be taken from the cafeteria.
7. Place paper goods, food, tray, and utensils in the proper area.
8. Lunches brought from home must be eaten in the cafeteria.
9. No change will be given. All extra money goes into the student's account.

ASSEMBLIES

Assemblies and special programs are held throughout the year. Students are expected to be courteous to other students, teachers, and guests. Students will follow this procedure: (1) Enter the auditorium through your assigned door and take your seat quietly in your assigned area. (2) talk as little as possible. (3) Applaud when appropriate, but do not whistle, boo, or stomp your feet. (4) Always give courteous attention to the speaker. (5) Failure to follow procedure will result in exclusion from future assemblies and disciplinary action.

HALL PASSES

In order to leave class for any reason, students must have their planner with the hall pass filled out stating date, time, teacher, and specific destination. Students out of class without their hall pass/planner will be disciplined.

DRESS CODE POLICY

All students attending Terrebonne Parish Schools are required to adhere to the Board's mandatory uniform policy. New students to the parish will be given two weeks from the date of enrollment to obtain the required uniform.

Uniforms shall be worn as follows:

Boys: Solid White or Crimson shirt, khaki pants or shorts.

Girls: Solid White or Crimson blouse, khaki pants, pleated or straight skirt, shorts, skorts, or jumper.

GLOSSARY OF TERMS

Uniform Style Pants: Khaki pants may be light or dark (not white). No jean material will be acceptable. Pants must have a front zipper and buttons/snap/clip closure at the waist. Pants may have partial or full elastic at the waist. Pants must have straight legs. Cargo pants, jumpsuits, overalls, or coveralls are not allowed. Pants may be pleated/not pleated, cuffed/not cuffed. If pants have a belt loop, a belt must be worn. Shorts, Capri or full length pants will be allowed. Shorts or skirts must conform to pants regulations and must be no shorter than five inches (5") from the floor when kneeling. The small discreet brand name, such as "Dockers," "Duckhead," etc., will be permitted.

Turtlenecks Must be worn under a uniform shirt and/or uniform jumper. Turtlenecks are allowed with restrictions: White with no monograms, no name brands and no logos.

Sweatshirts/Sweaters: Pullover, long sleeve with ribbed collar, wrist, and waist, not hooded, in black, white, navy, khaki, gray, or the designated school color, possessing no labels, logos, print, or embroidering except for the official school logo will be permitted. THS or regular sweatshirts with hoods are NOT allowed.

Cumbersome: Heavy or large items which may cause a safety problem to the wearer or create a visual or auditory distraction.

Jean Material: Denim or corduroy material.

Ornate: More than one bracelet/necklace. More than two rings per hand. More than two earrings per ear. Large, dangling, or bright objects that are distracting or noisy.

Oversized Uniform: More than one size larger.

Straight Legged Pants: The measurement of the cuff from seam to seam is less than or equal to the measurement from seam to seam at the knee.

Body armor: shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

DRESS CODE REGULATIONS

1. All students will wear the designated school uniform clothing as outlined in the uniform policy. All clothing must be worn as designed by manufacturer. (No tying outerwear around waist or neck).
2. The wearing of uniforms which are oversized, baggy, sagging, torn, or extremely tight fitting is prohibited. Cut off shorts are not acceptable.
3. Pants must be hemmed and side slits are not permitted.
4. Belts may not be more than one size larger than the waist.
5. Shirts must be worn tucked in at all times. Undergarments must not be visible. Blouses must be buttoned/worn so as not to reveal cleavage. *Waistbands should be worn on waist.*
6. Uniform shirt collars must be visible when wearing a sweatshirt/sweater. Hooded sweatshirts without a zipper are prohibited.
7. Shorts, skirts, and jumpers may be worn not shorter than five inches (5") from the floor when kneeling.

