

2015 - 2016  
Student Handbook



Leesville High School  
502 Berry Avenue  
Leesville, LA 71446  
Phone: 337-239-3464  
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**Leesville High School  
Home of the Wampus Cats**

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Leesville, LA 71446  
Phone: 337-239-3464  
Fax: 337-239-2485  
Webpage: <http://vernonparish.leesvillehs.schooldesk.net/>

Principal: Angel Williams  
Assistant Principal: Tammie Phillips  
Assistant Principal: Henry Lacking  
Administrative Assistant: Joe Sowell

This Student-Parent Handbook is designed to provide families with necessary information about school policies and programs. It's contents serve as a guide and is subject to adjustments by the principal that benefit student's safety and academic progress.

This Handbook Belongs To:				
My 2015-2016 Class Schedule				
Class	Time	Room	Subject	Teacher
1st	7:54-8:44			
2nd	8:49-9:35			
3rd	9:40-10:26			
4th	10:31-11:17			
5th	(1L) 11:17-11:47 11:52-12:38			
5th	11:22-12:08 (2L) 12:08-12:38			
6th	12:43-1:29			
7th	1:34-2:20			
8th	2:25-3:15			

**28. Overt Display of Affection (No Touch Rule)**

First Offense – one (1) day ISS  
Second Offense – one (1) day suspension

**29. Technology Code of Conduct (Computer Lab)**

First Offense – one (1) day suspension and payment for destroyed materials  
Second Offense – five (5) days suspension and payment for destroyed materials

**30. Alcohol Possession/Usage on School Trips/Functions**

First Offense – three (3) days suspension  
Second Offense – five (5) days suspension  
Third Offense – seven (7) days suspension

**31. Unfounded Charges Against School Personnel**

First Offense – three (3) days suspension  
Second Offense – five (5) days suspension  
Third Offense – seven (7) days suspension

**32. Horseplay**

First Offense – one (1) day ISS  
Second Offense – one (1) day suspension  
Third Offense – two (2) days suspension

**33. Cell Phones**—Any electronic device such as E-Reader, Kindle, Ipad, Lap Top, Cell Phone, etc. not being used for instructional purposes permitted by the teacher or administrator within the instructional setting to include classrooms, library, labs or other designated areas set by school administration, is a violation of school board policy and would result in one of the following consequences.

First Offense – Student referral to the office and call home  
Second Offense – one (1) day ISS  
Third Offense – one (1) day suspension  
Further Offenses – one (1) day suspension

**Any Violations not specifically covered will be left to the discretion of the administrators. The administration also has the right to change any action taken.**

Third Offense – one (1) day ISS

Fourth Offense – one (1) day suspension for habitual rule violations

**22. On School Grounds for Any School Activity During Suspension**

First Offense – additional three (3) days suspension

\*No suspended or expelled student is allowed on campus or may attend any school-sponsored event for the duration of such suspension/expulsion which would end at the beginning of the next school day, following said suspension/expulsion.

**23. Disruptions in ISS**

First Offense – two (2) days suspension & remaining ISS time

Second Offense – three (3) days suspension

Third Offense – four (4) days suspension

**24. Misuse of Hall Pass (In Areas Without Permission)**

First Offense – one (1) day ISS

Second Offense – two (2) days ISS

Third Offense – two (2) days suspension

**25. Hall/Classroom/School Disruption**

First Offense – one (1) day suspension

Second Offense – two (2) days suspension

Third Offense – four (4) days suspension

**26. Possession of Contraband Items.**

First Offense – one (1) day ISS

Second Offense – one (1) day suspension

Third Offense – two (2) days suspension

\*Equipment will be confiscated in each case.

**27. Immoral or Vicious Practices**

First Offense – three (3) days suspension

Second Offense – five (5) days suspension

Third Offense – seven (7) days suspension

Any Violations not specifically covered will be left to the discretion of the administrators. The administration also has the right to change any action taken.

**Leesville High School Principal**

This student handbook was developed with the intent to provide students and parents a chance to become familiar with the policies at Leesville High School. These policies and guidelines were formulated by the students and faculty for the welfare of the entire school.

Leesville High School provides a comprehensive program of educational opportunities for all students. Students are encouraged to become an active, integral part of the school. By following the policies set forth in this book, students and faculty can experience a safe and positive school atmosphere.

Angel Williams, Principal

**Leesville High School SGA President**

Welcome to Leesville High School. From the time you enter those doors, you are officially a Wampus Cat. No matter where you find yourself in life as the old saying goes, "Once a Wampus Cat, Always a Wampus Cat." Here you have an opportunity to achieve greatness. Here you have an opportunity to define yourself. Join in on what generations of students have found and loved in Leesville High School. High school is known to be the best times of your life, so leave no regrets. Make sure to be involved, have school spirit, and meet some of the best people you could ever imagine. Remember you are part of the pride of the great city of Leesville, so own it. Like our mascot you are very different and special. Live these precious years out of the box. Once again, welcome to LHS and "Dare to Excel." GEAUX WAMPUS CATS!!

Chris Ward  
LHS Student Body President

**14. School Bus Disruption (Parent Called each Offense)**

- First Offense– Warning
- Second Offense – three (3) days off bus
- Third Offense – five (5) days off bus
- Fourth Offense – seven (7) days off bus

**15. Forging Signatures/Notes/Teacher’s Name/Using another student’s ID**

- First Offense – one (1) day suspension
- Second Offense – two (2) days suspension

**16. Harassment of Students/Bullying**

- First Offense – three (3) days suspension
- Second Offense – five (5) days suspension
- Third Offense – seven (7) days suspension

Any Violations not specifically covered will be left to the discretion of the administrators. The administration also has the right to change any action taken.

