

BELLE CHASSE HIGH SCHOOL



2017-2018 STUDENT HANDBOOK

MISSION STATEMENT

Belle Chasse High School will provide a rigorous education to all students to ensure they are college and career ready.

SCHOOL MASCOT

Fighting Cardinal

SCHOOL COLORS

Red, Black, and White

SCHOOL FIGHTSONG

Here is a cheer for BCHS
Forward to battle, we'll do our best
There's no task that we won't try
We are the Cardinals of Belle Chasse High
We'll pull together with all our might
We're always ready, willing to fight
For our colors red and white
Forward with Belle Chasse High
Go Cards!

ALMA MATER

Cradled by the mighty river, beneath the oaks so fair.
Stand, we, here proud Cardinals, with thy charms so rare.
Baring sounds of freedom, overhead do roar.
Whilst pride and tradition, united we do soar.
For truth, wisdom, honor, will never defy.
We the Cardinals of Belle Chasse High.

SCHOOL CREST

The lamp of knowledge signifies academic pursuits. The lyre denotes music and the arts. The scales of justice symbolize the fairness with which each student is treated. The quill (feather) and sword signify that the pen is, indeed, mightier than the sword. This thought is indicative of high moral character, which the school endeavors to instill in each student.



**Belle Chasse High School
8346 Highway 23
Belle Chasse, LA 70037**

Main Office		595-6600
Principal	Jemi Carlone	595-6601
Assistant Principal	Tara Means	595-6602
Assistant Principal	Seth Shapard	595-6604
Disciplinarian	Danielle Rojas	595-6603
Receptionist	Debbie Reed	595-6608
Attendance Clerk	Val Jones	595-6607
Bookkeeper	Ann Relle	595-6609
Nurse	Kathy Vavra	595-6614
Band Hall		595-6610
Cafeteria		595-6613
Coach's Office (Boys)		595-6025
Coach's Office (Girls)		595-6029
Library		595-6615
Counselor's Office		595-6611
9 th and 10 th	Marilynn Rink	595-6606
11 th and 12 th	Milicent Roussell	595-6605
Registrar	Kimberly Leblanc	595-6611

ADMINISTRATOR/TEACHER EMAIL

Faculty and members of the administrative team can be contacted via email by using their first initial followed by their last name.

Example: jcarlone@ppsb.org

SCHOOL WEBSITE

<http://bchs.ppsb.org>

SCHOOL BOARD WEBSITE

www.ppsb.org

STATEMENT OF EQUALITY

The Plaquemines Parish School System does not discriminate on the basis race, color, national origin, sex, religion, age, or disability in employment and provision of services.

BELL SCHEDULES

FLEX REGULAR BELL SCHEDULE

Enter	7:20
1 st Block	7:25 – 8:50
2 nd Block	8:55 – 10:20
3 rd Block	10:25 – 12:20
1 st Lunch	10:20 – 10:50
1 st Lunch Class Time	10:55 – 12:20
2 nd Lunch Class Time	10:25 – 11:50
2 nd Lunch	11:50 – 12:20
FLEX	12:25-1:00
4 th Block	1:05 – 2:30

PEP RALLY SCHEDULE BELL SCHEDULE

No FLEX

Enter	7:20
1 st Period	7:25-8:50
2 nd Period	8:55-10:20
3 rd Period	10:25-12:20
1 st Lunch	10:20-10:50
1 st Lunch Class Time	10:55-12:20
2 nd Lunch Class Time	10:25-11:50
2 nd Lunch	11:50-12:20
4 th Period	12:25-1:50
Pep Rally	1:55-2:30

PLC BELL SCHEDULE

No FLEX

Enter	7:20
1 st Period	7:25-8:40
2 nd Period	8:45-9:55
3 rd Period	10:00-11:40
1 st Lunch	9:55-10:25
1 st Lunch Class Time	10:30-11:40
2 nd Lunch Class Time	10:00-11:10
2 nd Lunch	11:10-11:40
4 th Period	11:45-1:00

NO FLEX BELL SCHEDULE

Enter	7:20
1 st Block	7:25 – 9:00
2 nd Block	9:05 – 10:40
3 rd Block	10:45 – 12:55
1 st Lunch	10:40 – 11:10
1 st Lunch Class Time	11:15 – 12:50
2 nd Lunch Class Time	10:45 – 12:20
2 nd Lunch	12:20 – 12:50
4 th Block	12:55 – 2:30