8. Footwear must be worn to school and students are encouraged to wear socks. Students wearing shorts, skirts, or skorts must wear socks, which are white, black, khaki, navy, gray, or designated school color.
 9. Slippers, sandals, back-less shoes, flip-flops, and crocs are not acceptable.
 10. Body piercing (except for ears) that is visible will be prohibited. (Ex. nose, lips, tongue, eyebrows, etc.) Students may be asked to remove Band-Aids if there is suspicion that it covers a piercing. Jewelry will be confiscated.
 11. Students will not be allowed to wear ornate or cumbersome jewelry. Earrings larger than a quarter are not acceptable.
 12. Optional: The name and/or logo of the school may be professionally sewn/printed on the shirt, sweatshirt, or sweater. No other emblem or writing, other than the school's name may be on the shirt, sweatshirt, or sweater.
 13. Student's hair must be groomed in such a manner that it will not draw undue attention. Only naturally occurring hair colors are allowed (black, brunette, auburn, or blonde -- natural or dyed).
 14. Male hair length must be of even distribution. The hair must be clean, well-groomed and neat at all times. Lines cut in the hair, designs in the eyebrows, shaven hair, "Mohawk" style, ponytails, plaits, coloring, "tails" or any extreme style is prohibited.
 15. Faces must be kept neat, both in the case of boys with facial hair or girls with excessive make-up.
 16. Caps, hats, chains, headwear of any kind and non-prescribed glasses are not permitted, and will be confiscated.
 17. Students may not wear body armor.
- *The principal may exercise discretionary authority in the interpretation of the aforementioned rules and anything which necessitates judgment as to what is appropriate.

UNIFORM VIOLATIONS CONSEQUENCES:

(i.e. no belt, wrong shirt color, inappropriate shoes, facial rings etc.)

First Offense: Record in Grade book, warned (student will call home to correct the infraction). Office referral is not necessary.

Second Offense: Office referral, dress code letter sent to parent, detention, and correction of the infraction.

Third Offense: Office referral, parent notification. After School Detention, and correction of infraction.

Fourth Offense: Office referral, parent notification, after-school-detention, and correction of infraction.

Fifth Offense: Office referral, parent notification, out-of-school-detention, and correction of the infraction.

Sixth Offense: Office referral, parent notification, one day out – of-school suspension. Student will not be allowed to return to school until it is established that he/she will adhere to grooming and dress code regulations.

GROOM AND DRESS CODE VIOLATIONS CONSEQUENCES:

(i.e. untucked shirt, sagging pants, excessive jewelry, large earrings, etc.)

(To be addressed by teachers inside/outside the classroom)

First Offense: Student warned.

Second Offense: Student warned.

Third Offense: Detention.

Fourth Offense: After School Detention.

Fifth Offense: After School Detention.

Sixth Offense and any Subsequent Offenses: Out-of-school Suspension (TAPPS is not an option.)

Students who walk away from a teacher attempting to get their name for any reason will be suspended. Any student who refuses to give a teacher his name will be suspended.

STUDENT I.D. CARDS

IDs are the property of the school and shall be presented upon request.

Students will be required to wear their I.D. cards displayed **face up** over the upper chest area in a visible manner while at school. I.D. cards must be worn throughout the school day at all times while on campus beginning at 6:55am. I.D.s must be surrendered upon demand to a teacher. No student may use another student's ID for any reason. IDs defaced in any way will result in disciplinary action. The following consequences will be in effect for not wearing the student I.D. card:

First Offense: The student is warned, issued a temporary card, and the offense is recorded by teacher.

Second Offense: The student will be issued a temporary card by teacher, the conduct grade will be lowered one letter grade, and punish work will be issued (1 copy of “Proper Behavior”) and will be handed in to the teacher the next day.

Third Offense: The student will be issued a temporary card by teacher, referred to the office, and assigned 3 days of detention.

Fourth Offense: The student will be issued a temporary card by teacher, referred to the office, and assigned After School Detention.

Fifth Offense: The student will be referred to the office and receive an After School Detention.

