

## **2017-2018 MACA STUDENT HANDBOOK**

### **Dear Students & Parents:**

On behalf of the faculty, we would like to welcome you to MACA for the coming year. We are looking forward to assisting you in fulfilling your educational goals. MACA has a history of fine academic and cultural arts accomplishments. You must work hard to meet the goals that have been established to carry on this tradition, making this a better place. You should benefit from everything MACA offers by being actively involved in your own education through your academic classes, and through the special programs offered here. It has always been part of MACA's mission to provide school activities that are aimed at benefiting all students, and under no circumstances will any activities endorsed by MACA be segregated on the basis of race, color, religion, or national origin.

**Also, using the school's name or its acronym, MACA, may not be used in any form of printed material (such as flyers, advertisements, products, invitations), or in any form of promotional media (such as Internet sites and pages), unless using the school's name has been approved in advance and in writing by school administrators.** If you encounter difficulties, seek out any of our trained professionals and we will do our best to help you. We are here to make your years in school as successful while being educationally challenging.

**This handbook comprises information for MACA students and their parents to use as a source of information regarding state, district, and school policies, as well as curricula, and organizations. The information contained within this handbook is subject to change on federal, state and parish directives or laws, and is also subject to administrative decisions deemed necessary and appropriate in maintaining an environment conducive to learning for all MACA students.**

We welcome the opportunity to help you as you proceed through your high school career.

Here's to a wonderful year,  
From the MACA Administrators

### **Mission Statement**

MACA will provide life-long and real-world learning experiences through an exceptional art-based program.

### **Vision Statement**

MACA will be the educator of choice for talented students in St. Landry Parish.

## **Visitors**

The school policy is to accept only those visitors who have legitimate business at the school. **Parents, guests and visitors must register in the office. They must verify who they are and their purpose for being on campus. Visitors must wear a visitor pass while on campus.** Students enrolled at MACA are not considered visitors. While on campus, a student must comply with all dress code policies at all times. Parents are always welcomed and are encouraged to make appointments for conferences with teachers, counselors, or the administration by telephoning the school in advance.

## **Guidance**

The guidance office at MACA is the starting place for all students who are interested in their schoolwork and in their futures. The guidance counselor is ready to assist all students and will provide:

- (1) educational pathways
- (2) information on colleges and universities
- (3) career information
- (4) scholarship information
- (5) class schedules\*

If any information is not available, answers will be obtained as soon as possible. The guidance counselor will discuss any vocational, educational, or personal problems with students. A parent or guardian may request an additional progress report on a student by contacting the guidance department.

Students wishing to see the counselor must sign up in the counselor's office. The student will then report back to class and wait to be called by the counselor at the appropriate time. Office hours will be from 7:30 a.m. to 3:00 p.m.

**\*Students have until the first full week of school to make approved changes to their schedules.**

## **Report Cards & Progress Reports**

Report cards will be issued at the end of every nine-week grading period. Also, student progress reports will be issued every three weeks after each grading period begins.

It is the student's responsibility to show his/her parents his/her report cards and progress reports. The tampering of a report card or progress report is considered a fraudulent act and disciplinary action will be taken in such cases.

PARENTS AND STUDENTS CAN MONITOR THEIR GRADES AND ASSIGNMENTS ANY TIME THROUGH THE USE OF JCAMPUS AT:  
<https://stlandry.edgear.net/progress/>

## **Cafeteria & Lunch Policies**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.
4. Leaving the cafeteria immediately upon completing your meal.

**\*\*No food may be brought to a student during the school day unless the student is on a special diet. A statement from the doctor is necessary for verification of a special diet. By law, students are not allowed to receive food delivered from off the school's campus (i.e. McDonald's, Wendy's, Pizza Hut, etc.). Students are not allowed to bring food or drinks into classrooms, and they will not be excused from class to eat delivered food regardless of the person who brought it.**

**Students with Food Allergies must provide the Diet Form signed and completed by a physician as well as meet with the school nurse, cafeteria manager and other stakeholders for special arrangements.**

### **Child Nutrition Services Parent Information**

#### **1) Community Eligibility Provision (CEP)**

Great news! All enrolled students of the St. Landry Parish School System are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2017-2018 school year. No further action is required of you. Your child will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Adult breakfast \$1.25

Adult lunch \$2.50

#### **2) REFUNDS**

##### *Transfers*

Parents or guardians must request a refund when their child leaves the district. You may submit a written request for refund on the form provided at the school cafeteria. Once the form is completed and submitted, it will be processed for approval. Be sure to give us your new address if you will be moving right away.

##### *Graduates*

Parents of graduates must submit their refund request prior to the day of graduation.

*Existing Students*

Any parent requesting a refund for an existing student should submit their request before the last day of the school year.

Refund checks are mailed. Refunds will not be granted after the last day of the fiscal year (June 2018). You may also come to the Child Nutrition Department and we will be happy to help you.

**Note:** Credit balances (money left on an account) for existing students will be carried forward to the following school year.

**3) MEALS FROM HOME**

*Food*

Food may be brought from home; however, it is at the discretion of each principal. If the principal allows students to bring lunch from home, the following rules apply. The lunch from home must follow the school lunch meal pattern incorporating whole grains and other nutrient-based foods. Fast food is not allowed to be brought into the cafeteria, as well as candy and/or chips. To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until lunch service. **The cafeteria will not store student lunches brought from home.**

*Drinks*

No soft drinks (soda) or sugar-based juice drinks are allowed in the cafeteria. Water, milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

*Peanut Free and Seafood Free*

In addition, any food brought from home may not contain peanuts or seafood. There are several students with inhalation allergies to peanuts and seafood; therefore, all school campuses are peanut and seafood free.