REVIEW DAY

No FLEX

Enter	7:20
1st Block	7:25 - 8:25
2nd Block	8:30 - 9:20
3rd Block	9:25 - 10:45
1 st Lunch	9:20 - 9:50
1st Lunch Class Time	9:55 - 10:45
2nd Lunch Class Time	9:25 - 10:15
2 nd Lunch	10:15 - 10:45
4th Block	10:50 - 11:40

EXAM DAY

Enter	7:20
Exam #1	7:25-9:15
Brunch	9:15-9:45
Exam #2	9:50-11:40

2017-2018 STUDENT CALENDAR

August 9, 2017 First Day (Abbreviated Schedule)

May 4, 2017 Last day for Seniors

May 24, 2017 Last Day for Students

HOLIDAYS

September 4: Labor Day

November 1: Fall Break

November 20-24: Thanksgiving

December 21-January 2: Winter Break

January 15: Martin Luther King Jr. Holiday

February 12-16: Mardi Gras

March 26- April 2: Spring Break

ACTIVITIES

August 23: Open House

October 24: Parent Teacher Conferences

January 3: Teacher Work Day (No School)

January 12: Professional Development (No School)

February 7: Parent Teacher Conferences

Review & Exam Days will use an Abbreviated Schedule

PLC (1:00 Dismissal)

August 30

November 8

September 20

February 28

STATE TESTING

EOC: November 29-December 13

ACT: March 20

EOC: April 23-May 18

Summer EOC Retest: June 19-23

Grade Reporting

Interims: Sept 8, Nov 9, Feb 7, Apr 26 (Seniors: Apr 6)

Exams/Review:

Oct. 4, 5, and 6

Dec. 18, 19, and 20

Mar. 14, 15, and 16

May 22, 23, and 24

Seniors: May 3 and 4

Report Cards: Oct. 23, Jan. 11, April 4, June 5

CODE OF STUDENT CONDUCT

A student's attitude toward school is extremely important. The foremost reasons for coming to school are to learn and to be active in school activities.

The faculty and administration expect all students to obey the law, to show respect for properly constituted authority (teachers, administrators, cafeteria staff, custodians, bus drivers, etc.) and to maintain absolute integrity and a high standard of individual honor in scholastic work, in personal interaction at school, and at all school-related functions.

Some of the required behaviors are as follows:

1. Upon arrival, students must move directly onto campus. He/she must not loiter in the parking area, in cars, or surrounding neighborhoods and businesses.
2. Students are to be respectful of the school and community property at all times.
3. Students will show respect for the physical well-being and the rights of others.
4. Students are expected to actively participate in class activities (no sleeping, no heads down, etc.).
5. Students must have a pass to enter the buildings before school, during lunch, or after school hours.
6. Students are not to loiter in the restrooms, hallways, breezeways, stairwells, or office corridor.
7. Students should eat and drink only in designated areas (cafeteria and outside). Use of water bottles in classrooms is at teacher's discretion.
8. Students are not allowed to bring or have delivered any fast-food items while on campus.
9. Defacing school property is prohibited; this includes, but is not limited to spitting, littering, or marking of any school property, book bags, uniforms, etc.
10. GUM IS NOT PERMITTED ON CAMPUS AT ANY TIME.
11. Selling products on campus, such as candy, chips, etc. is not allowed.
12. ALL printed literature must be approved by the principal and permission given prior to distribution and/or posting.
13. Students should not bring large amounts of money to school and are solely responsible for their property. Do not leave valuable items, money, etc. left unattended, especially in the locker rooms. Purchase a lock and lock up all valuables in a locker.
14. Cell phones are not permitted; therefore, if your cell phone is lost or stolen, it will not be investigated by the administration.
15. Students may not use or possess tobacco, tobacco alternatives, E-cigarettes, vapor devices, vapor paraphernalia, drugs, drug paraphernalia, or alcoholic beverages on school property.
16. Joking about violent acts, bombs, and firearms will be taken SERIOUSLY! Any such actions will result in disciplinary action.
17. Consequences apply for offenses on any school campus as well as off campus school-sponsored activities.

Any infractions of the expected behaviors stated above may be cause for teacher intervention or may be referred to the office.