Sixth Offense: The student will be referred to the office and receive an out-of-school suspension.

NOTE:

1. I.D. code violations will be accumulated by term (fall and spring).
2. If an I.D. is lost or stolen, the student will be responsible to pay a fee of \$5.00 for a permanent replacement.
3. I.D. code violations outside of the classroom should be referred to the office.

ATTENDANCE (Tardy Policy)

Unexcused or unsubstantiated tardiness to class will be handled on a by term basis. Unexcused or unsubstantiated tardiness to school will be handled on a yearly basis. The consequences are listed below:

First Offense: Record in grade book, warning issued.

Second Offense: Warned and recorded, conduct grade for the quarter will be lowered 2 grades if 2 tardies occur within the same quarter.

Third Offense: Warned and recorded, conduct grade for the quarter will be lowered 3 grades if 3 tardies occur within the same quarter.

Fourth Offense: Student referred to the office. Student issued a tardy letter and assigned 3 days of detention. Conduct grade will be lowered to an “F” if all 3 tardies occur in the same quarter.

Fifth Offense: Student referred to office and assigned to

After School Detention.

Sixth Offense: Student referred to the office and suspended from school thereafter for each tardy (1 day).

*Tardies to homeroom accumulate for the entire school year. All other tardies accumulate per semester.

ATTENDANCE REQUIREMENTS

- I. Students are expected to attend school every day. The school system does not condone skip-out days.
- II. Excused Absence: absences of two or fewer consecutive school days incurred due to personal illness or serious illness in the family.
 - a. Parental excuse – allows make up work, but counts against student records as a state required attendance.
 - b. Doctor's excuse, death in the family, extreme emergency (flooding, fire, hurricane, etc.) – allows make up work and does not count against state required attendance.
- III. Procedures for makeup work:
 - a. Present written documentation with the reason for the absence to school officials within three days of returning to school.
 - b. Arrangements must be made with the classroom teacher the first day of return to school to make up work missed within three (3) days of return to school. Extended periods of absence will be handled on an individual basis. Work not made up will result in an automatic "F" on all work missed.
 - c. When a student returns to school and does not present written documentation within three days of returning to school all work missed receives an automatic "F".
- IV. Absences Due to Suspensions: Students missing school as a result of any suspension shall be counted as absent and shall be given failing grades for those days suspended with makeup work allowed.
- V. Minimum Attendance Requirements

- a. Secondary students must be present a minimum of 41.7 days in a ½ unit course or 83.5 days in a full unit course in order to receive credit. A secondary student can miss no more than three and a half (3.5) days in a ½ unit course or five (5) days in a 1 unit course and still be eligible to receive credit.
 - b. Excused absences shall not be included in the three and a half (3.5) day or seven (5) day limitation of absences per class.
- VI. Exceptions to Minimum Attendance Requirements.
- a. Any exceptions to the above policy shall be made only after a review by the School Administrator.
 - b. Exceptions will be granted only if one or more of the following conditions are in evidence:
 - 1. Extended personal physical or emotional illness in which a student is absent for three or more consecutive school days as verified by a physician or nurse practitioner licensed in the state.
 - 2. Extended hospital stay in which a student is absent for three or more consecutive school days as verified by a physician or dentist.
 - 3. Extended recuperation from an accident in which a student is absent for three or more consecutive school days 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 for three or more consecutive school days as verified by a physician or dentist licensed in the state.
 - 5. Observance of special and recognized holidays of the student's own faith.
 - * Students who are exempt from final exams for achieving perfect attendance must pass the last grading period.

TRUANT POLICY

The Truancy Policy now includes Tardy. Tardy, for the purpose of notification, shall include, but not be limited to being late to

school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day. If a student checks out unexcused prior to dismissal, he/she is tardy unexcused.

ATTENDANCE RECOMMENDATIONS FOR PARENTS

Your child is sick: Call the main office at (985)879-3377, or write a note with reason and dates of absence on day of return.