*Microwave*

Students at the high school level (9-12) may use the microwave if available; however, it is at the discretion of each principal. If microwave use is allowed, the following should be adhered to:

- There should be adult supervision when students are using the microwave.
- Adults and students must remain by the microwave when it is being operated.
- Operating instructions should be available to users.
- Instructions for safe use of the microwave should be provided.

## **Library**

All students should consider the library a place of learning and enjoyment. It is imperative that proper behavior is exhibited while in the library. This means silence will always be expected from all students. The librarian is at each student's disposal and will quickly aid any student and teacher in acquiring the proper book(s). The library is open daily from 7:15-7:45 and during 1<sup>st</sup> and 2<sup>nd</sup> lunch. Copies are \$0.05/page.

## **Dress and Grooming**

(Refer to the District Student handbook for additional information)

1. **THE UNIFORM SHIRT** – In addition to the white or navy plain polo shirt, an undershirt may be worn under the uniform top. The undershirt must be white. A long sleeved white shirt is allowable during winter months.
2. **UNIFORM BOTTOMS** - Bell-bottoms, boot cut, carpenter/cargo style pants, hip huggers, jeans, joggers, skinny legs, or capri bottoms of any color and/or type are not allowed.
3. **SWEATSHIRT/SWEATER** – Must be purchased at MACA. Available for purchase during registration and throughout the school year. No other sweatshirt/sweater will be allowed.

Only Senior jackets will be allowed. In addition, on very cold days, if a student wears a jacket, it must be taken off once in the school building.

### **NOTE:**

- No leather, synthetic leather, corduroy or suede will be allowed, unless school issued.
- Also, uniform shirts must be worn at all times regardless of a student's outerwear.
- Hats or hoods are never to be worn in the building. When entering the school, head gear (which includes all styles of hats, wraps, and head coverings) **MUST** be immediately removed. Students wearing hoods or other head coverings will be warned only once. Any other infraction will result in suspension.

### **School Activity Fees**

In consideration of the parish policy, MACA Students are required to pay a \$50 activity fee at registration prior to the opening of school. The fee will cover the following items: an identification card and lanyard, basic supplies, a portion of the end of the year field trip/or fun day, and this student handbook. Registration will be held on designated days prior to the opening of the school. Students entering school must clear all financial obligations to MACA prior to registration.

### **Electronic Telecommunication Devices**

(Refer to the District Student handbook)

### **Public Displays of Affection**

Public displays of affection shall not be allowed on the school campus. The principal or his/her Designee will determine consequences depending upon the severity of the student's actions.

### **Cheating**

The first time any student caught cheating, he/she will receive a grade of zero (0/F) for that test or assignment. Each subsequent time that student is caught cheating, he/she will receive a grade of zero (0/F) for that six-weeks grading period. Cheating includes copying answers from others on tests or other assignments, as well as plagiarizing someone's work without citing where it came from.

\*\* Copying information found on the Internet and passing it off as his/her own work is plagiarism and is the same as any other incident of cheating.

### **Graduation Ceremony**

Full participation in the graduation ceremony is a privilege for the individual student and his/her parents/guardians; it is NOT a right guaranteed under the Constitution. Therefore, the privilege of graduating with one's class on stage on graduation day is governed by the following principles:

- (1) Successful completion of the course of studies, exams, and attendance regulations required by the state of Louisiana
- (2) Successful completion of the course of studies required by the St. Landry Parish School Board
- (3) **Mandatory attendance to all graduation practices** that will be held during regular school hours prior to dismissal of seniors
- (4) Fulfillment of all financial obligations
- (5) Certification by the school's administration as having followed the rules and regulations of the attending school to such a degree that **the student has earned the privilege** of being an active participant in the graduation ceremony

Graduation is a school function that is subject to each individual school's rules and regulations. A graduation contract will be issued to all prospective graduates no later than midterm of the graduating year. This contract must be signed by both the parent/guardian and graduating senior agreeing to these principles in addition to those requirements that are set by each individual school. **This binding contract will be honored by all parties.**

### **Field Trips**

(Refer to the District Student handbook)

### **Discipline**

Education is a parental responsibility, only part of which is delegated to the school. While discipline is not an academic subject, it underlies the whole educational structure. In order to create an atmosphere which encourages learning according to our school's mission, it is necessary that certain levels of conduct and discipline be maintained. Discipline develops self-control,

character, orderliness, and efficiency. With this in mind you, as a student of MACA, must form a POSITIVE ATTITUDE toward discipline. It is important that you do your part in making your school an effective place of learning. Each student has the responsibility of knowing the expectations of his/her classroom teachers and to conform to these expectations which may or may not be stated herein. **ANY TEACHER OR STAFF MEMBER CAN CORRECT OR REFER TO THE OFFICE ANY STUDENT AS LONG AS THAT STUDENT IS ON THE SCHOOL CAMPUS OR IS ATTENDING OR PARTICIPATING IN A SCHOOL FUNCTION BOTH HOME AND AWAY. SUBSTITUTE TEACHERS WILL REFER STUDENTS DIRECTLY TO THE OFFICE FOR ANY CLASSROOM MISBEHAVIOR.**

### **Discipline Referrals**

Discipline referrals will be documented on Jcampus. Parent/Guardian contact should be made for each referral. Upon the third referral, the student may be given lunch detention or another suitable disciplinary action. Depending on the severity, a disciplinary action may be issued before the third referral.