CARDS

Belle Chasse High School has established a program of School-Wide Positive Behavior Support. In accordance with the program, the following are expectations of student behavior:

Expectations	Cafeteria Rules	Hall Rules	Courtyard/ Campus Rules	Restroom Rules	Arrival/Dismissal Area Rules	Assembly Rules
<u>C</u>ooperate	Follow adult directions. Show courtesy.	Stay to the right. Walk, don't run.	Follow adult directions.	Wait your turn.	Be prompt.	Sit in assigned section. Fill in seats.
<u>A</u>ccept Responsibility	Take your tray to the trashcan.	Be on time for class.	Stay in designated areas. Put trash in cans.	Keep the area clean.	Arrive or park in designated areas.	Report promptly. Leave area clean.
<u>R</u>espect Others	Wait your turn in line. Use polite language, and keep voices down.	Keep your hands, feet, and objects to yourself.	Keep your hands, feet, and objects to yourself.	Give privacy.	Be courteous. Follow duty teacher's directions.	Keep quiet for speakers and performers.
<u>D</u>o Your Best	Clean up after yourself.	Keep voices down. Use polite language.	Resolve conflicts peacefully. Model positive behavior.	Use facilities properly.	Act in a safe manner.	Remain seated until dismissed.
<u>S</u>tay Focused	Eat in a timely manner.	Keep moving for smooth flow of traffic.	Leave for class when the bell rings.	Use only when necessary.	Arrive and leave in a timely fashion.	Pay attention to program and be courteous.

RESPECT.....What is expected?

Disrespect to faculty, staff, and students will not be tolerated. Students shall respect and obey the judgment of their teachers. Students shall treat all adults with courtesy and respect. **DISRESPECT WILL RESULT IN SUSPENSION.**

HARASSMENT, INTIMIDATION, AND BULLYING

The Plaquemines Parish School Board prohibits the harassment, intimidation, and/or bullying of a student by another student. This includes verbal, written, internet (email, Facebook, Twitter, Snapchat, Instagram, etc.), text messaging, social media, and phone harassment.

The State of Louisiana defines bullying as:

A pattern of one or more of the following:

- (a) Gestures, including but not limited to obscene gestures and making faces.
- (b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- (c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- (d) Repeatedly and purposefully shunning or excluding from activities.

Any incident of harassment, intimidation, and bullying should be brought to the attention of a staff member immediately.

Administrators will do a thorough investigation in accordance with due process and necessary disciplinary action will be taken in compliance with board policy and state law. In some cases, law enforcement will be called to assist in the investigation.

Belle Chasse High School supports use of student mediation as a means of conflict resolution.

PROHIBITED ITEMS

Any items that disrupt the educational process are prohibited. Examples include but are not limited to the following:

Radios, stereos, amps, noise makers, pocket chains, video games, laser devices/pointers, game/playing cards, correction fluid/white out, recording devices, iPods, cell phones/cellphone watches, headphones, earbuds, or anything representative of a beeper. These items will be confiscated and kept until the end of the school year or until released to a parent. These items should not be brought to school or used on the bus. **The school assumes no responsibility for confiscated items.** Selling products on campus, such as candy, chips, etc. is not allowed. ALL printed literature must be approved by the principal and permission given prior to distribution and/or posting. Inappropriate material contained on a jump drive, memory stick, etc. is not allowed on campus.

Weapons, including, but not limited to firearms, air rifles, air pistols, ammunition, archery bows, arrows, knives, swords, machetes, tasers, stun guns, cattle prods, or any items designed or appearing to resemble a weapon are strictly prohibited on campus, in cars parked on campus, at school events, or at school sponsored activities.

Belle Chasse High School is a drug free zone. Alcohol, tobacco, tobacco alternatives, E-cigarettes, vapor devices, vapor paraphernalia, narcotics, synthetic alternatives, and controlled substances are prohibited on campus, in cars parked on campus, at school events, or at school sponsored activities. Students are not allowed to carry medication of any type with them on campus, at school events, or at school sponsored activities. Procedures, rules, and requirements for administering medication to students are established by school board policy. Special rules, as established by school board policy, may apply to student use and possession of a rescue inhaler or other device or medication needed to treat emergency respiratory conditions.

Due to regulations of the federal lunch program, commercial food (i.e., fast food) is not allowed to be delivered to students or delivered or dropped off to the office for students.

DETENTIONS

Afternoon detentions will be held from 2:30p.m.-3:30 p.m. on assigned days. Morning detention will be held from 6:15 a.m. to 7:15 a.m. on assigned days. Location of detention will be noted on referral form. ALL students must wear full uniform. Detentions will not be rescheduled; failure to attend an assigned detention will result in further disciplinary action.