**17. Defacing or Destroying School Property/Vandalism**

- First Offense – up to three (3) days suspension/restitution
- Second Offense – up to five (5) days suspension/restitution
- Third Offense – up to seven (7) days suspension/restitution

**18. Careless/Reckless Driving (Parents Contacted)**

- First Offense – three (3) days loss of driving privileges
- Second Offense – five (5) days loss of driving privileges

**19. Did Not Attend Monday Detention**

- First Offense – two (2) days ISS

**20. In Off-Limits Area**

- First Offense – one (1) day suspension
- Second Offense – two (2) days suspension

**21. Dress Code/Uniform Policy Violation**

- First Offense – warning and change clothing
- Second Offense – Monday detention

**6. Threatening or Assaulting Faculty/Students/Threats Against School**

First Offense – indefinite suspension pending hearing

**7. Willful Disobedience**

First Offense – one (1) day suspension

Second Offense – two (2) days suspension

Third Offense – three (3) days suspension

**8. Fighting**

First Offense – Each Offense 3-7 days Suspension

Second Offense

Third Offense

**9. Possession of Weapons/Drugs**

Expulsion for one (1) year and arrested

**10. Profane/Obscene Language/Gestures (Verbal or Written)**

First Offense – one (1) day suspension

Second Offense – two (2) days suspension

Third Offense – three (3) days suspension

**11. Possession of Over-the-counter medication at school**

First Offense – two (2) days suspension

Second Offense – three (3) days suspension

Third Offense – five (5) days suspension

**12. Gambling**

First Offense – one (1) day suspension

Second Offense – two (2) days suspension

**13. Stealing**

First Offense – three (3) days suspension

Second Offense – five (5) days suspension

Second Offense – seven (5) days suspension

Any Violations not specifically covered will be left to the discretion of the administrators. The administration also has the right to change any action taken.

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## Leesville High School Mission Statement

Students at Leesville High School “Dare to Excel” in all areas of Academic, Extracurricular Activities and Community Service.

## Leesville High School Philosophy

The faculty of Leesville High School recognizes that each student is an individual --- unique --- unlike any other. We recognize each student’s need for a sense of dignity and worth which comes from leading a productive life. The school exists to provide the student with experiences and knowledge to achieve this goal.

We strive to provide an atmosphere that will enable all students to experience growth --- mentally, physically and morally --- with a teacher to lead, guide, instruct and provide a variety of these experiences to help develop the whole person.

We believe that in directing the forces of the school toward the total growth of the students, with the cooperation of parents, we can educate the students to take their places in the social and economic community.

## Vernon Parish Vision Statement

The Vernon Parish School System is committed to educating and preparing every student for the challenge of tomorrow’s world.

## Vernon Parish Motto

Every Child, Every Day, Whatever It Takes.

## Vernon Parish Mission Statement

The Vernon Parish School Board will provide an education that incorporates effective instruction that is rigorous and relevant which every student needs for academic and personal achievement. The board supports a positive school climate where experiences and lessons provide for the personalized needs of students as they transition through school and into tomorrow’s world. The board will establish an educational process within the school district that is a partnership which involves parents, educa-

## Disciplinary Infractions and Suggested Consequences

Any violations not specifically covered in the following list will be left to the discretion of the administrators. The administration also has the right to change any action taken.

CORPORAL PUNISHMENT – Obtaining Parental Permission prior to administering paddling is not necessary. However, parents who do not want their child paddled must submit a written request asking the school not to paddle, so another form of discipline may be used.

- 1. Cutting Classes/Leaving Class Without Permission**  
First Offense – two (2) days ISS  
Second Offense – two (2) days suspension  
Third Offense – four (4) days suspension
- 2. Cutting Classes/Leaving Campus**  
First Offense – two (2) days suspension  
Second Offense – three (3) days suspension  
Third Offense – five (5) days suspension
- 3. Excessive Tardiness to School/Class**  
First Offense – documented  
Second Offense – Monday detention  
Third Offense – one (1) day ISS
- 4. Smoking/Chewing/Possession Tobacco/Matches/Lighter/E-Cigarettes** – This includes anytime on school premises or school approved trips and functions  
First Offense – one (1) day suspension  
Second Offense – three (3) days suspension  
Third Offense – five (5) days suspension
- 5. Disrespect for Authority (Teacher/Administrator)**  
First Offense – three (3) days suspension  
Second Offense – five (5) days suspension  
Third Offense – seven (7) days suspension

## Civil Rights

Leesville High School adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Renita Page, Principal, by mail at Leesville High School, 502 Berry Avenue, Leesville, LA 71446 or by phone at 239-3464.

tors, and the community. Through this partnership we will produce well-educated, character-oriented, and well-rounded individuals.

## Vernon Parish Beliefs

As members of the Vernon Parish School Board, we believe:

- Our school system is focused on learning: student learning, professional learning, and organizational learning.
- All students can learn. In order to challenge students to their full potential we must value, understand, and address differences in the way they learn.
- Student learning increases when alignment is accomplished among rigorous and challenging content standards, high quality assessments, and effective teaching practices.
- The focus of curriculum and teaching strategies should center on a deep understanding of concepts and usage of basic skills for all students.
- Every student should have the opportunity to develop, learn and grow in a safe environment with quality materials available.
- All children, when meaningfully engaged and motivated, are capable of learning at high levels. High academic and behavioral expectations for all students will result in high achievement.
- Students should be actively involved in their own learning and be expected to demonstrate their knowledge and understanding.
- Student learning must be frequently monitored and evaluated with focused and timely interventions occurring as needed.
- Every child deserves highly competent and qualified teachers who use effective teaching strategies to teach the district's curriculum. Outgoing, systematic and multi-level professional development is critical to improved education.
- Educating our youth is a responsibility of the entire community carried out through a collaborative effort. The primary goal of public education is to prepare all children to become a contributing member of an ever-changing multicultural and global society.

## Bell Schedules

### Regular Bell Schedule

1 <sup>st</sup> Bell	7:49	5 min
1 <sup>st</sup> Period	7:54 – 8:44	50 min
2 <sup>nd</sup> Period	8:49 – 9:35	46 min
3 <sup>rd</sup> Period	9:40 – 10:26	46 min
4 <sup>th</sup> Period	10:31 – 11:17	46 min
5 <sup>th</sup> Period	(1 <sup>st</sup> lunch 11:17 – 11:47) (Class 11:52 – 12:38)	30 + 46 min
5 <sup>th</sup> Period	(Class 11:22 – 12:08) (2 <sup>nd</sup> lunch 12:08 – 12:38)	46 + 30 min
6 <sup>th</sup> Period	12:43 – 1:29	46 min
7 <sup>th</sup> Period	1:34 – 2:20	46 min
8 <sup>th</sup> Period	2:25 – 3:15	50 min