### **In-School Suspension Program**

In-School Suspension (ISS) is an alternative setting that removes the student from the classroom for the entire school day while still allowing the student to attend school and complete their work. ISS is an in-house program to which a student may be assigned for a minimum of one full day in lieu of an Out-of-School Suspension (OSS). It is designed to counteract many of the negative effects of out of school suspension. ISS overcomes the major shortcoming of traditional suspension because it allows students to receive full credit for class work, rather than half the credit while keeping the students isolated from the rest of the student population and eating lunch between first and second lunch shifts. \*\*\*Parish policy title is referred to as Time-Out Room.

### **Students' Commitment**

A student's MACA status can be revoked for the following reasons: the grade point average falls below 2.0 and/or failing 2 or more classes, a C average or above is not maintained in talent area class after probation period, and lastly upon an expulsion or a 4<sup>th</sup> suspension.

\* A student may return to his or her base school for any of the above reasons

### **MACA Student responsibilities:**

All students should act responsibly each day by:

- attending school daily, attending all classes, and being ON TIME for each class.
- coming to class prepared with proper materials such as textbooks, binders with paper, writing utensils, etc.
- being aware of ALL RULES AND EXPECTATIONS OR CHANGES in the rules and regulations defining proper student behavior.

- willingly and dutifully serving that segment of the student body which he/she represents.
- volunteering information in disciplinary cases when he/she has important, helpful knowledge.
- making sure that no individual or group of advocates be allowed to monopolize class time. \*Teachers should insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all must be respected, and no individual or group should be allowed to abuse others for any reason. This freedom can only be exercised as long as it does not interfere with the educational process – it does not imply the right to veto.
- helping develop and participate programs directly related to the educational philosophy and goals of MACA.
- becoming actively involved in his/her own education after returning to school following an absence of any reason. **STUDENTS TEMPORARILY OUT OF SCHOOL (FOR ANY REASON) SHALL ASSUME THE RESPONSIBILITY FOR KEEPING UP WITH WORK MISSED FOR THEIR OWN BENEFIT!**
- developing the best record of which he/she is capable.
- maintaining a clean and pleasant atmosphere in the building and on the grounds.

#### **MACA General School Rules**

1. Students are required to come to school with a willingness to learn. Nonparticipation in classroom activities and lessons will not be tolerated.
2. Students must follow all directions as well as all school personnel's directives. Willful disobedience and disrespect of authority will result in severe disciplinary action.
3. **No food, drinks, candy, or gum shall be allowed in the classroom.**
4. Students are required to bring all necessary items to class as required by individual teachers (paper, textbooks, notebooks, binders with paper, pencils, calculators, etc.).
5. Students must be in their assigned seats ready to work when the tardy bell rings.
6. Profanity, obscenity, or rudeness in ANY FORM is prohibited. The following standard will be used to determine if something is profane/obscene or rude:  
**Does the issue in question contribute positively MACA's educational philosophy?**
7. No book bags will be allowed in the classroom. The school takes NO responsibility for book bags or purses and their contents. Book bags and purses left unattended at any time are asking for theft. **DO NOT BRING ANYTHING OF VALUE TO SCHOOL. MACA is not responsible for any items that are stolen, including books and other items left unattended.**
8. No electronic devices (radios, tape/CD players, beepers, cellular phones, audio or video recording devices, lasers, etc.) are allowed on



campus.

(Possession of these devices will result in a disciplinary action.)

9. Financial restitution and/or disciplinary action will be levied if any school property is defaced, destroyed, lost, or stolen by a student.
10. Any student involved in a fight, whether verbally or physically, will be subjected to any and all disciplinary action. All fights involving students that are subject to disciplinary action as determined by the School Principal will be thoroughly investigated by the Principal or designee in order to determine whether the students involved will be disciplined. Following the investigation, all discipline will be in accordance with school policy. Fighting is a serious offense and students must be aware that because they are under the supervision of MACA, the need for a student to have to resort to self-defense, for all practical purposes, is nonexistent. Students have the responsibility to report any incident that they feel may lead to an altercation.
11. MACA students will have the opportunity to access information on the Internet. Students and parents must sign an Internet Use Agreement which will be kept on file before access to the Internet is granted. Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.
12. Physical contact between students (i.e. touching, signs of affection) is not allowed.
13. Deliveries of gifts of any kind, such as flowers, balloons, candy, etc. will not be accepted by the school for redelivery to our students nor can they be brought in and exchanged by students.
14. Gambling of any kind involving money or other items (cards, dice, etc.) is strictly prohibited.
15. Walking out of class without proper permission is an offense punishable by suspension.
16. Students are responsible to report to each class, and to be in their assigned classes at all times. Furthermore, a teacher cannot give a student permission to skip or be tardy for another teacher's class. In such cases the student is skipping class or is tardy for class without excuse, and disciplinary action may be administered. Also, any student found in an unauthorized area will be subject to a suspension.
17. All students must bring planners to every class and use them. Planners are also used as hall passes when a student is excused during class times, which should only be for emergencies.
18. In accordance with parish policy, possession or use of tobacco products of any kind while on campus or at any school event will result in an automatic suspension from school.

**\*\*STUDENTS WHO REGULARLY DISRUPT THE SCHOOL ENVIRONMENT SHALL BE CONSIDERED DELINQUENT AND MAY BE REPORTED BY APPROPRIATE SCHOOL PERSONNEL TO THE JUVENILE COURT.**

## **School-Wide Positive Behavioral Interventions & Supports**

MACA has implemented the Positive Behavioral Intervention and Supports program that allows students to achieve social competence and academic achievement. PBIS is NOT a curriculum, intervention, or practice, but it *is* a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

### **PBIS School Rules**

- Bring all materials to class.
- Arrive on time for school and class.
- Respect the people and property of MACA.
- Observe all rules of the MACA student handbook.