SUSPENSIONS

Any student SUSPENDED will not be allowed to ride the bus or attend/participate in any school sponsored activity for that day unless specifically approved by an administrator. Students assigned with a suspension are not permitted on campus. **If a student is suspended on a Friday, the student will not be allowed to attend any school related weekend activities.**

EXPULSION

Any student expelled will not be allowed to attend any school-sponsored activity and is not allowed on campus at any time.

CELL PHONES AND ELECTRONIC DEVICES

Plaquemines Parish School Board expressly prohibits the possession, wearing, use, operation of any electronic telecommunication device by a student. This includes send and receiving text messages as well as talking, sending, and/or receiving pictures or graphics.

Electronic devices may include: cell phones/cell phone watches, iPods, iTouch, MP3 players, and Bluetooth devices. Students should not be in possession of any of these devices.

Should an item be found it will be confiscated and the following consequences will apply. Students that refuse to surrender item will be subject to more severe consequences.

1st offense	Item held for 24 hours	Reprimand
2nd offense	Item held for 1 week	Detention
3rd offense	Item held for 1 week	Out-of-school suspension
Further offenses:		Hearing with Director of Student Services

In all cases, a parent must come to the front office in order to recover the electronic device.

FIELD TRIPS

Students should have no more than FIVE UNEXCUSED ABSENCES in order to attend a field trip. Students need a grade of "C" in all classes to be eligible to attend a field trip. Teachers concerned about a student missing class for a field trip due to attendance or grades can request to an administrator to have a student not attend. An administrator will make the determination on a case by case basis. Extra-curricular activities such as athletic games, band performances, etc. are not considered field trips. Refer to BCHS Field Trip protocol for additional information and guidelines.

MAKE-UP WORK

Make-up work is the responsibility of the student. When you and your teacher agree to a date on which work is due or tests are to be taken, you are bound to that date. It is the responsibility of the student to communicate with the teacher to determine make up work after an absence. The maximum number of days allowed to make-up missed work is equal to the number of days the student was absent. Long term assignments with a pre-set due date will be due the day the student returns to school. Teachers will make every effort to assist you by providing assignments and offering peer and/or teacher assistance. Teachers reserve the right to administer alternate assignments and assessments for missed tests, quizzes, and/or assignments.

SCHOOL ARRIVAL

Students should not arrive before 7:00 a.m. There is no supervision before this time. The school will not be responsible for students arriving earlier than 7:00 a.m. Students are not allowed in the school building before 7:20 a.m. unless he/she has a pass from a teacher, attending morning detention, or is to attend an announced meeting or function.

DESIGNATED DROP OFF/PICK UP

The north parking lot (by the bank) is the designated area for parents dropping off or picking up students. Please do not block parking spaces that are used by teacher/staff. Do not use the front circle or student parking lot, or the White Auditorium.

CHECK IN PROCEDURE

All students arriving to campus after 7:25 must check-in with the front office. A blue slip will be issued to allow student admittance into class. Failure to check in properly will earn an automatic SUSPENSION.

CHECK OUT PROCEDURE

To check out, the student must have a parent or designee listed on the emergency card come to the front office. Faxed notes are not acceptable for parental permission to check out. Parents should coordinate check out times with the bell schedule so as not to interrupt classes and to protect instructional time. Students that check out early will be marked absent for classes missed after check out time.

STUDENT PARKING

Reserved parking is available to students who drive to school. There are only a set number of parking spaces available, and those spaces will be issued according to program enrollment and student classification. Students are assessed a fee of \$40. A valid driver's license, proof of insurance, and registration are required as well. The fee covers the cost of a parking sticker, maintenance of the lot, and reserves a specific parking spot for the school year. Replacement stickers are available for \$10. Student is responsible for contents of vehicle parked on campus.

Students must observe parking lot rules and regulations at all times. Loud music, speeding, and parking outside of assigned lines are not permitted. The student parking lot is off limits to students during school hours. Excessive tardies to school will result in revocation of parking privileges. Only BCHS students with numbered/assigned stickers are allowed to park in the parking lot. Visitors are not allowed in the parking area. Students are not allowed to sit in their cars or loiter in the parking lot. Students are not allowed to park in the faculty lot. Failure to comply will result in loss of parking privileges and/or suspension. **The White Auditorium, Parish library, and Whitney Bank are strictly off-limits to student parking.** Towing may occur at the vehicle owner's expense.

CLOSED CAMPUS

Students are not permitted to leave the campus after they arrive at school unless participating in a school approved off site program. All parking lots are off limits during school hours. Parents, relatives, and/or friends who are not enrolled as students at BCHS are not allowed to visit with students during class period or lunch period.