### Morning Activity Schedule

1 <sup>st</sup> Bell	7:49	5 min
1 <sup>st</sup> Period	7:54 – 8:34	40 min
2 <sup>nd</sup> Period	8:39 – 9:15	36 min
3 <sup>rd</sup> Period	9:20 – 9:56	36 min
4 <sup>th</sup> Period	10:01 – 10:37	36 min
*Activity Period*	10:42 – 11:17	40 min
5 <sup>th</sup> Period	(1 <sup>st</sup> lunch 11:17 – 11:47) (Class 11:52 – 12:38)	30 + 46 min
5 <sup>th</sup> Period	(Class 11:22 – 12:08) (2 <sup>nd</sup> lunch 12:08 – 12:38)	46 + 30 min
6 <sup>th</sup> Period	12:43 – 1:29	46 min
7 <sup>th</sup> Period	1:34 – 2:20	46 min
8 <sup>th</sup> Period	2:25 – 3:15	50 min

### Afternoon Activity Schedule

1 <sup>st</sup> Bell	7:49	5 min
1 <sup>st</sup> Period	7:54 – 8:44	50 min
2 <sup>nd</sup> Period	8:49 – 9:35	46 min
3 <sup>rd</sup> Period	9:40 – 10:26	46 min
4 <sup>th</sup> Period	10:31 – 11:17	46 min
5 <sup>th</sup> Period	(1 <sup>st</sup> lunch 11:17 – 11:47) (Class 11:52 – 12:38)	30 + 46 min
5 <sup>th</sup> Period	(Class 11:22 – 12:08) (2 <sup>nd</sup> lunch 12:08 – 12:38)	46 + 30 min
6 <sup>th</sup> Period	12:43 – 1:19	36 min
7 <sup>th</sup> Period	1:24 – 2:00	36 min
8 <sup>th</sup> Period	2:05 – 2:45	40 min
*Activity Period*	2:45 – 3:15	30 min

## Demonstrations or Other Disturbances

Automatic expulsion will result from instigating or participating in demonstrations of any nature in any form.

### Phone Usage

The phone is located in the attendance office and is to be used for emergencies only. No one is allowed to come to use the phone during class time. The phone can be used only for the purpose of signing out because of an emergency/illness.

### In School Suspension

ISS is used as an alternative to suspension. Any student assigned to ISS will be allowed to make up all class work when he/she returns to class. This will be worked out between the ISS monitor and the administration. Students in ISS will be assigned remedial work to complete in the room. Upon completion of this remedial work, they will be allowed to do make-up work assigned by teachers. Students will be assigned ISS by the administration only. Teachers cannot assign ISS as defined by state law bulletins.

### Musical Instruments

Musical instruments will not be allowed in classrooms or hallways or outside areas of Leesville High School. The only location musical instruments will be played are in the bandroom.

### Student Lockers

Students are responsible for their lock and lockers and must pay for any internal damage done to them. Regular checks will be conducted. Students who do not lock hall and P. E. lockers should not expect the school to conduct investigations if their books or belongings are stolen from these lockers.



## Hall Passes

### Passes are for emergency purposes only!

Students will not be allowed in the hall during class time without a hall pass. Use of the hall pass will be limited by the teacher. Any student in the hall without a pass will be subject to discipline.

### Junior High and Elementary Schools

LHS students are not permitted on the grounds of any other school during the 7:20 a.m. to 3:30 p.m. school day without the principal's permission. Unauthorized presence on the grounds of other schools is an automatic 3-day suspension. Any student breaking LHS or Parish rules while at another school shall be accountable for such actions in accordance with LHS policy and VPSB policy.

### Video Surveillance Policy

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

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law-enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

## Vernon Parish School Calendar

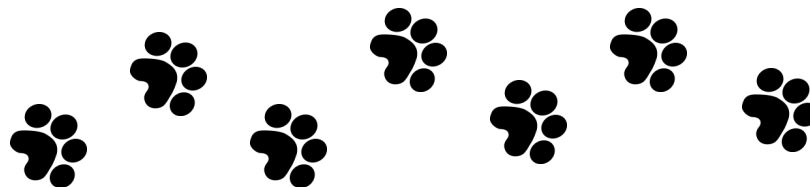
August 5, 2015	New Teacher Induction
August 6, 2015	Parish Wide Staff Development
August 7, 2015	Parish Wide Staff Development 1/2 day/ School Site 1/2 day
August 10, 2015	School Site Staff Development/Workday
<b>AUGUST 11, 2015</b>	<b>FIRST DAY OF SCHOOL For Students</b>
September 4, 2015	1/2 day students & 1/2 P/T Conf
September 7, 2015	Labor Day (Students & Employees)
October 8, 2015	1/2 day students & 1/2 P/T Conf
October 9, 2015	Fair Day (Students & Employees)
October 12, 2015	Columbus Day (Student & Employees)
November 11, 2015	Veteran's Day (Student & Employees)
November 23-27, 2015	Thanksgiving Break (Students & Employees)
December 21, 2015-January 1, 2016	Christmas Break (Students & Employees)
January 4, 2016	Teacher Work Day (Student holiday)
January 5, 2016	Students Return
January 18, 2016	Martin Luther King Day (Students & Employees)
February 15, 2016	President's Day (Students & Employees)
March 25-April 1, 2016	Easter/Spring Break (Students & Employees)
May 19, 2016	Last Day of School for Students
May 20, 2016	Last Day of School for Teachers

### Six-Weeks Grading Periods Endings

First Six-Weeks	September 18	27.5 Days
Second Six-Weeks	October 30	27.5 Days
Third Six-Weeks	December 18	29 Days
Fourth Six-Weeks	February 12	28 Days
Fifth Six-Weeks	April 8	33 Days
Sixth Six-Weeks	May 19	29 Days

### Progress Reports and Report Cards

<u>Grading Period</u>	<u>Progress Report</u>	<u>Report Card</u>
First	September 1, 2015	September 24, 2015
Second	October 13, 2015	November 5, 2015
Third	December 1, 2015	January 7, 2016
Fourth	January 26, 2016	February 18, 2016
Fifth	March 8, 2016	April 14, 2016
Sixth	May 3, 2016	May 23, 2016



## Curriculum Guidelines & Requirements by Graduation Year

TOPS Requirements	
English I	Algebra I (or equivalent)
English II	Algebra II
English III	Geometry
English IV	Adv. Math
Am. History	Biology
Civics & F.E.	Chemistry
World History	2 additional units: Physical Science,
World Geog.	Env. Science, Biology II, or Physics
Foreign Language (2 units)	Fine Arts Survey <u>or</u> substitute
19 Units	2.5 GPA      20 ACT
TOPS requirements are subject to change due to the implementation of the Core 4 Graduation Requirements *Beginning with 2018 graduates, TOPS will use a 5.0 grade scale for AP, gifted and dual enrollment courses.	