### **PBIS School Expectations**

- Be Safe.
- Be Responsible.
- Be Respectful.

**MACA PBIS**  
**Rules and Expectations**

<b>EXPECTATIONS</b>	<b>Restrooms</b>	<b>Computer Lab</b>	<b>Hallways</b>	<b>Bus/Parking Lot</b>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>· Wash hands before leaving</li> </ul>	<ul style="list-style-type: none"> <li>· Food and drinks should be sealed and put away in the lab</li> <li>· Only approved computer techs are allowed to add or modify hardware or software</li> </ul>	<ul style="list-style-type: none"> <li>· Walk on right-hand side of halls</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands, feet, and belongings to yourself</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>· Keep restrooms clean</li> <li>· Refrain from loitering</li> <li>· Report spills and messes to custodian or office</li> </ul>	<ul style="list-style-type: none"> <li>· Navigate to appropriate sites only</li> <li>· Sign Internet agreement prior to using lab</li> </ul>	<ul style="list-style-type: none"> <li>· Use snack machine only before and after school and during lunch shifts</li> <li>· Walk quickly to all classes and be on time</li> </ul>	<ul style="list-style-type: none"> <li>· Upon arrival from fieldtrips, go to locker quickly then immediately report to class</li> <li>· Leave campus at appropriate time</li> <li>· Drivers: Park only in assigned student zone</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>· Flush toilets</li> <li>· Place garbage in receptacles</li> <li>· Give privacy to all</li> </ul>	<ul style="list-style-type: none"> <li>· Operate all equipment with care and respect</li> <li>· Place all discarded paper in recycle bin</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate volume</li> <li>· Drivers: Lower radio volume upon entrance to school property</li> </ul>

<b>EXPECTATIONS</b>	<b>Assemblies</b>	<b>Library</b>	<b>Office</b>	<b>Cafeteria</b>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>· Enter and exit quietly in single-file from classroom</li> <li>· Keep hands, feet and belongings to yourself</li> </ul>	<ul style="list-style-type: none"> <li>· Enter quietly and calmly</li> </ul>	<ul style="list-style-type: none"> <li>· Sign in immediately upon arrival and prior to leaving</li> <li>· Fill out call log prior to using the phone</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands, feet, and belongings to yourself</li> <li>· Walk at an appropriate pace</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>· Backpacks should be placed on floor where student is seated</li> <li>· Remain in gym/auditorium until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>· Return library materials or get to work immediately upon entering</li> <li>· Individuals coming to library must have pass or note from classroom teacher</li> </ul>	<ul style="list-style-type: none"> <li>· Place all money in Mrs. Trahan's hand, no on a desk</li> <li>· Phone use is limited to parent/guardian contact only</li> </ul>	<ul style="list-style-type: none"> <li>· Place all food garbage in receptacles</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>· Take restroom breaks only during intermission</li> <li>· Pay full attention to speaker/presentation and respond appropriately (no booing, use polite applauding)</li> </ul>	<ul style="list-style-type: none"> <li>· Quiet prevails</li> </ul>	<ul style="list-style-type: none"> <li>· Ask permission before entering office or using phone</li> </ul>	<ul style="list-style-type: none"> <li>· Pick up all dropped/spilled items immediately</li> <li>· Use appropriate voice volume</li> <li>· Use kind a courteous language</li> </ul>

**Some examples of minor offenses include dress code violation, disruption, electronic devices, skipping class, unexcused tardies, teasing/taunting and roaming halls, etc.**

**Some examples of major offenses include arson, bomb threat, forgery/theft, cheating/plagiarism, property damage/vandalism, tobacco/alcohol and drugs, etc.**

\*Refer to the District Student handbook for additional information

## **PBIS Consequences**

### **Negative Consequences for Minor Infractions**

1. Infraction 1 with Parent/Guardian contact
2. Infraction 2 with Parent/Guardian contact
3. Infraction 3 with Parent/Guardian contact
4. Disciplinary action after 3<sup>rd</sup> infraction (lunch detention, ISS, OSS or other)

\* After a student receives three (3) lunch detentions, the next consequence will be ISS. After two (2) In-School Suspensions, a student will then have an Out-of-School Suspension. After two OSS, a student can be expelled and must return to base school.

### **Negative Consequences for Major Infractions**

1. Immediate parent/guardian contact. Conference with administrator, teacher, parent and student. Possible Out-of-School Suspension (OSS) or In-School-Suspension (ISS) as well
2. OSS or ISS. Number of days determined by administrator
3. OSS or ISS. Number of days determined by administrator
4. Expulsion and transfer back to base school

*\* Some actions may warrant more extreme consequences upon the first offense, such as possession of weapons, sexual contact between students, fighting, etc. Therefore, in each case the principal may impose additional disciplinary measures he/she deems appropriate in cases of extenuating circumstances.*

### **Positive Consequences**

- MACA money
- PBIS parties
- Jean day

There will be PBIS parties/rewards each six weeks. In order to be eligible, a student must have collected and spent at least 10 MACA bucks and have no lunch detentions and/or suspensions for that six week period.

At the end of the year, students who have complied with all PBIS rules and expectations, as well as owes no fees to MACA, will have the opportunity to participate in a PBIS field trip, fun day, or some other activity as a reward.

If a student requests to return to MACA, he or she must go through the application and audition process once again

## **Expulsion**

**Pupils may also be expelled for any of the following reasons:**

1. Any pupil, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the superintendent by the principal.

2. Any pupil, after being suspended on three (3) occasions for committing any suspendable offense during the same school session, shall on committing the fourth offense, may be expelled from the public schools of the parish until the beginning of the next regular school year, subject to review by the School Board.