RESTRICTED AREAS

Students are not allowed in the following areas before school and during lunch: stairwells, hallways, breezeways, parking lot, gym, and band room. Students are not allowed to loiter in the breezeways between the main office, front/back cafeterias, and/or back buildings.

HALL PASSES

Students are not permitted in the halls during the class periods unless they are accompanied by a teacher or have a hall pass. It is the student's responsibility to make sure he/she has the hall pass form completed before exiting a classroom.

SCHOOL DEPARTURE

Students are to leave campus as quickly as possible after dismissal unless detained by a teacher or the administration. Students scheduled for detention are to report to the respective areas immediately after the bell. **After school loitering is not permitted.** Students on campus after school must be part of a supervised extracurricular activity. Students must remain with the teacher, coach, or sponsor while on campus.

STUDENT DRESS CODE

PANTS, SHORTS, SKIRTS

1. Must be khaki uniform pants. The standard model for uniform pants will be Dickie brand khakis.
2. Uniform pants are to have traditional khaki pant leg (i.e. *Dickies*). No bell bottoms, wide leg, or other non-traditional leg shapes are allowed. Jean-type pants or pants with rivets are not allowed. Rolling up of pant legs is prohibited.
3. Slit or frayed pant legs are not permitted.
4. Multiple and non-traditional pockets are not allowed. No cargo pockets. No cell phone pockets.
5. Shorts and skirts must be worn at the knee.
6. No hip hugger pants are allowed.
7. Baggy, sagging, or oversized clothes are prohibited.
8. Excessively tight clothing is prohibited.
9. All pants must be worn and belted at the waist.
10. No leggings can be worn under shorts/skirts. No sweatpants, wind pants, jogging pants, pajama pants, etc can be worn over the uniform pants/shorts/skirt.
11. Decorative stitching, "skinny leg" pants, and other non-traditional styles are not permitted.

SHIRTS

1. Must be "polo-style" with collar and BCHS emblem.
2. Shirts must be red or black in color.
3. All students must tuck in shirts. The shirt must remain tucked in while seated.
4. Shirts must be properly sized (not too tight or too short.)
5. Only solid white, red, black, or gray undershirts may be worn underneath school shirts.

BELTS

1. Only black, brown, khaki, white, or red belts are allowed.
2. Only plain, unadorned belts are allowed.
3. Oversized belt buckles are prohibited. Belt buckles with any type of writing, pictures, or symbols on them are not allowed.

SWEATSHIRTS

1. Must be a red, white, black, or gray school-approved sweatshirt.
2. Hooded sweatshirts may not be worn on campus (inside or outside.).
3. School uniform shirts must be worn under school approved sweatshirt.

JACKETS

1. Only approved school UNIFORM jackets can be worn in the school buildings. Jackets with hoods can not be worn on campus (inside or outside) at any time.
2. Only current members of clubs/teams are permitted to wear team jackets or apparel, provided it has no hood.

CAPS, HATS, HEAD COVERINGS

1. Caps, hats, bandanas, skull caps, knit caps, beanies, or any other head covering are not allowed to be worn on campus.
2. Girls may wear white, red, black, or gray headbands, barrettes, or ribbons to hold back the hair; however, excessive adornment is prohibited.

SOCKS/SHOES

1. Only shoes that are closed in and laced-up may be worn.
2. Shoes such as flip-flops, slides, clogs, moccasins, slippers, boots, crocs, slip on tennis shoes, or dress shoes of any kind are prohibited.
3. All shoes must have laces and be properly laced and tied.
4. Velcro flaps must be properly strapped.
5. Students must wear socks.

HAIR/SHAVING

1. Boys' hair may not extend lower than the top of a school shirt collar.
2. Boys' hair may not be pulled back or put in a pony tail.

3. Hair cannot be worn to fall below the eyebrow line.
4. Any style of hair that creates a distraction or a safety hazard shall be considered inappropriate.
5. Hair may not be dyed colors other than natural colors.
6. Extreme hairstyles such as mohawks are not allowed.
7. Lines or designs shall not be shaved in the hair.
8. Eyebrows that are shaved to create a decorative design or distraction are prohibited.
9. Boys must be clean-shaven. Beards or goatees are not permitted.
10. Mustaches are permitted, provided they are neatly trimmed and do not extend beyond the corners of the mouth.
11. Side burns cannot extend past the natural earlobe.