Classes of 2016 & 2017		
Subject	LA Core 4	Basic Core
English	4	
Math	4	
Physical Education	1.5	
Health	.5	
Science	4	3
Social Studies	4	3
Foreign Language	2	-
Arts	1	-
Electives	3	8*
Total	24	24
*Students must complete six credits in career area of concentration. **Students must complete seven credits in career area of concentration.		

## Procedures for Serious Threats

A serious threat – any threat that can lead to serious injury, death or property damage.

1. Determine the credibility of the information. (Anytime that you cannot conclude the investigation before the end of that school day, contact the Child Welfare Director for assistance.)
2. Once you establish that a threat has been made, contact the Child Welfare Director. This situation will warrant that local law enforcement be involved and the Child Welfare Director can help you with this matter.
3. Contact parents of all students directly involved in the situation. When juveniles are involved do not question students when law enforcement is present until you have parental permission.
4. When your investigation is concluded, you will then suspend the student(s) who made the threat until an expulsion hearing.
5. Notify all adults involved of the investigations outcome.

## Common Courtesy in the Halls

Students should not stand in the middle of the halls. Do not run inside of the buildings. Keep to the right when walking.

**Keep a low, normal tone of conversation.**

## Clubs and Activities

A wide variety of clubs are available to students. These clubs will meet before or after school or during the lunch period at a time designated by the sponsor. Some of the available clubs are: 4-H, Art, Bible, Black History, Drama, FBLA, FCCLA, French, JAG, JROTC, Junior Civitan, LEO, Mayor's Youth Council, National Honor Society, Quiz Bowl, SADD, Spanish, Student Government, Vocational Education, Yearbook and Athletics.

their parents are invited to a special banquet sponsored by the Vernon Parish School Board and the Chamber of Commerce. Awards that will be worn at graduation are presented at the banquet. It is very important that eligible seniors attend.

### Contraband

No cameras, laser pointers or other non-necessary electronic equipment are allowed on campus either during school or at extracurricular activities. Dice and/or playing cards are not allowed. Plastic containers, such as water bottles or squirt bottles are not allowed at school unless cleared through the office. No student will be allowed to wear sunglasses at school. No caps or head garments of any type will be allowed at school.

### Relationship and Conduct Between Students

Students are expected to conduct themselves at all times as young ladies and gentlemen. Overt displays of affection are not proper at school. There is a no-touch rule in effect.

### Respect to the Flag

The LHS JROTC students raise the flag each morning prior to the first bell. Scheduled events will be held at the flagpole during the year for many students. All students are required to respect the rights of those involved in these and all other school activities.

### School Calendar

All school activities must be approved and written on principal's official calendar.

### Smoking on School Campus

The use of tobacco in any form by students while on any part of the school campus is prohibited. Possession of tobacco, e-cigarettes, matches or cigarette lighters will result in suspension.

Classes of 2018 & 2019		
Subject	TOPS University	TOPS Tech*
English	4	
Math	4	
Science	4	2
Social Studies	4	2
Foreign Language	2	-
Art	1	-
Health/PE	2	2
Electives	3	9**
Total	24	23
*Students will be required to achieve a certification in the Jump Start Pathway.		
**Must be in jump start electives		

### For additional graduation options, see the counselor.

To receive full credit in a full credit course, students must earn a **minimum of 7 quality points per year with at least four of these quality points earned in the last semester. For a half-credit course, the student must earn a minimum of 4 quality points.**

All courses must be pursued for full credit. The only exceptions would be:

- Those courses designated as half-credit courses by Bulletin 741
- Courses where the principal has granted permission for the student to receive half credit

Seniors must be in attendance for at least 167 instructional days, each consisting of a minimum of 330 minutes of instructional time. Early dismissal of seniors for tests, etc., is not to begin until after the minimum of 167 instructional days has been

met.

The Vernon Parish Summative Tests for Mathematics, Language Arts, Science and Social Studies will be used as the final examinations in grades nine through twelve except in courses in which EOC tests are given. Students enrolled in a course for which there is an EOC test, the EOC test score shall count as the final exam grade for that course. The final exam shall count as 16% of the student's final grade.

Students will not be allowed to transfer between Vernon Parish Schools after the end of the first semester.

## **Additional Graduation Requirements**

In addition to completing a minimum of 24 Carnegie Units of credit, the student shall also be required to pass EOC tests in the following categories:

- i. English II or English III
- ii. Algebra I or Geometry
- iii. American History or Biology

Remediation and retake opportunities will be provided for students who do not pass their EOC tests.

All seniors are required to take a minimum of four classes regardless of credits required to graduate. Students not in academic good standing will be required to stay for remediation.

Seniors will be required to pay a graduation fee of \$25.00 prior to February 1<sup>st</sup>. After this date, a late fee of \$5.00 will be assessed. These fees are used to pay for: Senior Luncheon, Flowers/Decorations and Medals.

Caps and gowns will be distributed after senior grades are finished. No exceptions.

## **Diploma Endorsements**

All high schools shall provide students the opportunity to complete an area of concentration with an academic focus and/or a career focus.

- To complete an academic area of concentration, students shall meet the current course requirements for the Louisi-

held in recognition of the hard work and achievement of these students. At this time the following awards are presented:

1. 1<sup>st</sup> Year – Medal
2. 2<sup>nd</sup> Year – Plaque
3. 3<sup>rd</sup> Year – Pen/Pencil Set
4. 4<sup>th</sup> Year – Letter Sweater

## **Obtaining Permission to be Out of Class**

Students must always report to the teachers' class before requesting to go to the counselor's office, main office or restroom. No student may leave a teacher's class without that teacher's permission.

## **Parking**

Parking passes will be issued during textbook distribution. Students must present a valid driver's license and proof of insurance to obtain parking pass. Fee will be \$5.00 per pass. Students will not be allowed to park on school premises without assigned parking pass. Violations to parking will result in fines (if not paid within one week, driving privileges are revoked) as described here:

1st Offense: \$5.00

2nd Offense: \$10.00

3rd Offense: loss of driving privileges for rest of the 6 weeks

NOTE: Discipline cycle starts over each six weeks.

## **Concession**

Concession will be available during both lunches only. It will open the last 15 minutes of lunch.