3. Any pupil found guilty of possession of a knife two (2) inches or longer or a weapon (a weapon is defined as any instrument or substance that can be used to cause serious bodily harm) on school property, on a school bus, or in actual possession at a school- sponsored event; the pupil shall be expelled for the remainder of the school year.

4. (a.)16 years or older:

If after an appropriate hearing a pupil is found guilty of possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, the pupil shall be expelled for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.

(b.)Under 16 years, but in grades 6-12:

If after an appropriate hearing a pupil is found guilty of possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, the pupil shall be expelled for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.

5. The conviction of any pupil of a felony or the incarceration of any pupil in a juvenile institution for an act which, had it been committed by an adult, would have constituted a felony, shall be cause for expulsion of the pupil for a period of time as determined by the Board; such expulsions shall require the vote of two-thirds of the elected members of the Board.

### **Metal Detector Searches**

The St. Landry Parish School Board has authorized the use of metal detectors in all schools to help ensure a safe environment for the students and staff under its jurisdiction. Metal detectors may be used by law enforcement agencies or school personnel or a combination of both parties to help minimize the presence of weapons and contraband on school campuses. All policies in the School Board's policy manual concerning student searches will apply when metal detector searches are conducted on a student or non-student. Board-approved Metal Detector Guidelines (May 19, 1994) will also apply to these searches.

### **Other Types of Searches**

The School Board is the exclusive owner of any public school building along with desks or lockers utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic

beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campus by students shall constitute consent by the student to the search of such locker, facilities or vehicles by authorized school personnel.

Any teacher, principal, administrator, or school security guard employed by the School Board, may search the person of a student or his/her personal effects when based on the attendant circumstances at the time of the search, if there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and the nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are:

1. Age and sex of student
2. Behavior record of student
3. Need for search
4. Purpose of search
5. Type of search
6. Reliability of the information use to conduct search
7. The relative importance on making the search without delay
8. The nature and severity of a problem in the overall school environment

Random searches with metal detector of a student or his/her personal effects may be conducted at any time, provided such searches are conducted without deliberate touching of the student. Any search of a student's person shall be done privately by a teacher, administrator, or security guard of the same sex as the student to be searched. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

Any automobile parked on School Board property by a student may also be searched at any time by school officials who have articulable facts which lead them reasonably to believe that items in violation of state law, School Board policy, or school rule are contained therein. If the automobile is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned and the student shall be subject to disciplinary action.

## **Lockers, Books, & Bags**

Lockers are available to all students. **POLICIES WHICH APPLY TO LOCKERS ARE AS FOLLOWS:**

1. Lockers are **not** areas of complete privacy. They may be searched periodically for health and safety purposes.
2. Each student will be assigned a locker by his/her homeroom teacher. Students must use only his/her assigned locker.
3. Lockers must be locked at all times.
4. Lockers will be kept clean and neat at all times.
5. Books must be stored in lockers and not left in classrooms or hallways.
6. Book bags/gym bags must be kept in student lockers. **NO BOOK BAGS WILL BE ALLOWED IN THE CLASSROOM.**
7. Students will be allowed to go to their lockers before school, before 3<sup>rd</sup> period, before 5<sup>th</sup> period, before 7<sup>th</sup> period, and after school. **Students are NOT allowed at their lockers (or anywhere in the east or west hallways) during lunch periods due to 4<sup>th</sup> period classes being conducted during those times!**

## **Lost and Found Policy**

Lost books and clothing (includes items left behind around school) will be \$0.50 to retrieve. See Ms. Broussard or Ms. Kilpatrick by the concession stand.

## **Textbooks & Equipment**

Each student is responsible for all books and equipment issued to him/her. If damaged, lost, or stolen student must pay for the replacement cost.

## **Student ID Cards**

Students will be issued an identification card at the beginning of the school year. In accordance with state law (RS 17:179), it is necessary that students carry **their own ID cards** around their necks on lanyards during the school day and at all school-sponsored activities. IDs must be visible at all times. Failure to have an ID will result in disciplinary action. If a student loses his/her ID card, he/she must purchase a new card. A student must present his/her ID card at the request of any teacher or administrator of this school. Temporary IDs must be purchased for \$1 upon arriving at school to avoid an infraction slip.

## **Behavior Rules for Extracurricular Events**

ALL SCHOOL RULES AND REGULATIONS WILL BE ENFORCED AT ALL EVENTS AND FIELD TRIPS AT WHICH MACA STUDENTS ARE INVOLVED. Any student who is on an out-of-school suspension is not allowed to attend any extracurricular activities or events. **In order for a student to be eligible to participate in any extracurricular activity, he/she must be in attendance for at least a half day.** All field trips must be approved through the principal's office. Any student who acts inappropriately during any extracurricular activity will be subject to disciplinary action.



## **Health & Medications**

ABSOLUTELY NO MEDICINES ARE TO BE GIVEN INTERNALLY AT SCHOOL BY SCHOOL PERSONNEL WITHOUT WRITTEN INSTRUCTIONS AND RELEASE OF LIABILITY (SNO: FO1) FROM THE PARENT OR GUARDIAN. ALL OVER-THE-COUNTER REMEDIES, INCLUDING ASPIRIN AND OTHER PAIN RELIEVERS, ARE MEDICINES. If a student is on medication that must be taken during regular school hours, the medicine must be brought to the office and the student will make arrangements through the office to be released at the proper times to take their medications. At no time must a student have in his/her possession any type of medication.