Your child has a medical/dental appointment: Contact the high school office by phone or note with time and date of appointment.

You are planning a family trip: First, rethink it; then, if the educational value still outweighs the vacation value, then call or write a note communicating dates and whom the student is traveling with to the high school office at least one week prior to your trip so that your student may get school work and test information prior to leaving.

Your child is an athlete and doesn't feel well: An athlete must be present by the end of second period to be eligible to participate for that day in practice or competition.

Your child is late: Students are allowed 2 tardies to class and 3 tardies to school each marking period without any penalty. Consequences for excessive tardies may include detention, after school detention, and suspension.

HOMEWORK DURING ABSENCE

Students absent for three consecutive days should request homework. All homework requests should be made before 10am to the Guidance Office, 879-2337.

ATTENDANCE REWARD PROGRAM

An Attendance Reward Program is designed to encourage student attendance. Students who have missed no part of any class (due to a check-in, check-out, an absence, or a tardy) will be considered as having perfect attendance. School-sponsored activities or events are not included. These students will be rewarded with dress-down days and their names placed for drawings for a number of prizes.

Students with perfect attendance will be exempted from their final exams at the end of each semester.

TECHNOLOGY

POSSESSION OF A CELL PHONE/ELECTRONIC DEVICE (ON OR OFF)

The use and possession of cell phones, iPods, MP3 & CD players, etc. on campus is strictly prohibited.

First Offense: The phone/electronic device will be confiscated. Parent(s)/Legal guardian(s) will be called to pick up the phone. Warned and recorded.

Second Offense: The phone/electronic device will be confiscated. Parent(s)/Legal guardian(s) will be called to pick up the phone. After School Detention will be assigned.

Third Offense: The phone/electronic device will be confiscated. An out-of-school suspension (1 day) will be assigned. The administration will keep the cell phone for 5 school days, and returned to a parent or guardian.

Fourth Offense and subsequent offenses: The phone/electronic device will be confiscated. An out-of-school suspension (2 days) will be assigned. The administration will keep the cell phone for 10 days, and returned to a parent or guardian.

Other offenses with the use of cell phones will be given a consequence with the appropriate disciplinary actions according to the offense. e.g. including but not limited to: taking pictures with the phone, cyber bullying, cheating (texting answers), and language or graphics, which are obscene, abusive, or otherwise inappropriate at school.

Phones are never returned to the student. A parent or guardian must pick up the phone.

SCHOOL TELEPHONE USE

School telephones are to be used for official business only. Students will always be called to the phone in case of an emergency. The office phone is available for students to use in case of a personal emergency; therefore, there is no excuse for students to carry a cell phone.

COMPUTER USE RULES

Students are responsible for good behavior on computers at school. Computer files, including e-mail, are not private. The use of the school's computer and networks, software, data files, and intellectual property is a privilege and is intended for educational purposes only. The privilege may be revoked or other disciplinary action taken for violations of any of the following rules. **Students May Not:**

1. Share computer account ID's and passwords except when authorized.
2. Create, copy, receive, or use data, language or graphics, which are obscene, abusive, or otherwise inappropriate at school.
3. Access, change, or delete intellectual property belonging to others, including programs or data files not owned by the user, without their expressed permission.
4. Steal or destroy the school's computer hardware or peripherals (printer, mouse, monitor, modem, etc.)
5. Steal or destroy computer software, data files, or intellectual property owned by the school or other persons.
6. Violate or attempt to violate the security of the computer /network system.
7. Take unauthorized action which deny access to, disrupt, or destroy the service of the computer/network system.
8. Make unauthorized or unlawful installation of personal computer software on the school's computer or networks, including, but not limited to, games, virus programs, and applications software. Student-provided software must be used only in accordance with the license agreement.
9. Use computers, networks, or peripherals, to commit a forgery or to create a forged instrument.
10. Use the computer, networks, software, and data files or intellectual property in any unauthorized way.