## **Special Recognition**

At the end of the school year all seniors that have a 3.5 G.P.A. or higher for the first seven semesters of high school along with

## Off Limits Areas

The following areas are off limits for Leesville High students:

1. All parking lots (a. students must exit vehicle upon arrival and no loitering in the parking lots; b. student athletes may use the appropriate pedestrian walkway adjacent to Parking Lot B as a throughway from the building to the gym/fieldhouse during 7th and 8th hours only)
2. Gym/Fieldhouse during 1st, 2nd, 3rd, 4th, 5th and 6th hours
3. Elevators
4. North of the school, including all the areas behind the band room and the north end of the track (this includes all areas around the walking path)
5. Track area and behind woodshop and ROTC building
6. Baseball and softball fields and area around fields
7. Leesville Junior High and East Leesville Elementary (this includes all areas in and around the football stadium)

## Weapons

No guns, knives or other similar instruments that can be used as weapons are permitted at school.

## Book Bags and Back Packs

Students will not carry book bags or back packs to any class with the exception of 7th & 8th periods. They are not allowed in the hallways or during lunch. String strap backpacks only are allowed to any hour. Violation of this policy can result in suspension.

## Principal's List Banquet

At the end of the 1<sup>st</sup> semester, there is a special banquet sponsored by the faculty and administration for all students who are pursuing a minimum of 4 Carnegie Units and have earned either all A's or A's with one B for the 1<sup>st</sup> semester. This banquet is

ana Core 4.

- To complete a career area of concentration, students shall meet the minimum requirements for Louisiana Core 4 including four elective primary credits in the area of concentration and two related elective credits, including one computer/technology course.

### I. Academic Endorsement

- A. Graduating seniors in 2005 and thereafter who meet the requirements for a standard diploma and satisfy the following performance indicators shall be eligible for an academic endorsement to the standard diploma.
  1. Students shall complete the academic area of concentration.
  2. Students shall complete one of the following requirements:
    - a. Senior project;
    - b. One Carnegie unit in an AP course with a score of three or higher on the AP exam;
    - c. One Carnegie unit in an IB course with a score of four or higher on the IB exam; or
    - d. Three college hours of non-remedial, articulated credit in mathematics, social studies, science, foreign language, or English language arts.
  3. Students shall meet the current minimum grade-point average requirement of 2.5.
  4. Students shall achieve an ACT Composite Score of at least 23.

### II. Career/Technical Endorsement

- A. Graduating seniors in 2005 and thereafter who meet the requirements for a Louisiana Core 4 diploma and satisfy the following performance indicators shall be eligible for a career//technical endorsement to the Louisiana Core 4.
  1. Students shall complete the career area of concentration
  2. Students shall complete a minimum of 90 work hours of work-based learning experience OR a senior project related to a student's area of concentration with 20 hours of related work-based learning and mentoring

and:

- a. Industry-based certification from the list of industry-based certifications approved by BESE; or
  - b. Three college hours in a career/technical area that articulate to a postsecondary institution, either by actually obtaining the credits and/or being waived from having to take such hours
3. Students shall meet the current minimum grade-point average requirement of 2.5.
  4. Students shall achieve the current minimum ACT Composite Score (or SAT Equivalent) of a 20.

## **Ninth Grade Academy**

As a part of Louisiana's high school redesign initiative, Leesville High School has implemented the Academy Concept for Ninth Graders. The academy was established to facilitate the transition from the middle grades to high school and help students reach their maximum potential in the subsequent high school years. Our facility at LHS allows for students to be in a separate area of the school in order to build a strong sense of community and school pride without distractions that could hinder their individual and freshmen class growth. Through a series of proactive programs, teachers, administration, and student mentors provide freshmen with positive reinforcement and support designed to meet the individual needs of each student. These programs include:

- Teacher mentoring program
- Grade Recovery
- Credit Recovery
- Positive Behavior Support (PBS)
- Periodic achievement honors
- Freshmen Counseling Services

With these programs in place, it is the goal of the Leesville High School Ninth Grade Academy to:

verify necessity and permission to sign out. Students must present a parent's request to sign out to the person at the attendance table the day they are signing out. The request should be signed by an attendance officer.

Parents should pick up students who are ill if the student does not have his/her own transportation. Other students will not be allowed out of class to take another student home. Also, we will not allow students to be checked out by boyfriends, neighbors or others unless parents make prior arrangements with the principal.

Students will not be sent to an empty house when ill and will not be allowed to leave without a parent's permission. Students should check out at the end of a class period and not during a class period. Students should not be checked out during their lunch period.

## **Checking Into School**

A student may check in after 7:49 a.m. only with a parent's written excuse. A student with an unexcused tardiness will be disciplined for being tardy. Students who are habitually tardy will be assigned ISS or suspension. The student must sign the check-in book at the attendance table and receive an admit.

## **Closed Campus**

Leesville High School has a closed campus. If you come late you must sign in at the attendance table. If you leave early you must sign out at the attendance table. No visitors will be allowed unless authorized through the main office. No student will be allowed to check in late or sign out early without parental permission. Students are not allowed to leave the campus without the attendance office verifying with a parent and the student signing out in the attendance book. Food from outside food establishments cannot be brought in for student lunches.

books except those designated by the librarian and those placed on reserve may be checked out. Any student who is in debt to the library, either for an overdue book or fine, will not be given credit or be allowed to check out of school.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences may be set up through the counseling office. Visitors are not allowed to sit in on the classes. Teachers have conference periods each day to meet with parents and address their concerns.

### **Search and Seizure**

Students are subject to be searched if there is reasonable suspicion by the school administrators or teachers when the health, safety or welfare of students or faculty is in jeopardy.

### **Refusal to Participate**

Any student who is directed to participate by a teacher and who refuses to do so, or fails to participate at a minimum acceptable level, shall be considered as disobeying the teacher and should be disciplined by the teacher. In such instances, the student should not receive the points for participating and his overall grade will be lower because of failure to participate. Also the parent should be notified of the student's disobedience.

The above procedure is directly applicable to the "no dress" (ND) grade for physical education classes. Parents who have been informed by the teacher once during the school year that their child is not participating or dressing out need not be subsequently informed regarding repeated infractions of the same offense.

### **Checking Out of School**

Students may check out for emergencies only. The student must sign out in the attendance office. Parents will be called to

- Reduce the rate of retention in the ninth grade
- Increase attendance rates in the ninth grade
- Support successful performance on state assessments (EOC)
- Improve academic skills and understanding
- Teach students to be self-advocates

### **What is TOPS?**

Definition: Louisiana's Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has four award components.