## **Attendance Policy**

In order to be eligible to receive grades in Louisiana, high school students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days) per semester or 60,120 minutes (equivalent to 177 six-hour school days) each school year. To receive Carnegie credit for a course, students must be present 94 percent of the required time. Elementary students shall be in attendance a minimum of 177 days (60,120 minutes) a school year (Bulletin 741S1103). Students cannot miss more than 10 unexcused days in a full credit course (no more than 5 in the fall semester and 5 in the spring semester) and no more than 5 unexcused days in a half credit course. **BY LOUISIANA STATE LAW, ACCUMULATING 11 UNEXCUSED DAYS IN A FULL-CREDIT CLASS AND 5.5 DAYS IN A HALF-CREDIT CLASS IS AN AUTOMATIC FAILURE IN ALL CLASSES FOR THE ENTIRE YEAR, WHICH WILL BE ENFORCED BY ST. LANDRY PARISH AND BY MACA.** Therefore, it is paramount that students attend class regularly. As MACA students, the responsibility of attending school is yours. Punctuality and reliability are traits we hope to help you develop.

Excuses for students missing more than ten days during a school year must be approved by the St. Landry Parish School Board. The State of Louisiana recognized only five situations for which an absence may be excused:

1. Children who are personally ill and whose attendance in school would endanger their own health or that of their classmates (verified with a note from a physician or nurse practitioner licensed to practice in the state).
2. Children in whose families there is serious illness which would reasonably necessitate the absence from school if, in the judgment of the visiting teacher, or supervisor of child welfare and attendance, such absence is justified, or if the illness is substantiated in writing by a physician or nurse practitioner licensed to practice in the state.
3. Children in whose immediate family a death has occurred, such absence not to exceed one week because of and at the time of such death (verified with a note from the funeral home).
4. Children whose religious faith requires absence for the observance of special and recognized holidays of the child's own faith.

5. A child whose parent is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting shall be granted excused absences, not to exceed five school days per school year, for the day or days missed from school for the child to visit with his parent prior to the parent's deployment or during the parent's leave and, upon returning to school, shall be permitted to complete all class assignments, including all tests, missed while the child was absent pursuant to the provisions of this Item (verified with copy of parent's official orders).

NOTE: The term "parent" means the person responsible by law for the child's school attendance.

**All excuses must be brought to the front office within five days of the student returning to school.** Upon verification, these days will be considered excused. The only "excused" absence is from a doctor's excuse.

**It is the STUDENT'S RESPONSIBILITY to contact his/her teachers on the DAY HE/SHE RETURNS TO SCHOOL regarding missed assignments and make-up tests. Upon returning from an absence, within five days, students must make up tests. Failure to do this will result in the student receiving an "F" for all missed work. Class work, reports, and pop tests that may be part of your daily grade may be made up at the discretion of the teacher.** A student checking out or checking in late is not excused from assignments due that day. Students on field trips, EAGLE, performance rehearsals, or any other school-sanctioned activity is also responsible for keeping up with all work and should make arrangements with his/her teacher ahead of time when possible.

#### **Checkout Procedure**

Students are not allowed to check themselves out. A parent or designee authorized by the parent (which will be on file in the office) is the only person(s) that will be allowed to check out a student. Any other deviation from this procedure must be authorized between an administrator and parent/guardian.

**NO ONE WILL BE ALLOWED TO CHECK OUT during performances, during testing, during lunch periods, or within the last thirty (30) minutes of the school day unless it is an extreme emergency. Once a student is checked out, he/she must LEAVE THE CAMPUS WITHIN FIVE MINUTES.** Any student who does leave the campus within the time period will be reported to the office for the proper disciplinary action.

**Currently enrolled students are not visitors; therefore, when a student arrives at school, he or she must stay on campus and follow proper check out procedures listed in this section in order to leave. ALSO, STUDENTS LEAVING THE SCHOOL CAMPUS WITHOUT PROPER AUTHORIZATION, AS WELL AS THOSE SKIPPING CLASSES, WILL BE DISCIPLINED.**

### **Morning Tardy Policy**

Accurate recordkeeping is extremely important. **School begins at 7:45 a.m.** and it is necessary that students report to SCHOOL/CLASS promptly. Any doctor excuse for checking in late must be presented to the office at the time of check-in. Any student who is TARDY FOR SCHOOL must report to the office and get a Admission slip before reporting to his/her first class.

Being habitually late for school will result in disciplinary action and/or removal of driving privileges. Tardiness will be excused only with a doctor's excuse.

**Any student with excessive tardiness (excused or unexcused) may be subjected to disciplinary actions as follows:**

**Fourth Tardy: ----- Lunch Detention**

**Fifth Tardy begins a new cycle**

- **After three lunch detentions, the student will begin receiving suspensions for subsequent tardiness.**

### **Tardiness Between Classes**

**If a student is not in class before the tardy bell rings he/she is tardy for class.** Any student who is tardy between classes must abide by his/her teacher's tardy policy. Failure to do so will result in disciplinary action. Chronic, habitual tardiness may be subject to more severe discipline measures implemented by the principal if deemed necessary. Furthermore, any student who is more than TEN (10) MINUTES TARDY FOR CLASS will be deemed SKIPPING CLASS and should be written up and referred for lunch detention. Also, **a teacher cannot give a student permission to be late or absent for another teacher's class.** In such cases the student is skipping class or is tardy for class without excuse, and disciplinary action may be administered.

### **Suspensions**

#### **Short-term (two to nine days)**

It should be noted students who attend the Discipline Center, will be allowed to make up all work.