JEWELRY/ACCESSORIES

1. Only one earring per ear is allowed and must be worn in the earlobe.
2. Girls' hoops are not to exceed one inch (or hoops bigger than the size of a quarter.)
3. Oversized stud earrings are not permitted.
4. Gauges and other devices that are worn in the ear to stretch the lobe or make the pierced hole bigger are prohibited.
5. Boys are not permitted to wear dangling or hoop earrings; however, boys may wear one stud per ear.
6. Any additional body piercings such as nose rings, tongue rings, lip rings, belly button rings, eyebrow rings, etc. are prohibited.
7. Body piercings may not be covered or concealed by a band-aid or any other cosmetic covering.
8. Jewelry or clothing that can be hazardous to students or any other persons is prohibited (i.e. pocket chains.)

PURSES/BACKPACKS

1. Shoulder bags knap sacks, and backpacks must be of see-through mesh or clear plastic.
2. Backpacks with extension handles and/or wheels are prohibited.
3. Purses must be modest in size. Over-sized purses, travel bags, portfolios, brief cases, etc. are not allowed. Purses cannot exceed the size of a one inch binder.

OTHER

1. Any clothing, adornment, accessory, or jewelry that displays or symbolizes obscenity, vulgarity, and/or indecency, and/or that advocates violence, drugs, alcohol, and/or tobacco is prohibited.
2. Fingernails in excess of ½ inch (curling under) will not be allowed.
3. Students may not DEFACE their uniform.
4. Any garment, hairstyle, adornment, jewelry, or appearance considered inappropriate by the administration will be prohibited.

SPECIAL DRESS DAYS

On school-appointed dress up days such as "Spirit Days," the following rules apply:

1. Leggings, stirrup pants and Capri pants are not allowed.
2. Shorts and skirts must be worn at the knee
3. Trench coats, dusters, and/or other long coats are not allowed.
4. Clothing or adornment that is hazardous to the safety of the students is unacceptable. Skull caps and bandanas are prohibited.
5. Clothing, tattoos and any other items worn or displayed by students must not contain or symbolize obscenity, vulgarity, and/or indecency.
6. Clothing must not advocate or advertise violence, alcohol, tobacco, and/or drug use.
7. Clothing that exposes the back, chest, or midriff shall not be worn.
8. No sweat suits, wind suits, or jogging suits are to be worn.
9. Any garment, hairstyle, adornment, jewelry, or appearance considered inappropriate by the administration will be prohibited.
10. Current BCHS school T-Shirts can only be worn on days approved by the principal.
11. Team jersey/uniform may not be worn on game days unless requested by the head coach and approved by the principal.

ACADEMIC GUIDELINES

GRADE CLASSIFICATION POLICY

Progression from one grade to the next is based upon the number of units per year that are successfully completed.

- To be classified as a SOPHOMORE, a student must have completed at least 1 year of high school and earned a minimum of 6 credits.
- To be classified as a JUNIOR, a student must have completed at least 2 years of high school and earned a minimum of 12 credits.
- To be classified as a SENIOR, a student must have completed at least 3 years of high school and earned a minimum of 18 credits.

A student will be placed in their homeroom according to their credits earned.

GRADING SYSTEM

Letter grades are used to record grades in all courses on report cards.

Grade Standard		Quality Points		
		Standard	Honors/ Pre-AP	Advanced Placement
93-100	A	4	4.4	5.0
85-92	B	3	3.3	4.0
75-84	C	2	2.2	3.0
67-74	D	1	1.1	2.0
66-0	F	0	0.0	0.0

When a student's percent average is .5 or above, the student shall receive the higher grade. When a grade is below .5, the student shall get the lower grade. A 67 is required for a D. In computing the final grade in a course, a total of two (2) quality points, one (1) of which must be earned in the second semester, must be earned to pass and receive credit for the course.

The Louisiana Department of Education is changing the testing format for EOC tests (LEAP 2025 testing) which will require longer wait time for certain results. Because of this change, for the 2017-2018 school year, EOC courses will not be eligible for exam exemptions. All EOC courses will take 9-week exams.

A STUDENT WHO FAILS IN THE LAST NINE WEEKS AUTOMATICALLY FAILS FOR THE SEMESTER/COURSE, REGARDLESS OF ALL OTHER GRADES.

Information on graduation requirements can be obtained from the counselor.

FLEX/FOCUS

The FLEX schedule is designed to give students an opportunity at academic and social enrichment, as well as tutoring or extra help and time in their scheduled classes.

Students are assigned to a study hall FLEX class. Every day during FLEX students will report to FLEX unless they have been "pulled" into FOCUS. Teachers will "pull" students into their FOCUS period as needed or a student can request a teacher to pull him/her into FOCUS. Students in the Study Hall FLEX should use this time to complete homework, work on projects, etc. Sleeping is not allowed.