How and When to Apply for TOPS? To apply for all TOPS awards, you must first submit the Free Application for Federal Student Aid (FAFSA) for the academic year you enroll as a full-time student at a Louisiana college or university. For example, if you will graduate from high school in the school year 2012-2013 and enroll during the 2013-2014 academic year, submit the 2013-2014 version of the FAFSA. Contact LOSFA for assistance in filing an abbreviated FAFSA or the On-Line Application. The FAFSA may be filed after January 1, and the deadline for completion is July 1. Students must apply online for their FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For more information contact:

Louisiana Office of Student Financial Assistance  
PO Box 91202

Baton Rouge, LA 70821-9202  
(225) 922-1012 or (800) 259-5626, Ext. 1012

Website: [www.osfa.state.la.us](http://www.osfa.state.la.us)  
E-mail: [custserv@osfa.state.la.us](mailto:custserv@osfa.state.la.us)

## Grades

<b>Parish Grading System</b>			
<u>Grade</u>	<u>% Equivalent</u>	<u>Definition</u>	<u>Quality Points</u>
A	93-100	Excellent	4
B	85-92	Above Average	3
C	75-84	Average	2
D	67-74	Below Average	1
F	0-66	Unsatisfactory	0

These scores should be used to determine midterm and final averages:

A = 3.51-4.0  
B = 2.51-3.5  
C = 1.51-2.5  
D = 1.0-1.5  
F = 0-0.9

Number and letter grades will be on report cards.

Students will be recognized as honor graduates using the system defined below:

Summa Cum Laude  
3.90-4.0

Magna Cum Laude  
3.70-3.8999

Cum Laude  
3.50-3.6999

There will be two class rank determinations.

1. As currently exists by transcript on GPA.
2. Actual class order using:
  - a. GPA
  - b. Numerical grade average
  - c. ACT Score

## Special Rules and Regulations

### Announcements

Information is given to the faculty and student body during first hour and can be viewed on the school website. It is the individual student's responsibility to listen to the announcements and follow directions accordingly. All announcements must be signed by a club sponsor and approved by administration.

### Assemblies

Students will be assigned seating sections in the auditorium during special programs and assemblies. This seating will be done by homeroom and the homeroom teacher will check roll and remain with their class. Behavior in assemblies will be supervised and infractions for misbehavior will be dealt with according to policy. This includes all academic, athletic and extra-curricular programs in the auditorium.

### Buses

Students will ride the bus to which they are assigned. Misconduct on a bus will forfeit the student's privilege of riding a school bus. Permission to ride a bus other than the one assigned must be requested in writing and approved by the principal. Students must stand a safe distance from the curb.

### Parent Drop-Off

Parent Drop-off will be the lobby doors by the auditorium. Parents drive through the one-way front unloading lane for drop-off. Students cannot be dropped off before 7:20 am in which time a duty teacher will be present.

### Library Books and the Library

Students are expected to take care of the library books. All



7. Bandanas are not allowed and may not be worn by girls or boys.

NOTE: As a fundraising activity, administration may allow students to wear jeans on specific days. On these specified occasions students' jeans must be plain denim jeans No Rips, NO Tears, No Holes, No Designs and No Jeggings.

### **Discipline for Dress Code Violation**

First Offense - Warning and change clothing

Second Offense - Monday detention

Third Offense - One day ISS

Fourth Offense - One day suspension for habitual rule violations

### **School Bus Regulations**

The Board directs that the bus driver, together with the principal shall assume full responsibility for discipline of pupils riding buses. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. If possible, this must be done in person. It is the responsibility of the principal to determine necessary punishment to students violating regulations.

If found necessary, the principal may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the Superintendent, who shall conduct a hearing on the merits of the bus suspension.

A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until his readmittance is directed by the Superintendent.

At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action.

Students shall be notified of all bus regulations pertaining to students riding school buses. Students and their parents shall be required to sign and return to school officials a form signifying familiarity with all bus regulations.

Smoking on school buses by students or operators shall not be permitted.

### **Computing Grades**

The midterm grade shall be computed by averaging the three six-weeks grades. Each grade shall count one-third of the total grade. Convert all grades to quality points and divide by three (total number of grades). Final grades for semester courses will be the average of the three six-weeks and the final exam (if appropriate). The final grade for a full year shall be computed by using seven grades; the 6 six-weeks and the final test grades. Convert all grades to quality points and divide by seven (see Parish Grading System above).

### **Determining Grade Point Averages**

In determining grade point averages for the purposes of ranking students and determining valedictorian and salutatorian honors, the following procedures should be used. Grade point average is defined as the TOTAL QUALITY POINTS DIVIDED BY THE NUMBER OF COURSES TAKEN. Each student's final grade in each subject should be converted to quality points. The total quality points should be divided by the total number of grades received. All averages should be computed to four decimal places.

One Semester Courses  
(4 grades)

A = 16-15 quality points

B = 14-11 quality points

C = 10-7 quality points

D = 6-4 quality points

F = 3-0 quality points

Two Semester Courses  
(7 grades)

A = 28-25 quality points

B = 24-18 quality points

C = 17-11 quality points

D = 10-7 quality points

F = 6-0 quality points

### **Attendance Requirements**

- 1) Students accumulating more than five days during the first semester and/or five days during the second semester of unexcused absences will receive non-attendance F's on progress reports and report cards. (See definitions)

- 2) Excused absences, fully excused absences and absences due to extenuating circumstances are not included in the accumulation of days absence per semester. (See definition)
- 3) Any documentation for excused absences or extenuating circumstances must be submitted within 5 school days of return to school or the absences will be unexcused.
- 4) Students will be allowed to make up any work missed due to excused absences, fully excused absences and extenuating circumstances
- 5) Students exceeding five days of absences per semester due to unexcused absences will have opportunities to make up the excessive days missed. Students may qualify for opportunities of attendance recovery. Such opportunities may remediate some of a student's excessive absences. Attendance Recovery will be given at multiple segments throughout the school year.
- 6) All excessive unexcused absences must be made up before a student will receive earned grades.
- 7) Any student who has failed to make up excessive absences before the end of school will have an opportunity to do so in summer school. (There will be a cost associated with summer school)

### Definitions

- (a) Excused absence—student presents note from parent with an excusable reason (sick, family emergency, car trouble, etc.). Student may make up any missed schoolwork and receive credit for the work.
- (b) Fully Excused Absence—student has a note or excuse from a medical doctor or dentist for the day or days of absence from school. The student may make up any work missed and will receive credit for any made up work.
- (c) Unexcused Absence—either the student did not present a written excuse for the absence or the written excuse was not a valid excusable reason for being absent.
- (d) Extenuating Circumstances—absences resulting from extenuating circumstances can be appealed to a district level or