#### **Long-term (ten to thirty days)**

It should be noted students who attend the Discipline Center, will be allowed to make up all work

\*Refer to the District Student handbook for additional information

### **Grading scale**

The St. Landry Parish School Board has adopted the following grading scale:

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

### **Accidents**

Any accident that occurs during school hours must be reported to the school administration immediately in order for an accident report to be completed. MACA has no financial responsibility for accidents that occur on the school campus or school sponsored events. School insurance is available for all students. Please check in the front office for information.

### **Telephone**

Phones will not be available to students during school hours. All phone calls to parents during school hours must be made by an administrator or the secretary. **Students are not allowed to use any phone on school premises. Students caught using any phone without permission will be subject to disciplinary action.**

### **Fundraising**

Any and all fundraising activity using MACA's name must be cleared through the principal's office.

### **Student Parking**

Any student driving a car to school must obtain permission to park on school grounds and secure a parking permit from the office. A designated area for parking will be delegated for students. Because of safety reasons, the school has the right to search any vehicle parked on school grounds. A form must be completed providing proof of insurance, permission from parent and basic information concerning the vehicle. A copy of the student's driver's license must be kept in the office. Students cannot go to their cars unless consent is given by a teacher or administrator.

### **Transfers in Talent Areas**

Students may choose to pursue a different art area after their first year at MACA. However, to change areas, the student must get approval from the present art teacher as well as the teacher of the art area the student aspires to enter. After approval is given, **student will be auditioned**, and the result of the audition will determine the student's placement.

In addition, if a student is not performing academically in his or her talent area, the student will not be allowed to transfer and can be asked to transfer back to base school.

### **Transfer to Base School**

Students that do not meet attendance, academic and/or behavior expectations are subject to transfer to their base school based on one's physical address.

### **MACA Grievance Policy**

MACA, recognizing that problems may arise in schools, shall require student concerns, complaints or grievances to be registered with the school principal or designee. If concerns of students cannot be resolved informally, then complaints shall be initiated in writing, dated and signed by the complainant, and submitted to the principal or designee. Once a formal complaint has been received, a conference shall be held by the principal or designee with the complainant within five (5) school days. A written response shall be given to the complainant within ten (10) school days following the conference. If the complaint is not resolved to the satisfaction of the individual, a written appeal may be submitted to the St. Landry School Board Superintendent within ten (10) school days.

Upon the filing of an appeal in writing to the Superintendent, a conference shall be held with all parties involved. A written response shall be given to the complainant within ten (10) school days following the conference.

If the appeal is still not resolved to the satisfaction of the individual, the individual may submit an appeal in writing to the St. Landry Parish School Board. A meeting with the Board shall be scheduled within twenty (20) school days after a written appeal has been filed. A written response from the School Board shall be given to the complainant within ten (10) school days following the conference.

### **Graduation**

In addition to the St. Landry Parish School Board's Graduation Policy (on page 8), other egregious 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. One's discipline record in the months leading to the graduation ceremony may have a bearing on the school administration's final decision on who may not participate due to a behavioral risk!

Also, any graduation supplies ordered are the sole responsibility of the student or legal guardian. Ordering graduation supplies should only be done if the student knows for a fact that he/she will be graduating. Once ordered, students are obligated to pay for all graduation supplies.

### **Graduation Honors**

Ranking of graduates and the determination of the valedictorian, salutatorian, and historian will be done according to parish policy.

### **Curriculum**

Course selections should be based upon plans for graduation. Graduation requirements are subject to change by stipulation by BESE and the state legislature. MACA will conform to these changes.

**For students completing the TOPS UNIVERSITY DIPLOMA (college pathway), the minimum course requirements are as follows:**

<b>ENGLISH</b> English I, II, III, IV	<b>4 UNITS</b>
<b>MATHEMATICS</b> Algebra I, Geometry, Algebra II and Advanced Math	<b>4 UNITS</b>
<b>SCIENCE</b> Biology I, Chemistry I, Biology II and Environmental Science	<b>4 UNITS</b>
<b>SOCIAL STUDIES</b> U.S. History, Civics, World History, and World Geography	<b>4 UNITS</b>
<b>HEALTH EDUCATION</b>	<b>½ UNIT</b>
<b>PHYSICAL EDUCATION</b>	<b>1 ½ UNITS</b>
<b>FOREIGN LANGUAGE</b> French I and French II	<b>2 UNITS</b>
<b>ARTS</b> Visual Arts, Music courses, Dance courses, Theatre courses or Fine Arts Survey	<b>1 UNIT</b>
<b>ELECTIVES</b>	<b>3 UNITS</b>
<b>TOTAL</b>	<b>24 UNITS</b>

**For students completing the JUMP START/TOPS TECH DIPLOMA (technical college pathway), the minimum course requirements are as follows**

<b>ENGLISH</b> English I, II and two of the following: English III, English IV, Business English, Technical Writing or comparable LTC courses offered by the Jump Start regional teams approved by BESE	<b>4 UNITS</b>
<b>MATHEMATICS</b> Algebra I and three of the following: Financial Literacy, Business Math, Algebra II, Math Essentials, Advanced Math-Functions & Statistics or comparable LTC courses offered by the Jump Start regional teams approved by BESE	<b>3 UNITS</b>
<b>SCIENCE</b> Biology, Chemistry, Biology II, Environmental Science	<b>2 UNITS</b>
<b>SOCIAL STUDIES</b> U.S. History and Civics	<b>2 UNITS</b>
<b>HEALTH EDUCATION</b>	<b>½ UNIT</b>
<b>PHYSICAL EDUCATION</b>	<b>1 ½ UNITS</b>
<b>JUMP START course sequences in a career path</b>	<b>8 UNITS</b>
<b>CAREER READINESS COURSE</b> Journey to Careers, Education for Careers or JAG	<b>1 UNIT</b>
<b>TOTAL</b>	<b>23 UNITS</b>
<b>*Can also be Speech I and II</b>	