*If a student has a failing grade in any class he/she will be required to attend FOCUS in that class.

Students are encouraged to request being pulled to FOCUS class for courses in which they are struggling.

Attendance will be checked at the beginning of each FLEX period, and a student who is not in the correct place will be considered skipping and the appropriate disciplinary measures will be taken.

HONOR ROLL

Plaquemines Parish School Board recognizes all students who make a 3.0 GPA or higher as Honor Roll Students. Students who achieve a GPA of 3.50-3.99 will be placed on the Principal's List Students who achieve a GPA of 4.00 or higher will be placed on the Superintendent's List.

ACADEMIC HONESTY POLICY

All students in the Plaquemines Parish School System are encouraged to work to their fullest potential and strive for excellence in their pursuit of knowledge. To that aim, students are expected to demonstrate academic honesty in the completion of all assignments and assessments; this requires that the work be the original of the student and appropriate credit be given to all sources used.

All members of the school community will accept responsibility for creating a positive school climate that supports and encourages the spirit of academic honesty.

- The **STUDENT** will adhere to the spirit and letter of the policy in the completion of all tests, quizzes, exams, projects, reports, homework, and in-class assignments.
- The **PARENT** or guardian will review and sign the academic honesty policy and encourage the student to practice integrity throughout his or her academic career.
- The **TEACHER** will make the students aware of the principles and consequences of the policy, refer to them on an ongoing basis, provide safeguards that will discourage cheating, make clear to the students that the policy will be strictly enforced, and take disciplinary action in every instance of dishonesty according to the process specified below.
- The **ADMINISTRATOR** will promote the spirit of academic honesty across the campus, publicize the policy through the student/teacher handbooks and other means, take action when the code is violated, and enforce the consequences.

Acts of academic honesty include, but not limited to, the following:

1. Cheating on Tests – any giving or receiving of external help (oral, written, or electronic) on an examination, test, or quiz, without expressed permission of the teacher.
2. Fabrication – inventing or falsifying data, a citation, or other authority in an academic assignment.
3. Forgery – the signing of another person's name on any school document.
4. Unauthorized Collaboration – a student and another person working together on an assignment when not expressly directed to do so by the teacher. Examples include copying another student's work or allowing one's own work to be copied, doing an assignment for another student, or giving/ receiving information from tests previously given.
5. Plagiarism – representing another person's words, ideas, or work as one's own. Instances include (a) copying word-for-word or paraphrasing ideas from an article or book without documenting the source (b) cutting and pasting from the Internet without giving credit, (c) purchasing or borrowing an entire research paper and passing it off as one's own, and (d) allowing another student to copy or use one's original writing, including homework.
6. Theft or Alteration of Materials – any stealing, concealment, or alteration of student or teacher instructional equipment or materials, including on-line data.

CONSEQUENCES – Violations of the academic honesty will result in the following:

1. Zero on the entire assignment
2. Behavior referral to Assistant Principal/Disciplinarian
3. Parental contact depending on severity of the offense
 - Phone call, and/or
 - Conference scheduled with Assistant Principal and teacher
4. One to three days detention
5. Suspension for continued offenses or severe offense
6. Removal from campus leadership roles for the remainder of the school year
7. Record in incident becoming a permanent part of the student's disciplinary record

ATTENDANCE

STATE ATTENDANCE LAW

The following information is current as of the printing date. Any changes to attendance laws will be sent home with students for parents and guardians to review.

Secondary students (9-12) are allowed no more than 5 absences per semester for a full credit course and 3 absences per semester for a half credit course to be eligible to receive credit for courses taken. Absences from school will be categorized according to the Absence Chart on page 22 of this handbook.

Students who exceed the number of unexcused absences will be required to attend make up sessions outside of normal school hours in order to earn credit for the course.

Students who are absent for a 9-week exam must have documentation of a valid, verified reason for the absence in order to make up the exam. Prior principal approval is required. Vacation and family trips are not a valid reason.

No student with an absence (excused or unexcused) may participate in after school activities including all practices/performances.

Any exceptions to the attendance policy shall be made only after approval by the Supervisor of Child Welfare and Attendance.