- f. affiliated logo.
  - f. No designer labels are to be worn on the clothes.
  - g. No T-shirts or thermal tops will be worn over a uniform shirt for any reason—if worn over the uniform it must be a sweater or jacket.
  - h. Shoe styles are optional. **Backless sandals/shoes are not permitted.** Heels can be no higher than one (1) inch. Shoes with laces will be kept tied and neat at all times.
  - i. No cleats, house shoes, caps/hats, sunglasses will be allowed.
  - j. Khaki shirts are not considered to be part of the uniform and are not allowed to be worn.
2. Any special occasions for different attire approved by the principal will be allowed.
  3. New students entering school after August will be allowed 10 days to purchase uniforms and comply with the policy. After this “grace” period, students attending school without proper uniform will not be allowed to go to class. Parents will be called to pick them up or bring the proper uniform. Continued flagrant violation of the uniform policy will result in student being suspended from school.
  4. HAIR – Must be neat, clean and out of eyes. Design, colors and/or styles which distract from the learning environment and/or the student’s performance are prohibited. No picks or combs (other than those designed for a hair style) are permitted.
  5. FACIAL HAIR – Students are prohibited from wearing beards or goatees. Side burns may be worn to the bases of the earlobe. Students may wear a neatly trimmed mustache. No facial hair allowed on chin or cheeks. Students with a skin condition will be dealt with on an individual basis but must be short and neatly trimmed (medical documentation).
  6. JEWELRY – Male students may not wear earrings. Female students are permitted to wear earrings in the ears only. No pierced jewelry is to be worn except in the ears. This includes nose rings and tongue rings. Jewelry in new piercings cannot be hidden or covered by band-aids. Long chains cannot be worn hanging around the neck or out of pockets.

of each school will make the final decision as to what is considered proper or improper dress according to the following minimum guidelines:

1. The school uniform policy will be the dress code and will require the following styles and colors (to be followed the entire time students are on campus):
  - a. Khaki bottom pants, skirts, jumpers, skorts, overalls, culottes, and shorts are allowed. No jeans or sweat pants are allowed. Length will be no shorter than 3 inches above the knee. These Khaki bottoms must be solid in color with no writing, stripes or any other coloring. The bottoms will be hemmed. All bottoms with belt loops must have a **black or brown belt** worn with them at all times. The bottoms must be straight legged. No denim type jeans or parachute pants will be allowed. Pants should be cotton, twill, corduroy or polyester type material.
  - b. Pants must be worn above the hips.
  - c. All tops will be uniform style with sleeves (polo or oxford type) and must be solid white or solid black. All tops will have collars (no tee shirts). All uniform tops (shirts, turtlenecks, and outerwear) must be solid in color with no writing, brand logos, stripes or any other coloring. Shirts must be tucked in so belts can be seen at all times. Any shirts worn under uniform shirts must be the uniform color (solid white or solid black); this includes T-shirts worn under the uniform shirt. There will be no sheer or “see through” type shirts or blouses allowed in any form.
  - d. On Fridays, students may wear the 2015-2016 LHS Spirit Shirt (only the shirt purchased through LHS SGA).
  - e. Outerwear allowed—coats or jackets (that keep you warm—not an overshirt/dress shirt of anykind) that zip or button all the way up the front will be worn open in the building so belt, collared shirt and ID are visible. Longsleeved hoodies or sweaters must be either solid black, white or grey or black, white or grey with school

school level attendance worker who has the authority to declare the absence as an “extenuating circumstance.” In the state of Louisiana, only a Child Welfare and Attendance Supervisor or Director of Child Welfare and Attendance may declare the absence an “extenuating circumstance.” When the appeal is approved for “extenuating circumstances,” the day of absence is totally excused, all work may be made up, and the day of absence does not count against the required number of days for school attendance.

The only exception to the attendance regulation shall be enumerated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.

1. Extended personal physical or emotional illness. Each LEA shall adopt policies regarding the requirement of a certificate from a physician or nurse practitioner licensed in the state in substantiation of the absence;
2. Extended hospital stay as verified by a physician or dentist;
3. Extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner;
4. Extended contagious disease within a family as verified by a physician or dentist or nurse practitioner;
5. Observance of special and recognized holidays of the student’s own faith.

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

The only other exception to the attendance regulations shall be other absences that are verified by the principal or his/her designee as stated below:

1. prior school system-approved travel for education
2. Death in family (not to exceed one week); or
3. Natural catastrophe and/or disaster.

## Absence Procedure

Students must bring a doctor's note or a written note from parent/legal guardian (should include the name of the student, telephone number, the reason for the absence(s), and be signed by the parent/legal guardian) when they return to school from an absence. This documentation will be taken by the student to the attendance table before school each day. **Notes will only be accepted within 5 days of the date of the absence.**

## Participation in School Activities when Absent

Students may not participate in any school activity for any period of time for any reason on a day absent from school except with the principal's permission.

Students who miss school to prepare for a school activity without the principal's permission will not be allowed to participate in that activity.

## Makeup Work for Absences

Students can make up work for absences; however, it is the student's responsibility to arrange with the teachers to make up missed work. A student has "one day" per day missed to make up all work.

## Student Fee Option Plans

Students at Leesville High School will be required to pay a student fee for the school year. This may be paid by cash, check or money order. The checks or money order should be made payable to Leesville High School.

OPTION A: \$20.00 – Blue pictured I. D. card, lock and locker rental.

OPTION B: \$55.00 – White pictured I. D. card, lock, locker rental, and reduced rate of \$2.00 into all LHS home games (excluding play-offs and jamborees) with white I. D. card

date). The parent or guardian must obtain an administration of medicine permit to be filled out by the physician prescribing the medicine. These will be kept on file at school.

2. From the parent, who will request and authorize the school to give the medication in the dosage prescribed by the physician. The parent or guardian will co-sign the form authorizing administration of medications by the school. The parent or guardian must notify the school of any changes in medication type, time or dosage. A new form must be obtained to reflect these changes.

Short Term Medications: Over the counter or prescribed for less than two weeks. A written statement shall be required upon initiation of medication from the physician and parent as outlined under Long Term Medications.