## **TOPS**

### **Louisiana's Tuition Opportunity Program for Students**

To Qualify for **TOPS Tech Award**, a student must:

1. Have a high school GPA of 2.50
2. Have earned 17 core units for Option 1 or 19 core units for Option 2
3. Have earned ACT composite of 17 or silver level on ACT Workkeys

To Qualify for **TOPS Opportunity Award**

1. Have a high school GPA of 3.0
2. Have earned 19 core units
3. Have earned ACT composite of 23

To Qualify for **TOPS Performance Award**, a student must:

1. Have a high school GPA of 3.0
2. Have earned 19 core units\*
3. Have earned ACT composite of 23

To Qualify for **TOPS Honors Award**, a student must:

1. Have a high school GPA of 3.0
2. Have earned 19 core units\*
3. Have earned ACT composite of 27

**\*The 19 required core units for TOPS are:**

#### **UNITS**

4 Units in English

4 Units in Math

4 Units in Science

4 Units in Social Studies

1 Unit in Fine Arts

2 Units in Foreign Language

Total = 19 Units

#### **TOPS REQUIRED CLASSES**

1 unit each in English I, II, III, and IV

1 unit of Algebra I; 1 unit of Algebra II; and 2 units from Geometry, Advanced Math, or AP Calculus

2 units from Physical Science, Environmental Science, Biology II, or Physics; 1 unit in Biology; and 1 unit in Chemistry

2 units from World History, Western Civilization, World Geography, or European History; 1 unit of American History; and 1 unit of Civics/Free Enterprise

Fine Arts Survey (or substitute 1 unit of a performance course in music, dance, or theater ; or 1 unit of studio art; or 1 unit of visual art)

Foreign Language (two units in the same language)

**\*The TOPS Core Unit List is based on classes that are offered at MACA. See Guidance Counselor for more TOPS information, OR visit [www.osfa.la.gov](http://www.osfa.la.gov). Other government assistance plans also are available; see guidance counselor for more information.**

## Classification of Students

<u>For a student to be a:</u>	<u>He/she must have:</u>
Freshman-----	successfully completed 8 <sup>th</sup> grade requirements
Sophomore-----	earned 5 to 11.5 Carnegie units
Junior-----	earned 12 to 16.5 Carnegie units
Senior-----	earned at least 17 Carnegie units

## Required EOC Testing

End-of-course tests will be given to high school students in Algebra I, English I and II, Geometry, Biology, and American History.

Students with disabilities who have passed two of the three required EOC assessments and have exhausted all opportunities prior to the end of their senior year may request to have the required third EOC test waived by the State Superintendent of Education if the Louisiana Department of Education determines the student's disability significantly impacts his or her ability to pass the EOC exam.

High school students will be held accountable to the End-of-Course (EOC) Grading Policy, which states that 15 percent of the student's final grade in an EOC course (as listed above) will be derived from the student's score on the End-of-Course Test. If the student passes the course and fails the EOC Test, the student may retake the EOC Test at a later date. However, the score from the retest will **not** count in the student's grade. In addition, if a student passes the EOC exam but fails to make at least a 67% as a final grade then the student will fail the course.

### **IMPORTANT NOTICE TO PARENTS AND STUDENTS:**

The days leading into Christmas vacation, as well as the last few days of the school year, are NOT optional days; students must attend school to take mid-term and final exams. They must also be present to turn in all text books and other school-issued items at the end of the year.

Do not plan vacations or other activities that may keep your child from attending school on any days, especially during the months of December and May. Failure to attend school during these times may result in student's failure due to missed examinations and/or excessive absences!



## 2017-2018 ACADEMIC CALENDAR

First Day For Students	Wednesday, August 9, 2017
<b><u>Student Holidays</u></b>	
Labor Day	Monday, September 4, 2017
Fall Break	Monday, October 9, 2017
Parent Teacher Conference Day	Tuesday, October 10, 2017
Thanksgiving Break	Begins at end of the day Friday November 17, 2017 and re-opens Monday, November 27
Christmas Holidays	Begins at end of day Thursday, December 20, 2017, and re-opens Monday, January 8, 2018
Martin Luther King	Monday, January 15, 2018
Mardi Gras Break	Begins at end of day Friday, February 9, 2018, and re-opens Thursday, February 15, 2018
Parent Teacher Conference Day	Friday, March 16, 2018
Spring/Easter Break	Begins end of day Thursday, March 29, 2018 and re-opens Monday, April 9, 2018
<b><u>Nine Week Reporting Periods</u></b>	
1 <sup>st</sup> Period Ends	Wednesday, October 11, 2017
2 <sup>nd</sup> Period Ends	Wednesday, December 20, 2017
Mid-Term (end of the fall semester)	Wednesday, December 2, 2017
3 <sup>rd</sup> Period Ends	Thursday, March 8, 2018
4 <sup>th</sup> Period Ends	Tuesday, May 22, 2018
Midterm Exams	December 18-20, 2017
Last Day for Seniors	Friday, May 9, 2018
Tentative Graduation Dates	Thurs.-Sat., May 17-19, 2018
Final Exams	May 18-22, 2018
Last Day for Students (11:30 p.m. dismissal)	Tuesday, May 22, 2018
Last Day for Faculty	Wednesday, May 23, 2018
Final Report Card Mail Out	Thursday, May 24, 2018