Exceptions will be granted only if one or more of the following conditions are in evidence:

- a. Extended personal physical or emotional illness as verified by a physician or dentist
- b. Extended hospital stay as verified by a physician or dentist.
- c. Extended recuperation from an accident as verified by a physician or dentist.
- d. Extended contagious disease within a family as verified by a physician or dentist.
- e. Prior school system approval for educational travel.
- f. Death in the family (not to exceed 5 days).
- g. Natural catastrophe and/or disaster.
- h. For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures.

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

NOTE: *In accordance to La. R.S. 17:233, you are hereby notified that the school system is required to furnish all truancy records to the Juvenile Court after a total of 5 unexcused absences, tardiness, and check-outs.

Tardy to School

A student is Tardy to School if a student checks into school after the 7:25 bell without verified documentation of a medical, dental, or judicial appointment for that morning.

Students will serve detention after the second Tardy to School infraction in a quarter. Additional consequences for continued excessive Tardy to School infractions will be issued as determined by the administration and/or Supervisor of Child Welfare and Attendance.

Absence Chart

Type of Absence	Definition	Make-up Work
1-Non-Exempted, Excused Absence	<p>An absence that is incurred due to personal illness or serious illness in the family and is documented by an acceptable excuse, including a parent note and is not determined to be a habitual attendance problem.</p> <p>This type of absence is not considered when reporting for truancy; however, this type of absence is an absence & is counted in the set days a student can miss when determining a student’s ability to receive credit for a course or successful completion of a school year.</p>	<p align="center">Permitted</p> <p><i>***As set by the PPSB Pupil Progression Plan, students have 5 days beginning on the date of their return to present valid documentation for an excused absence. After five days documentation will not be accepted and the absence is categorized as unexcused. It is solely the responsibility of the legal guardian and the student to present documentation to the designated school authority.</i></p>
2-Exempted, Excused Absence	<p>The following criteria apply: Verified doctor’s excuse; Death in the family (not to exceed 5 school days); Recognized religious holidays of student’s faith; Visitation with a <u>PARENT</u> who is a member of the US Armed Forces and who has been called to duty or is on leave from an <u>overseas deployment to a combat zone or combat support posting</u> (not to exceed 5 school days per year).</p> <p>This type of absence is not considered for purposes of truancy and is not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year.</p>	<p align="center">Permitted</p> <p><i>***As set by the PPSB Pupil Progression Plan, students have 5 days beginning on the date of their return to present valid documentation for an excused absence. After five days documentation will not be accepted and the absence is categorized as unexcused. It is solely the responsibility of the legal guardian and the student to present documentation to the designated school authority.</i></p>
3-Unexcused Absence (counts in 10 days K-8) (counts in 5 days 9-12)	<p>Any absence that is not defined in the excused definition. Unexcused absences are reported for truancy.</p>	<p align="center">Permitted</p>
4-Suspension (counts in 10 days K-8) (counts in 5 days 9-12)	<p>Suspension is considered a non-exempted absence and is not reported for the purposes of truancy; however, the absences are counted as unexcused when considering for the purposes of student promotion. Excessive suspensions and suspensions that are deemed as serious school violations will be reported to the FINS court system for behavior intervention.</p>	<p>Permitted at 50% credit.</p> <p>A suspended student shall have the opportunity to make up quarter exams and receive full credit; however, it is solely the legal guardian and student’s responsibility to obtain the missed assignments.</p>

**PLAQUEMINES PARISH SCHOOL BOARD'S
NOTICE FOR DIRECTORY INFORMATION
Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Plaquemines Parish School Board (PPSB), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, PPSB may disclose appropriately designated "**directory information**" without written consent, unless you have advised the PPSB in writing to the contrary in accordance with PPSB procedures. The primary purpose of **directory information** is to allow the PPSB to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (20 U.S.C. § 7908; 10 U.S.C. § 503(c))

If you do not want the PPSB to disclose any or all of the types of information designated below as **directory information** from your child's education records without your prior written consent, you must notify the PPSB in writing by August 25th, 2017. Please send your written notice to:

Seth Shapard
Assistant Principal, Belle Chasse High School
8346 Highway 23
Belle Chasse, LA 70037

The PPSB has designated the following information as **directory information**:

- | | |
|----------------------------------|---|
| • Student's name | • Major field of study |
| • Address | • Dates of attendance |
| • Telephone listing | • Grade level |
| • Electronic mail address | • Participation in officially recognized activities and sports |
| • Photograph | • Weight and height of members of athletic teams |
| • Date and place of birth | • Degrees, honors, and awards received |

For further information about this notice, please contact:

Ronald Bateman
Director of Student Services
1484 Woodland Hwy.
Belle Chasse, LA 70037
rbateman@ppsb.org