Injectable Medications: There must be written instructions from a physician. There must be written permissions from the parent or legal guardian for the procedure; and the injection must be given by appropriately trained personnel and under the supervision of school personnel or the school nurse.

Administration of Medication Procedures: A written physician's order shall be obtained and shall include:

1. Name of child
2. Name of medication
3. Reason for the medication (diagnosis) and that it is required to administer medication during school hours
4. Dosage route and time it is to be given
5. Special directions for administering the medication
6. Possible side-effects
7. Date medication should be stopped (see Physician's Authorization Form)

## Dress & Grooming Policy 2015-2016

The policy of the Vernon Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum, creates a safety concern or possibly creates a health concern. The principal

## Vernon Parish Sexual Harassment Policy

The Vernon Parish School System in an effort to provide a safe school environment for School employees and students has established a Sexual Harassment Policy. By definition sexual harassment consists of unwanted or unwelcome sexual advances and other inappropriate verbal or physical conduct of a sexual nature.

Whenever someone feels they are being harassed, they should immediately notify the teacher, principal or central office administrator who will initiate an investigation into the alleged charges.

If the charges are substantial, sanctions will be imposed in accordance with written policy. Sexual harassment will not be tolerated at any level and will be dealt with in an expedient manner.

## Textbook Policies

Students will use their ID cards to check out textbooks from the library. Students will have until September 4th to purchase an Option Plan. During the next week, students will report to the library with their English classes. While in the library, students will be issued their ID card and textbooks for their classes.

If books are lost during the year, students will pay a replacement cost for the book in the library and then they will check out another book in that subject.

At the end of the year, students will return all of their books to the library.

## Medication at School

Long Term Medications: Prescribed for more than two weeks. A written statement shall be required (annually):

1. From the physician, who will indicate the name of the medication, the route, the dosage, frequency and time of administration, and the reason the medication needs to be given (diagnosis, possible side effects and termination

OPTION C: \$110.00 – Gold pictured I. D. card, lock, locker rental, yearbook and reduced rate of \$2.00 into all LHS home games (excluding play-offs and jamborees) with gold I. D. card

### Please note the advantages of OPTIONS B & C:

In OPTION B: the savings could be as much as \$50 to \$60. There will be at least 5 home football games, 10 home basketball games, 5 home soccer games and at least 10 home baseball/softball games. In OPTION C: the savings are even greater because the cost of a yearbook alone would be \$100.00.

## I.D. Cards

All LHS students will be required to wear **their** I.D. card on the provided lanyard at all times during the school day. If a student forgets their I.D. card, they will have to purchase a temporary sticker I.D. card from the library for a fee of \$1.00. If a student loses their I.D. card, they will have to pay a \$6.00 replacement fee for the I.D. card, \$2.00 for the lanyard and/or \$2.00 for the pouch. I.D. cards not worn and properly displayed will result in a dress code violation. Each time a temporary I.D. must be purchased will also result in a dress code violation.

## Leesville High School Cafeteria

Leesville High School has a large cafeteria with two serving lines and two salad bars. Every person is assigned a meal number. If you do not know your number, check at the cafeteria or with your homeroom teacher at the beginning of the school year. Use your own meal number when eating breakfast or lunch. Do not give your number to anyone else to use. You may eat only one breakfast and one lunch per day on your meal number.

We encourage all students to eat in the cafeteria. Students are not allowed to sign out to eat lunch. Please do not deliver food to students at lunchtime.

Meals may be prepaid in the cafeteria by cash, check or money order. You may pay by day, week, month or year. Pre-payment will be accepted in the morning before 9:00 o'clock a.m.

or payment will be accepted at the breakfast or lunch line if you are eating at that time. Linger in the cafeteria is not allowed.

Breakfast Prices

Full Price (students)-\$1.00  
Reduced Price (students)-\$0.30  
Adults (school personnel)-\$1.50  
At cost (non-school personnel)-\$2.10

Lunch Prices

Full Price (students)-\$1.75  
Reduced Price (students)-\$0.40  
Adults (school personnel)-\$2.85  
At cost (non-school personnel)-\$3.90

### Student Drug Use

Drug free schools throughout the school district are a top priority for the Vernon Parish School Board. Therefore, clear, uniform, equitable and appropriate regulations and procedures must be established. In order to achieve this goal, each school will have a trained team of at least three (3) members to assist the principal and students in the prevention of substance abuse.

Students shall not be permitted to be under the influence or be in possession of, or distribute, or use alcohol or drugs on school property, or during school or any school related activity. All suspected cases of substance abuse shall be confidential and handled in accordance with the following procedures:

I. Cases of Suspected Drug Abuse

- A. When a student displays symptoms of substance abuse, the principal shall contact the parent or guardian. After investigations, the student may be removed temporarily from school until such time as substance abuse can be determined.
- B. If abuse is not confirmed, and the student was removed from school, he/she shall be allowed to re-enter school with ample time to make up any work missed and without penalty.

II. Cases of Confirmed Drug Abuse

- A. If abuse is confirmed, the student shall be suspended and not be able to return to school until a hearing has taken place with the Superintendent or his designee, parent(s), student and principal at the Vernon Parish School Board.
- B. Until a hearing is held, the student will remain sus-

ended.

- C. If permitted to return to school following the hearing, the student and the parent will be required to sign a contract in which they acknowledge that:
  - 1. A drug or alcohol problem exists.
  - 2. The student will not use drugs or alcohol, while at school again, and agrees to participate in appropriate counseling and rehabilitation; and
  - 3. They understand that repeated offenders will be expelled for the remainder of the school year.

III. Cases of Actual Distribution or Sale of Illegal Drugs on School Premises or at School Related Functions

- A. Reported offenses shall be thoroughly investigated and documented by the principal or his designee
- B. Parent(s) and police will be notified when a violation has been confirmed.
- C. The student shall be suspended from school until a hearing at the School Board Office can be held.
- D. There shall be a formal due process hearing at the Vernon Parish School Board Office within ten (10) school days of the beginning of the suspension. The student and his/her parents will meet with the principal and Superintendent or his designee. Until the hearing is held the student will remain on suspension.
- E. Minimum guidelines in effect at the hearing will include the following:
  - 1. The student must be notified in writing of the specific charges against him/her which, if proven, will result in his/her expulsion for the remainder of the year.
  - 2. The student should be given the names of the witnesses against him/her and an oral or written report of the facts of the case.
  - 3. The student shall be given the opportunity to present his/her own defense against the charges and to produce witnesses on his/her behalf.